

# MANOHAR MEMORIAL COLLEGE OF EDUCATION, FATEHABAD



## CODE OF CONDUCT

# **Manohar Memorial College of Education , Fatehabad**

## **Code of conduct**

"Education makes people easy to lead, but difficult to drive, easy to govern, but impossible to enslave"

H.P. Brougham

The Parents and Students are kindly advised to thoroughly go through the college website. They will be formally obligated to abide by the institution's code of conduct. Please pay close attention to the following instructions.

- Treat all the members of the institution with respect, irrespective of their identities and background.
- Attend the lectures and other academic activities regularly and punctually.
- The name of a student absent for more than 7 days without information will be struck off the college rolls.
- Report change in Address or Contact Number to the college office immediately.
- Mobile Phones are allowed only in the Lawns.
- Camera Phones are NOT Allowed.
- Any student found guilty of Misbehavior/Disobedience shall invite strict disciplinary action in accordance with college rules. They will not be eligible for any prize/scholarship/fee concession or for membership of Students Council any other body.
- Morning Prayer is held every day and Weekly assembly is held on Thursday of every week. The presence is compulsory during the Prayer and the Assembly. Students must remain in the college till 3:30 PM

- Students should come in 'prescribed uniform of the college.
- Identity Cards are to be carried all the time. Students without their I-Cards will not be allowed to enter the college campus.
- Visitors are requested to contact the General Office to meet the students during college hours.
- Switch off lights and fans while leaving the class rooms as a social obligation.
- Entry in Principal's office or Staff Room will be with due permission.
- Avoid carrying heavy cash, jewellery or expensive items and abstain from lending or borrowing of money. The authorities do not take responsibility for any loss.
- Visit the Information Centre daily to keep abreast of the ongoing activities. Read the Notice Boards regularly for important information.
- This Institution expects you to become a socially responsible person in Society and help others in need.

The following activities will be viewed very seriously:

- Littering the campus
- Scribbling on the walls or on any other item of college property.
- Making noise in the corridors.
- Tampering with parked vehicles of the Staff/Students/Visitors in any manner.
- Hanging around in the campus while classes are going on.
- The students found involved in any incident of Ragging shall be summarily expelled from the Institution.

**The Principal has the right to change any of the College or Hostel rules at any time without prior notice.**

### **Code of Conduct for Teachers**

- Teachers shall perform their duties effectively and efficiently by adhering to the institutional rules and regulations.
- Continuous professional development is expected from teachers to update their skills and knowledge to stay updated in their field and serve as role models for their students.
- Teachers shall maintain a professional and respectful behaviour while interacting with students and colleagues.
- Encourage students' to participate in both curricular and co-curricular activities for their holistic development.
- Teachers are encouraged to organize and participate in technical events and activities that benefit students and the wider society.
- Teachers must treat all students equally and fairly, without any discrimination based on caste, creed, language, social background, or cultural differences.
- Teachers shall adhere to high moral standards and ethical principles in their behavior and activities, both within and outside the campus.
- The teaching faculty should work together collectively to achieve the institutional core values and targets set by the leadership.

### **CODE OF CONDUCT FOR ADMINISTRATORS**

- Maintain the organization's principles by treating all students, academic staff, and support staff with respect and kindness.

- Be completely aware of the Institution's policies, rules, and regulations and ready to put them into practice.
- Make sure that the tasks given to team members are appropriate according to their experience and talents.
- Make sure that the institution's objectives are communicated clearly to all stakeholders and that the activities it plans to undertake are directed at accomplishing the objectives.
- Assist the team members with the necessary training, skill development, and successful completion of the tasks assigned.
- To ensure the smooth operation of the institution, maintain a cordial relationship with the administration and other non-administrative staff.
- Make sure that all expenditures are within the Institute-approved budget and that a fair procedure is followed for allocating the money.

## **CODE OF CONDUCT FOR NON TEACHING STAFF**

All supporting staff must carry out their responsibilities effectively and in accordance with institutional standards.


It is everyone's duty on the supporting staff to cooperate in order to meet the goals and institutional core values that are occasionally set by the leaders.

The supporting staff shall extend a full support to the department for the development of the labs and also in the maintenance of instruments/equipment.

The supporting staff shall ensure a cordial relationship with the teaching faculty, students, and other administrative staff for the smooth operation of the Institution.

The supporting staff must show their respect to all students regardless of their caste, creed, language, country of origin, or socioeconomic or cultural background.

The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.

  
Principal  
M.M. College of Education  
Fatehabad-125050