

### CODE OF CONDUCT FOR TEACHERS

The faculty members must abide by the code of conduct of the institute. • Every teacher shall discharge his/her duty efficiently and conscientiously as per the institutional guidelines/ given by the principal/management. • Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for proper discharge of duties assigned to him/her. • They must be punctual in their respective classes. • They should also maintain syllabus completion status and other reports from time to time. • Teachers must maintain proper dress code in the premises. No casual dress is allowed. • They must ensure the participation of students in extracurricular activities being organized in the institute according to their interest. • They must maintain the dignity and confidentiality of students and counseling must be done with full honesty and commitment. • They must maintain a professional attitude and integrity at all times. • Teachers must treat all students equally and must not be biased on the basis of religion, caste or region. • Treat your colleagues with courtesy and as professional equals regardless of their status. • They must maintain transparency of evaluation of students. • Teachers should not take part in any political activity without the prior permission from authority. • They must be innovative and provide quality education to students. • Teachers must not use cell phones while taking classes. • Teachers must be available (24/7) for urgent duty for college • Teachers must not use institutional or professional privileges for personal advantage • No teacher shall act in any manner that violates the norms of decency or morality. • Teachers must not collect any money from the students unless specifically authorized for any fund raising programme. • They must maintain the honour and dignity of the noble profession-teaching. • Must take prior approval of any leave.



Principal  
M. K. College of Education  
Shahpur, Jalandhar

### CODE OF CONDUCT FOR STUDENTS

Participation of students in all the activities / functions organized by the college is compulsory. • Ragging is strictly banned in the college as well as in the hostel. Those who violate this rule shall be strictly dealt with. • Use of Mobile phones for non-academic activities like Listening music / watching videos & movies / using whatsapp and facebook / taking selfies / doing photography etc. are strictly prohibited in college campus during college working hours. • Smoking, drinking and taking up of any type of intoxicants are forbidden in the college premises • Pupil-teachers should wear simple, neat and clean teacher like dresses. • It is a moral duty of all the students to protect the college property. • No relative is allowed to meet the girls without the prior permission of the Principal. • No Students will be allowed to accept any employment during the courses of training. • The students should follow practices of personal hygiene and help in keeping the college campus clean and green. • Students should exhibit desirable behavior which will count for assessment in C.C.E. • During the college timing, the students cannot leave their classes to attend the guests. • The boys are not allowed to enter the girl's common room. • In vacant periods, the students should go to the reading room or library and utilize their time in the study of magazines, periodicals and newspapers. They should not stand near the class room or in the corridors and create unnecessary noise. It disturbs the teaching work in nearby class rooms. • The student should cultivate the queue habit while they go to see the principal, or to pay dues in account office, to get the books issued from the library, etc. • The college property should in no way be tampered with or disfigured as this property belongs to you. • The defacing of walls with pencil marks or ink is strictly prohibited. • Theft, forgery, vandalism, or damage of any type of college property shall not be permitted under any circumstances and the student involved shall be severely punished. • Roaming / wandering aimlessly in the corridors / departments are also prohibited.



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