



# MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN

Muttambalam P.O., Kanjikkuzhy, Kottayam- 686004  
(Recognised by NCTE, Affiliated to Mahatma Gandhi University)

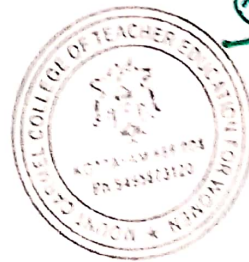
## CRITERION VII

### INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1: Institutional Values and Social Responsibilities

7.1.9: Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code

#### CODE OF THE CONDUCT FOR STUDENTS, TEACHERS ADMINISTRATORS AND OTHER STAFF OF THE INSTITUTION



*Suma Joseph*

Prof. (Dr.) Suma Joseph  
Principal  
Mount Carmel College of Teacher  
Education for Women  
Kottayam-686 004



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## A. CODE OF CONDUCT FOR STUDENTS

The code of conduct for students is intended to foster and protect the vision and mission of the Institution which is to create intellectually well formed, morally upright, socially responsible and emotionally mature women teachers who contribute to the transformation of society. The code applies to all students belonging to B. Ed and M. Ed programmes.

- Classes are scheduled from 9.30 a.m. to 4.30 p.m. There shall be an assembly of all the students every morning 10 minutes before the commencement of regular class hours. All the students are expected to be present in the college during the working hours and late coming will result in loss of attendance for the forenoon session.
- Students are expected to be punctual and regular in attendance and are not permitted to absent themselves without permission. All leave applications shall be submitted in time, for sanction by the class teacher and application for medical leave shall be accompanied by valid medical certificates.
- Students should not leave the campus during working hours without the permission of the Principal/ class teacher and have to make entry in the Movement Register maintained at the college office. Students should not receive visitors during college hours without prior permission.
- Every student shall abide the rules and regulations of the College related to attendance, examinations, library, hostel, fees etc.
- Students have to wear identity cards on the premises of the college and outside while they are representing the college.
- Students must be modest and neat in their mode of dressing and are expected to adhere to the dressing code of the college. Students shall compulsorily wear the uniform on the prescribed days.
- Students are expected to maintain the highest standards of discipline and dignified behaviour inside as well as outside the campus and hostel. Students shall behave with dignity and courtesy with teachers, staff and fellow students.



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- Any action that causes physical or emotional harm to any person, students, teachers, staff or others and to the learning environment in the campus will be considered as a major misconduct on the part of the student.
- Students are expected to keep the college premises clean and tidy. They are expected to handle the furniture, equipment, appliances of the college carefully. In the event of property damage by the students, they will have to bear the cost of replacement/repair with a fine. Misuse of the infrastructural facilities provided will be dealt with strict disciplinary action. Scribbling on walls and furniture is strictly prohibited.
- Students have to switch off the fans and lights when coming out of the classes.
- Strict silence must be observed during class hours. Students are not expected to loiter in the corridors or on the campus/hostel during class hours. They should make use of their free time by using the Library, Computer lab or other facilities available.
- Use of mobile phones is strictly prohibited during class hours. Keep mobile phones in the flight mode or in switched off mode unless permitted for class work by the concerned teacher. Vibration or ringing of bell during the class or meetings is considered serious insubordination and in such cases phones will be confiscated and will be returned only after the academic year.
- Students can use smart phones, laptops, tablets etc. to access wi-fi internet for academic purposes while being in library. Mobile phones shall not be used for telephonic communication and for entertainment purposes during the college hours. Unauthorized photography and videography using mobile phones are strictly prohibited.
- Students who intend to represent the college in any events shall take prior permission from the Head of the Institution. Any form of socio-cultural celebrations or activities should be conducted by students either inside or outside the campus only with the permission of the Principal and under the supervision of the staff.
- Political activity in any form is not permitted in the college campus. Unauthorized meetings, processions or fund collections are forbidden within the college, hostel and outside the college.
- Students are prohibited from any act of discrimination based on gender, caste, race, religious beliefs, colour, region, language, disability, sexual orientation, marital or family status etc.
- Ragging is strictly prohibited in the Campus. The Institution is empowered to take appropriate disciplinary action, which includes suspension or dismissal, against the student who involves in ragging.



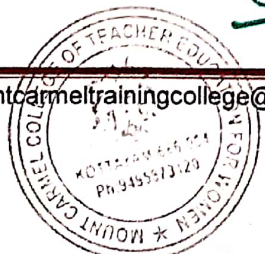
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Prof. (Dr.) Sunda Joseph

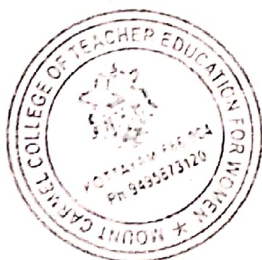
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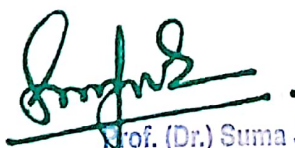
Principal

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- Students are prohibited from doing dishonest acts which include lying, theft or fraud, dishonesty/ habitual negligence in any academic work or any other aspect of college functioning.
- Students are strictly prohibited from the consumption or possession of alcohol, drugs, narcotics or similar substances, smoking or using chewing gum etc. in the campus.
- Students are expected not to interact, on behalf of the college, with or invite media persons onto the campus without the permission of the college authorities.
- Students are not permitted to either audio or video record any matter that intrudes into the privacy of any member of the college without their prior permission or harms the reputation of the college.
- Students are expected to use social media carefully and responsibly. They cannot post contents or comments derogatory to other individuals within the college on social media or indulge in any such related activities having severe consequences on the reputation of the college.
- Students should disclose the health condition, which requires emergency medical intervention, either physical or psychological, to the Head of the Institution.
- During Internship Programme students are expected to cooperate with the Head of institution, teachers and other staff of the respective institutions.
- Students should park their vehicles in the places designated for it and not anywhere else in the Campus. As per the Govt. order, students should follow the speed limit inside the campus.
- Students are not permitted to distribute or display any material such as posters, banners, pamphlets from outside both physically and electronically in the campus without the permission of the Principal.
- In case of any instance of noncompliance of existing rules or any observed behaviour that deviates from the vision and mission of the Institution, then a committee will be formed to inquire into the alleged violation and accordingly recommend a suitable disciplinary action based on the nature of misconduct.
- Students can voice their grievances in the Grievance Redressal Cell/ put the grievances in the boxes or can personally meet the principal.





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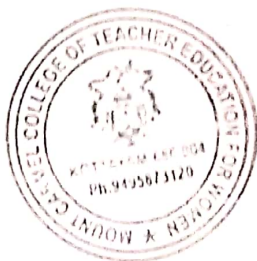
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## CODE OF CONDUCT FOR THE TEACHING STAFF

1. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
2. Teachers should act as a role model for students by displaying good conduct, set a standard of speech and behaviour worthy of example to the students.
3. Teachers should cooperate with the institutional requirements and shall have a cordial relationship with the Management, superiors and colleagues.
4. Teachers should observe punctuality and commitment in teaching and other duties
5. Teachers should actively participate in institutional development.
6. Teachers should inculcate human values, scientific and democratic outlook among the students in order to transform them into socially responsible citizens.
7. Teachers should create a conducive learning environment and strive for innovative practices, knowledge creation and professional development.
8. Teachers should help students in identifying their potential and support them through mentoring and academic counselling
9. Teachers should be sensitive to societal needs and development.
10. Teachers should refrain from any type of discrimination



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## CODE OF CONDUCT FOR THE NON TEACHING STAFF

1. Non Teaching Staff should work in communion with the requirements and needs of the Management, faculty, stakeholders and the student community.
2. Non Teaching Staff should maintain a conducive climate within the institution so that the academic and administrative process will progress in an effective manner.
3. Non Teaching Staff should carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
4. Non Teaching Staff should ensure the confidentiality and safe-keeping of the records and documents within the institution and upkeep of official requirements in a time-bound way.
5. Non Teaching Staff should deal with students, faculty and colleagues with respect and courtesy.
6. Non Teaching Staff should take care for the institutions property.
7. Non Teaching Staff should refrain from any form of discrimination.
8. Non Teaching Staff should refrain from malpractices or corruption while dealing with financial transactions as well as documentation of accounts.
9. Non Teaching Staff should strive to maintain the academic atmosphere of the College through the works assigned to them.
10. Non Teaching Staff should create conditions that inspire teamwork and act timely to redress the genuine grievances.

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