

Maharashtra Education Society's  
**HUMERA KHAN COLLEGE OF EDUCATION**  
affiliated with the University of Mumbai Recognized

## **Code of Conduct**

Self-discipline is the best form of discipline. The Code of Conduct emphasizes the same and is a guideline to all concerned to observe self-discipline in all forms of interaction whether on campus or off campus.

### **Code of Conduct for Students**

#### **General instructions**

1. Wearing Identity cards on campus and during internship/ visits to the community Centre's is compulsory.
2. Ragging and cyberbullying of any kind is totally prohibited. If any complaint in this regard is received then strict action will be taken by the Discipline Committee.
3. The use of cell phones during lectures and library work is prohibited. If the faculty needs the students to access the same for any work related to the lectures/ activities then cell phones may be used under the supervision of the faculty.
4. It is advisable to use cycles or public transport for commuting to college. Two-wheelers may be used by those coming from distant areas. Parking of vehicles is to be strictly in the designated area only.
5. A no-plastic policy is recommended. Avoid using one time use plastic at all times.
6. Waste must be separated as wet and dry waste and deposited in bins marked for the same.
7. Use water and electricity carefully.
8. Students will not organize any activities like picnics and outings on behalf of the college.
9. Notices pertaining to various activities will be displayed on the notice board. Students must read the same and do the needful.
10. Smoking or intake of any intoxicants is strictly prohibited on campus as well as during activities like internships, picnics and field visits
11. Take care of the plants and trees on the premises. Do not pluck flowers or damage the trees in any way.

### **Attire**

1. Students must be dressed in decent attire at all times.
2. Dress code for Internship is salwar, kameez and dupatta for female students and formal shirt and trousers for male students.
3. While accessories are permitted, care should be taken that no accessories and make-up is garish.

### **Use of Infrastructure**

1. Please maintain the premises, including the restrooms, common area, and classrooms, clean.
2. Turn off lights and fans when not necessary
3. Take proper care when using the computers, furniture, and other belongings.
4. Care must be taken to handle and return any borrowed instructional materials or learning tools.

### **Use of Library Books**

1. Care must be taken when handling library materials.
2. Books issued through the Book Bank should be used properly and returned at the conclusion of the semester. The time period for which the book is lent should be observed.
3. Students must observe silence in the library and adhere to all librarian directions

### **Behaviour in Internship schools and Community Centres**

1. Use of mobiles in internship school is strictly prohibited. In case of emergency if you need to call, please seek the permission of the faculty on duty.
2. The school staff room or any allotted room may be used by internship students if they are permitted by the school authorities. Please keep the place clean. If permitted you may use the school equipment such as technological resources, laboratory material and books. Ensure that all these are handled with due care.
3. Coordinate with school students only as required within the scope of the internship. Maintain cordial relationship with school staff and students.

### **Attendance and Submissions**

1. Exercise restraint while on field trips, internships, and visits to community centers

2. Show respect for community center residents by refraining from requesting private information.
3. If you need to take photos or videos of any events while visiting internship schools, community centers, etc., you must first obtain the necessary permission from the relevant authority.
4. Internship lesson units should only be obtained from the appropriate school teachers during the allotted window of time.
5. Any necessary alterations to the schedule of internship courses should be made after consulting with the group leader, internship coordinator, school instructor, and internship in-charge. Avoid taking any activity that could cause a misunderstanding with the school administration.
6. Read the internship school's policies and abide by them.
7. Participation in workshops, lectures by outside speakers, community service projects, and internships is required. According to university policies, it is required that you attend 90% of your practical work sessions and 80% of your theory lectures.
8. All assignments and projects must be turned in by the due dates specified by the college.
9. Classes at the college run from 9.30 am to 3.30 pm. Students must arrive on time and use the college's biometric attendance system to record their attendance.
10. If possible, please notify us in advance in case of absence. In an emergency, a student may take a leave of absence, but he or she must meet the principal and present the leave note when they return to college.
11. The B.Ed Programme includes Continuous Evaluation in the form of essays, class tests; Project-based based work, assignments, internship experiences etc. Attendance is compulsory for all these activities.

### **Code of Conduct regarding Examinations and Submissions**

1. All forms of internal assessment and exam attendance are required. Malpractices must always be avoided.
2. All deadlines for submissions must be met. Only submit unique content. Do not imitate other students' assignments.
3. All forms of plagiarism should be avoided. When citing sources in an assignment, use the correct citation style.
4. Arrive on time for all exams, even those taken at locations other than the college. Your conduct in such settings should be suitable and consistent with the principles upheld by your school.

### **Code of Conduct for Faculty of the College**

1. Faculty members must adhere to all rules established by the university.
2. Leave is allowed in accordance with the code established by the university. In the event of a causal leave, the Principal must be notified in advance. If a faculty member anticipates taking a significant amount of time off and wants to use their earned leave, they must notify the college in writing so that the appropriate steps can be taken.
3. Uphold friendly ties with all college stakeholders, including students.
4. The professors must actively participate in all college-related events and programs.
5. Faculty are required to create action plans and provide reports for all tasks carried out in the department that they have been assigned.
6. As part of their responsibilities, faculty members must provide mentoring and remedial instruction, and they must do it with dedication.
7. Unless specifically permitted by the Management for a specific event or fundraising initiative, the faculty may not solicit donations from anybody, including students. Any funds obtained after authorization must be properly sent to the college office within a day.
8. The faculty will strictly adhere to duty hours.
9. The college upholds the inclusiveness policy. Every faculty member will make an effort to help students who are having academic difficulties.

10. Faculty members should regularly read books from the library, take part in faculty development programs, attend seminars, and whenever possible, conduct action research to stay current on advancements in their field.

12. Faculty members must act ethically and uphold the values of cooperation, dependability, and effort. Avoid engaging in any activities that could harm the college's reputation.

### **Code of Conduct for Non-Teaching Staff**

1. Perform your job with dedication and devotion.
2. Show respect to everyone who enters the college.
3. Work with discipline and punctuality.
4. Work in tandem with the administration, principal, and employees to ensure the institution runs smoothly.
5. Adhere to all rules in accordance with the management's instructions. Leave policies must follow university regulations.
6. Uphold correct ties with the administration, faculty, and students.
7. Avoid engaging in any activities that could harm the college's reputation.