



Sri Taralabalu Jagadguru Education Society(R) Sirigere

☎: (08192) 264512

MAKANUR MALLESHAPPA COLLEGE OF EDUCATION

(Accredited By NAAC 'B' Grade, Aided College Permanently Affiliated to Davangere University and Recognized by NCTE)

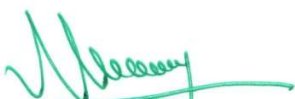
Anubhavamantapa, Davangere-577 004 Karnataka

Email Id-mmceedn@gmail.com

Website: www.mmbeddvvg.com

CODE OF CONDUCT FOR TEACHER

- 1) Making classes interesting, useful and thought provoking.
- 2) Completing the syllabus without complaints in time.
- 3) Giving assignments and tests on regular basis, evaluating the same properly and giving feedback to the Student.
- 4) Mentoring the class in general and in specific as well by giving attention to the needy.
- 5) Coordinating with other teachers and class teachers for better results on regular basis.
- 6) Encouraging the students to take up creative and useful academic assignments and ensuring overall discipline in the class and in the college'
- 7) Preparing the e-learning material in time (text as well as ppt format)
- 8) Participating in faculty development program (FDP) in the dept (Popular talk sessions)' and contributing to enhance the ambience of the dept'
- 9) Teachers are advised to take re medial/special classes to the needy and ensure that student that students come on par with other students. In other words, teachers has to help slow learners till they come up to the level playing field'
- 10) Teachers are advised to take up mentoring and see that psychological, academic needs of the students are addressed appropriately'
- 11) Readiness to take up the work assigned from time to time by the the principal the college management.
- 12) Aligning themselves with the system and work with focus


Principal
M.M. College of Education
DAVANGERE - 577 004
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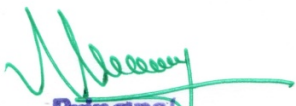
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CODE OF CONDUCT FOR STUDENTS

1. Students are required to be In-Time to the classes. (9.30 am in the morning)
2. If late by more than five minutes (later by 9:35am) the late comers names will be entered in a separate registers and will be reviewed on weekly basis.
3. An appropriate action will be taken if any student is found either not punctual and 'or' not regular in attending classes. Punishment could lead to suspension or even detention as the case may be from the course, which will be duly intimated to the parents concerned.
4. Students are required to come in formals (uniform for the schedule days decided by the department without fail). They are further required to follow the dress code of the college and should wear ID card compulsorily when they are in college premises.
5. Students are required to take up weekly tests / assignments / monthly tests / seminars as decided by the respective subject teacher and they are required to perform well in all the tests/ exams conducted by the college.
6. Permitting any student to the practical exams is strictly based on continuous evaluation by the teachers and the accumulated attendance.
7. If the performance and the attendance are found below the norms of Davangere University, those students will not be allowed to take the final examinations and have to repeat the semester.
8. Any prolonged leave / absence by any student is permitted only against submission of leave letter counter signed by the parents and with the supporting documents related duly approved by the principal and the same should be brought to the notice of class teacher. However students are advised to be in constant touch with the class teacher or mentor for any support or academic guidance required in the learning process.
9. Active participation in all departmental activities/ college activities as applicable is highly appreciated and the same will be considered favorably for continuous assessment
10. Participation of students in CTC/Sports or any other community reach out activities is highly appreciated and encouraged and students are required to show authenticated documents endorsing their participation in such activities to get attendance and academic guidance from the department.

11. Standing in the quadrangle or along the corridor in between classes is strictly not allowed and they are further required to advise not to move from classes in between for any purpose what so ever.
12. In short, students are highly encouraged to pursue their studies in a conducive and intellectually stimulated environment and required to follow all the above norms in order to stay focused in realizing the objectives.



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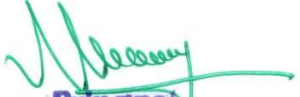
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CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.


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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.


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CODE OF CONDUCT FOR NON TEACHING

- Non teaching employees should give importance to cleanliness of the institution.
- Non teaching employees should behave politely and compassionately with students, teachers, parents and administrative staff.
- Non teaching employees should develop co-operative and friendly relationship with faculty members.
- Non teaching employees should not involve in unethical practices.
- Non teaching employees should not remain absent from duties without prior permission.
- Non teaching employees should not engage directly or indirectly in any trade or business.


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