



SREE NARAYANA GURU COLLEGE OF EDUCATION (B.Ed.)

**Managed by SreeNarayanaMandiraSamiti, P.L. Lokhande Marg,
Chembur, Mumbai-400089**

CODE OF CONDUCT FOR STUDENTS

Sree Narayana Guru said
“Vidya kondu prabuddhar avuka,
Sanghatana kondu shaktar avuka,
Prayatnam kondu sampannar avuka”

This means

“Become enlightened, through Education;
Become strengthened, through organization;
Become prosperous, through hard work”

This is the philosophy we wish students imbue and practice in their personal and professional journey. With this aim in mind, we encourage students to become self-disciplined, valued and humane teachers who will kindle the spirit of love and compassion in their students. The code of conduct serves as guidelines to help the student teachers progress to the path of self-discipline. The code of conduct for the students are as follows:

ATTENDANCE

- ❖ The College timings are 10.30 am to 4.30pm.
- ❖ Students are required to be punctual and regular in attendance. It must be noted that the university rules require minimum 75% attendance in each semester for appearing at the semester end B.Ed. examinations.
- ❖ Attendance for lectures, practicals, internal assessments, college activities, tutorials, examinations as per the timetable is compulsory.
- ❖ Students who remain absent must obtain leave for their absence with the leave note and necessary documents submitted. Prior intimation of leave will be appreciated.
- ❖ Leaving class, workshops, laboratory or the lecture hall without permission will entail cancellation of attendance for the whole day.

DISCIPLINE AND CONDUCT ON CAMPUS

- ❖ Students are responsible to the Principal for their behavior in the college campus and their conduct in public. The rules and regulations set by the college needs to be duly followed and failing to do so will result in strict disciplinary action.
- ❖ Students are expected to take proper care of the college property and cooperate with the college authorities in keeping the premises neat and tidy.
- ❖ Any damage to property, furniture, fixtures, devices, technology, books, materials or any other resources will be considered as an act of misconduct and will result in disciplinary action as deemed fit by the college and the principal.
- ❖ SMOKING AND RAGGING IS BANNED IN THE INSTITUTION AND THE ENTIRE CAMPUS. OUR CAMPUS IS TOBACCO FREE. Any acts of ragging, bullying, physical and sexual harassment and any other acts of violence will result in expulsion from the college.
- ❖ Students must not indulge in any anti-institutional, anti-social, anti-national activities inside or outside the college and campus that will in any way affect the social standing of the institution or interfere with the institution's orderly administration, discipline and smooth working.
- ❖ When using premises and resources shared with other institutions on the campus like library, science and computer laboratories, lifts, seminar room, playground, canteen, gymnasium, gymkhana, washrooms, common rooms, common areas, parking lots; the rules and regulations laid down by the managing body will be final and binding. Any act of misconduct in these areas will be dealt with by the Discipline committee in charge of the said utility/premise.
- ❖ Students must treat each and every auxiliary staff with proper respect and gratitude for their services. Any misdemeanor towards them will invite disciplinary action against those students.
- ❖ The students must strive to maintain and nurture the garden, plants and trees on the campus. Littering is strictly prohibited. Avoid using plastic materials and help in keeping the campus neat and clean.
- ❖ Indiscipline and unbecoming conduct will be considered sufficient reasons for the rustication of students. The decision of the Principal shall be final and binding on the students.

CODE OF CONDUCT ON CAMPUS

- ❖ On admission, each student will be given an identity card that they must wear daily and all the time they are present in the college premises.
- ❖ A library card will be issued to students to avail the library facilities.
- ❖ In case the college I-card or Library card is lost, the student must immediately inform the college office and submit a letter regarding the same.
- ❖ Students should scrupulously follow the instructions and notices of the college and the university which may be communicated to them from time to time.

- ❖ Students must strictly adhere to the dress code of the institution. Dress code is salwar-kameez, chudidhar-kurta, jeans-kurti and saree for female students and shirt-trousers, t-shirt-jeans and kurta-pyjama for male students with appropriate footwear.
- ❖ Students should ensure conservation of resources like electricity and water and switch off the lights/fans/ACs and other electrical devices when leaving the classrooms.
- ❖ Students should keep the classrooms and other areas used clean and tidy at all times. Students are encouraged to avoid the use of plastic items.
- ❖ Students must follow honesty and integrity in their academic endeavours and refrain from any malpractices. They must follow the code of professional ethics as required for their chosen profession as a teacher.
- ❖ Any student who is persistently committing any act of serious indiscipline or misbehavior or who, in the opinion of the Principal has adverse influence on his/her fellow students, may be expelled from the institution.

USE OF MOBILE PHONE

- ❖ Students must switch off their mobile phones or switch to silent mode during college hours and in the library unless required for certain permitted activities.
- ❖ Students are advised to refrain from unnecessary use of mobile phones in the college campus.

CODE OF CONDUCT DURING EXAMINATIONS

- ❖ The college follows all internal assessments and examination system as per the Choice Based Credit System introduced by the University of Mumbai.
- ❖ Attendance for all internal assessments and external examinations as per the timetable is compulsory.
- ❖ Students must carry their I-cards and examination hall tickets for each examination.
- ❖ Entry into examination hall with bags, mobile phones is prohibited.
- ❖ In case of absence from an examination, permission must be sought for the same.
- ❖ Each and every student must strive to uphold the college's high standards and contribute and support its initiatives and practices.
- ❖ Any student who is guilty of malpractice in connection with the examination will face punitive action as deemed necessary by the principal and the examination committee.

DISCIPLINE AND CONDUCT IN INTERNSHIP SCHOOLS

The College has a number of Internship Schools and Junior Colleges where the trainees will complete their practice teaching and internship activities.

- ❖ Students must abide by the code of conduct at the internship schools where they give lessons. Any misdemeanor of the trainee in the internship school will result in serious disciplinary action as decided by the internship school and the College.
- ❖ The student must strictly follow the instructions of the Internship-in-charge and the college supervisor during the entire duration of the internship.
- ❖ The students must follow the dress code in the internship institution as informed by the college. Female students must wear salwar-kameez or chudidhar-kurta with a stole or dupatta and male students must wear formal shirt and trousers with appropriate footwear.
- ❖ All lessons and internship tasks must be completed as per schedule. No lesson or task may be omitted without adequate reasons and without prior permission.
- ❖ Proper coordination with group leaders, team members, college supervisor and school authorities is crucial.
- ❖ Use of mobiles in internship schools is strictly prohibited. If pictures, videos are being taken, prior permission must be sought from the concerned school authority. The use of the pictures and videos must be purely for academic purposes.
- ❖ Students should establish cordial relationship with the teaching and non-teaching staff and the pupils of the concerned Practice Teaching school.
- ❖ Any kind of physical, verbal, mental harassment towards the school students is strictly prohibited. Beating, ragging, bullying, harassing, teasing or punishing students at the internship schools will lead to expulsion of the trainee student from the B.Ed. course.
- ❖ Ensure cleanliness and neatness of the campus and proper use of resources. All materials and resources used must be handled with utmost care and duly returned in proper condition.

LIBRARY RULES

- ❖ Bonafide students of the college only can take benefit of the library.
- ❖ Silence shall be strictly observed in the library.
- ❖ No student shall be allowed to enter the library without a proper library card.
- ❖ Only one book will be issued at a time for reference after the reader has deposited his/her Library card with the Librarian.
- ❖ No reference book or reports or periodicals will be issued, but they can be referred to in the Library.
- ❖ Books are issued for one week only. If a student wishes to keep a book for more than a week he/she shall be required to apply for renewal for a further period, and will be required to show the book physically to the Librarian.

- ❖ A book may be reclaimed on request, 24 hours after its return, if the same is not claimed by any one.
- ❖ A book borrowed from the reference section or for reference from the general lending section should not be taken away outside the library without the Librarian's permission.
- ❖ The borrower will be required to pay full current market price of any book lost or damaged. The cost payable of the textbooks which are out of print will be determined by the Principal.
- ❖ All books taken for reading should be checked at first by the student to see that no pages are missing. If any pages are missing the Librarian should be informed. The Librarian shall bring to the notice of the Principal such report.
- ❖ No student shall damage any book manuscript, records or any other library material by tearing the pages etc as all these constitute damage to a book. These damages to the books should be avoided.

CODE OF CONDUCT FOR ACADEMIC STAFF

- ❖ The Faculty members will adhere to the Statutes, Ordinances, Regulations and Rules prescribed by the University.
- ❖ Faculty members must provide total cooperation with the head of the institution and the management and must effectively discharge all their duties and responsibilities as well as any additional responsibilities assigned by the college and the management.
- ❖ The faculty must ensure complete regularity and punctuality with regards to attendance and completion of college duty hours.
- ❖ The faculty must strictly adhere to the professional ethics and behaviour as prescribed by the profession and by the management. The faculty must not engage in any kind of detrimental conduct or activities both in and outside campus that will in any manner affect the image of the institution.

- ❖ The faculty must maintain cordial relations with the Principal, colleagues, students, non-teaching staff, collaborating institutions and stakeholders of the institution.
- ❖ The faculty must emulate the values of Sree Narayana Guru and treat every student equally without any discrimination or prejudice.
- ❖ The faculty will follow the prescribed code and regulations for availing leave facilities as permitted by the University and the management.
- ❖ The faculty must seek prior permission for availing leave facilities from the Principal. Application for leave must be duly filled and submitted to the Principal well in advance in case of Casual leave keeping in mind all the responsibilities being shouldered during the desired period of leave are not affected. In case of sick leave the faculty will provide for necessary medical documents and the fitness certificate.
- ❖ The faculty must adhere to the dress code prescribed by the institution - formal Indian wear for female staff members and formal Indian or Western wear for male staff members.
- ❖ The faculty must wear the college ID-card at all times.
- ❖ Mobile phones should not be carried to the classroom unless needed for the scheduled activities.
- ❖ The faculty must actively participate in all college-related academic tasks, events and programmes, committee duties and activities of the cells and clubs.
- ❖ The faculty must strive towards their professional development by attending seminars/conferences/workshops /courses.
- ❖ The faculty is morally bound to communicate to the principal at any point of time any malpractices or inappropriate behaviour of students, colleagues and other staff members that can be detrimental to the growth of the institution.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- ❖ Staff members must be aware of the policies, rules and regulations of the institution and discharge their duties following the rules and regulations.
- ❖ Staff members must be regular, punctual and disciplined in their work and adhere to the working hours of the college.
- ❖ Staff members must follow all norms as per the directions of the Management. They must follow the rules pertaining to availing of leave as per the directives of the management.
- ❖ Staff members must cooperate with the Management, Principal and other staff to ensure the smooth functioning of the college.
- ❖ Staff members must maintain cordial relationships with management, faculty, students, other staff and all others visiting the college.
- ❖ Staff members must not be involved in any behaviour or activity within the

campus or outside that will affect the image of the institution.

- ❖ Staff members shall refrain from unnecessary use of their mobile phones while in the college premises.
- ❖ Staff members who are given a uniform by the management should wear it every day while on campus.
- ❖ Every staff member must wear an ID card at all the times.