

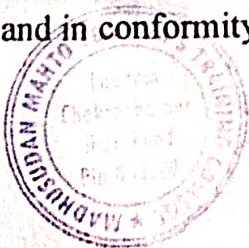
Madhusudan Mahto Teacher's Training College, Chakradharpur, Jharkhand

Code of Conduct

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

COC for Teachers

- A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of college pertaining to his/her sphere of responsibility/duties.
- A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body/ Management of the college.
- A teacher shall not remain absent from duty without proper sanction of leave except in case of emergency.
- In case of absenteeism, the salary deduction will be considered on monthly basis and if the of absenteeism continues prolong them the calculation will be on working day basis. Intimation, caution, warning letter will be issued also. Further if his discontinuation continues more than 15 days Administration/ Management may take strict disciplinary action against him/ her any may terminated from his/ her service.
- Teachers should give prior information for their leave.
- A teacher shall desist/refrain from indulging in unempirical publication which would prove to be detrimental to the reputation and the progress of the college.
- Teachers should take their classes according to the timetable.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Cooperate with the authorities for the betterment of the college keeping in view the interest and in conformity with the dignity of the profession.



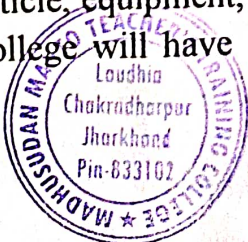
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- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made, and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.
- Teachers should treat the non-teaching staff as colleagues and equal partners.
- Teachers should seek to make professional growth continuous through study, seminars, faculty development programs, workshops and research.

COC for students

This Code shall apply to all kinds of conduct of students that occurs on the college premises and any off-campus conduct that has or may have serious consequences or adverse impact on the college interests or reputation.

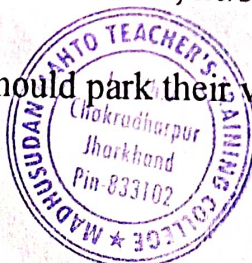
- At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that he/she shall be regular and must complete his/her studies in the college. Students must have a compulsory attendance as per University/ NCTE guidelines.
- Every student will maintain proper discipline, integrity and dignity in the University Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the college.
- In any case student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the college, by mistake or deliberately, the college will have all the rights to recover the damages caused by him/her and impose



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monetary fine on him/her, and in case of nonpayment, college may cancel his/her admission or may take any legal action against him/her.

- During the entire duration of his/her course he/she will not enroll himself/herself for any other regular Course in any other university/College/Institution.
- He/ She will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the college premises. In case he/she is found indulging in any of the above the college may take any legal action against him /her.
- Use of mobile phone/ strict prohibited without permission.
- No students are allowed to leave the classroom during the lecture without permission of teachers.
- Student may complain appeal/ request in a written form to concerned authority.
- He/she shall be liable to pay late fine of Rs. 200/- for the period of every 15 days in case he/she fails to deposit his/her fees till stipulated last date of payment of fee and in case of nonpayment of fee (whether full or partial) within a period of 60 days after last date his/her admission will be liable to cancel.
- He/She would attend the college in prescribed college uniform and carry and display his/her Identity Card issued by the college, every day, if unable to do so the college can initiate action as per rules and regulations.
- In case he/she is found traveling in the college bus without due authorization and permission he/she shall be liable to pay the transport fee of the concerned route for the whole academic year.
- Students are not allowed to stay in the college hostel(s) without written permissions and authorization of the warden and senior authorities of the college. In case he/she is found in the Hostel Premises, he/she will be liable to pay a fine as decided by the college.
- Students should park their vehicle in a prescribed parking place.



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- Students are directed to maintain college campus greenery and neat and clean.
- Students must check his/her college what's group daily once as all the important notices from the office /exam section are sent on whatsapp group.
- Without prior, written permission of the HOD/Class teacher, if a student remains absent for lectures and practical for more than a week, he /she will have to abide by the punishment of academic nature as decided by the authority.
- He/she shall maintain proper discipline, peace and abide by the rules and circulars issued by the college time to time and in case of any default by him/her, the college can take action against him/her including cancellation of his/her admission and debarring his/her entry in the college Campus, Library, Sports Grounds, Mess, Canteen, Reception, Labs, Workshops etc.

COC for Administration

- The administrator should provide the effective academic and administrative leadership to the institution.
- The principle of decentralization and participative management should be followed in the institutional practices.
- The administrators should look after the effective implementation of e-governance in the different areas of administration.
- The administrator should give proper representation considering social inclusiveness.
- The college administrators shall fulfill their lawful duties and obligations to the government and institution with integrity and loyalty.
- The administrator should ensure welfare of staff and students.
- The administrator should strictly follow the strategy of mobilization and optimal utilization of funds.




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- The college administrators should respect the rights of the colleagues and the students while performing their duties.
- The college administrators shall take responsible action to protect students and staff from conditions harmful to health and safety.
- The college administrators should perform his duties in non-discriminatory manner.
- The college administrators should maintain financial transparency and delivery.
- The college administrators should make the utmost efforts to develop the institution in a versatile manner.
- The college administrators shall take responsible action to maintain educational ambience.
- The college administrators should keep the interest of the institute above the personal.

General COC for other staff:

The college expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times.
- Maintain independence & be impartial in the discharge of official duties.
- Must not be absent without sanctioned leave.
- Maintain a responsible and decent standard of conduct in private life.
- Maintain political neutrality.



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- Avoid consumption of intoxicating drinks & drugs in the office, in public places or at home.
- Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.



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