



MODERN COLLEGE OF EDUCATION MALKAPUR, KARAD
-CODE OF CONDUCT FOR GOVERNING BODY MEMBERS OF THE
INSTITUTE-

Following are some of the code of conduct for the governing body members of the institute/college

1. Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
2. The members of the Governing Body shall maintain their transparency.
3. No property of Trust will be used for personal benefits.
4. Any member of the Governing Body will not express non-satisfaction with any decision made by the Executive Body. It will be discussed or expressed in the meeting only. One must respect the majority taking the decisions.
5. If any member of the Governing Body needs any primary information from the Institute, s/he will communicate to the Principal and will not have any oral or written communication with the employee.
6. If any misbehaviour and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
7. All shall mind that no person is greater than the Institute.
8. The Governing Body will receive all communication in writing only from the Principal. In the same way the Governing Body will reciprocate their decision through Principal.
9. Respect other member's opinions and give them a chance to express, if necessary, permit to register their differences of opinion.

Jichabale
JQAC
Co-ordinator


I/C. Principal
Modern College of Education
Malkapur, Tal. Karad, Dist. Satara



MODERN COLLEGE OF EDUCATION MALKAPUR, KARAD
-CODE OF CONDUCT FOR PRINCIPAL-

1. The Principal should monitor the administration of the academic Programmes.
2. The Principal should plan the budgetary provisions for the academic session in advance.
3. The Principal should take all appropriate steps to maintain discipline in the College.
4. The Principal should form various cells/committees for the smooth Functioning of the college.
5. The Principal should encourage faculties for their professional development By attending seminars/conferences, online courses and research papers/books.
6. The Principal should take steps to make co-ordination among different Departments within the institute.
7. The Principal should conduct meetings of various cells/ committee as and when required.
8. The Principal shall be responsible for the submission of an annual report on the progress of the department.

Jichabale
JAAC
Co-ordinator

[Signature]
I/C. Principal
Modern College of Education
Malkapur, Tal. Karad, Dist. Satara

MODERN COLLEGE OF EDUCATION MALKAPUR, KARAD
-CODE OF CONDUCT FOR TEACHERS-EDUCATORS-



1. Teacher-Educators are expected to conduct themselves in accordance with the ideal of the profession.
2. Teacher-Educators should express their free and frank opinion in the meetings for the betterment of the institution.
3. Teacher-Educators should perform their duties with full honesty and dedication, as given by the principal or head of the department.
4. Apart from the regular duties like teaching, tutorials, practical; teachers should work for their professional development by attending seminars/conferences and conduct research work.
5. Teacher-Educators must maintain a healthy relation with their colleagues.
6. Teacher-Educators should participate in extension, co-curricular activities and community service.
7. Teacher-Educators should communicate with students impartially regardless of their religion, caste or economic characteristics.
8. Teacher-Educators should motivate student-teachers to improve their academic and professional achievements.
9. Teacher-Educators should refrain from availing leave except on unavoidable grounds, and as far as possible take leave with prior intimation, permission and adjustment of their responsibility.
10. Co-operation of teachers is expected towards the college's green initiative by adopting sustainable practices like switch off the lights/fan when not require, communicate via e-mail, take print when it is very important, use both sides of papers etc.

Jichabale
IGAC
Co-ordinator

Principal
I/C. Principal
Modern College of Education
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MODERN COLLEGE OF EDUCATION MALKAPUR, KARAD
CODE OF CONDUCT FOR STUDENT-TEACHERS



ATTENDANCE

- Student-teacher should regularly attend all classes during the academic year.
- At least 80% attendance is mandatory to appear in the semester examinations.
- The student-teacher should complete the theory assignment, internship, and practice teaching lesson, and other activities as specified in the curriculum before the given time.

DISCIPLINE

1. Student-teachers are advised to maintain decorum during their stay In the campus.
2. Student-teachers are not allowed to invite any outside person Without the prior written permission of college authorities.
3. Student-teachers are encouraged to be a part of MCE green initiative And adopt green practices like maintaining the college premises clean; Avoid plastic item and switch off the lights/fans when leaving the Classroom etc.
4. Student-teachers are prohibited from any anti-institutional, anti-National, anti-social activities within the campus.
5. Student-teachers are advised not to involve themselves in ragging, Harassment and any other incidents, in any such case indiscipline Action will be initiated against the student.

I-CARD & LIBRARY CARD

1. Student-teachers must carry the college I-card with them in the college and any other college related activity.
2. A library card would be issued to students to avail library facilities.
3. In the case of loss of I-card or library card, it should be informed immediately to HOD and librarian.

MOBILE PHONE

1. Student-teachers should switch off their mobile phones while in the classroom and the library.
2. Student-teachers are not allowed to carry mobile phone in the examination hall.

Shabale
IQAC
Co-ordinator

[Signature]
I/C. Principal
Modern College of Education
Malkapur, Tal. Karad, Dist. Satara



MODERN COLLEGE OF EDUCATION MALKAPUR, KARAD
-CODE OF CONDUCT FOR OTHER STAFF-

1. Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
2. Establish and maintain co-operative relationships with other administrative staff members.
3. Staff should discharge their duties with full dedication.
4. Staff should act promptly to solve the problems like classroom problems.
5. The grievance of students for matters related to admission, examination or any other matter related should be solved immediately.
6. The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
7. Supportive staff should do all the work assigned by the principal/ Head of the department and other staff members.

Jhhabale
IQAC
Co-ordinator

Principa
I/C. Principal
Modern College of Education
Malkapur, Tal. Karad, Dist. Satara