



Run by: *Maa Rewati Educational and Welfare Society*
MAA REWATI COLLEGE OF EDUCATION
(Recognised by: N.C.T.E. & Affiliated to R.D.V.V. Jabalpur)
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1. Code of Conduct for Students

2.

Behavior in Class:

- Attend classes prepared and on time.
- Participate actively and respectfully in discussions.

Academic Honesty:

- Avoid plagiarism and cheating.
- Submit original work and give proper credit for others' ideas.

Use of Technology:

- Use technology responsibly and for academic purposes.
- Follow guidelines for online behavior and respect privacy.

Campus Environment:

- Maintain cleanliness and respect college property.
- Follow all safety regulations and emergency procedures.

Disciplinary Actions:

- Understand the process for handling breaches of conduct.
- Be aware of potential consequences for violations.

3. Code of Conduct for Teachers

Professionalism:

- Exhibit professionalism in all interactions with students and colleagues.
- Maintain up-to-date knowledge in your field and engage in continuous learning.

Respect for Students:

- Provide a supportive and inclusive learning environment.
- Give constructive feedback and address student concerns appropriately.

Ethical Conduct:

- Avoid conflicts of interest and maintain impartiality.
- Ensure fair grading and honest assessments.

Communication:

- Communicate clearly and respectfully with students and parents.
- Address any issues or complaints promptly and appropriately.

Disciplinary Actions:

- Follow procedures for addressing breaches of conduct by students or colleagues.
- Understand the process for reporting and managing misconduct.

4. Implementation and Support**Orientation and Training:**

- Provide initial training for new students and staff.
- Offer ongoing workshops or seminars on the code of conduct.

Resources:

- Make the code of conduct easily accessible (e.g., online, printed copies).
- Provide contact information for support or questions about the code.

Feedback and Review:

- Regularly review and update the code of conduct as needed.
- Encourage feedback from students and staff to improve the code.

5. Conclusion**Commitment:**

- Reaffirm the college's commitment to upholding the code of conduct.
- Encourage everyone to contribute to a positive and respectful educational environment.

This framework ensures that both teachers and students understand their responsibilities and the standards expected of them, promoting a harmonious and effective learning environment.

3. Code of conduct for principal

The role of a principal at Maa Rewati College of Education is crucial in setting the tone for the institution's culture and ensuring adherence to its code of conduct. Here is a comprehensive code of conduct tailored specifically for the principal:
Code of Conduct for the Principal

1. Leadership and Management

Vision and Mission:

Promote and exemplify the college's vision and mission in all activities.
Lead strategic planning and ensure alignment with educational goals.

Integrity and Accountability:

Demonstrate honesty, transparency, and ethical behavior in all actions.
Take responsibility for decisions and their impact on the college community.
Professional Conduct:

Maintain a high standard of professional behavior and appearance.
Uphold confidentiality and handle sensitive information with discretion.

2. Relationship with Staff

Respect and Support:

Treat all faculty and staff with respect and recognize their contributions.
Provide support and resources for professional development and growth.

Communication:

Foster open, transparent communication with staff and encourage their input.
Address concerns and grievances in a fair and timely manner.
Evaluation:

Conduct performance evaluations fairly and constructively.
Set clear expectations and provide regular feedback.

3. Student Relations

Student Welfare:

Prioritize the well-being and safety of students.
Ensure that students are treated fairly and equitably.
Discipline and Support:

Implement disciplinary measures in accordance with college policies and with due process.
Support students in their academic and personal development.

Engagement:

Encourage student participation in college activities and decision-making processes.
Address student concerns and feedback promptly and effectively.

4. Academic and Administrative Oversight

Quality Assurance:

Oversee the academic programs and ensure they meet quality standards.
Monitor and assess the effectiveness of teaching and learning practices.

Policy Implementation:

Ensure that college policies, including the code of conduct, are implemented consistently.

Review and update policies as needed in collaboration with relevant stakeholders.

Resource Management:

Manage college resources efficiently and transparently.

Ensure financial and operational practices comply with regulations and standards.

5. Community and External Relations

Representation:

Represent the college in a professional manner at external events and meetings.
Build and maintain positive relationships with external stakeholders, including alumni, community members, and educational partners.

Collaboration:

Foster partnerships with other educational institutions and organizations.
Seek opportunities for collaboration and resource-sharing that benefit the college.

Public Relations:

Promote the college's achievements and initiatives positively.
Address public inquiries and media interactions with professionalism.

6. Ethical Conduct and Compliance

Legal and Regulatory Compliance:

Ensure that the college adheres to all legal and regulatory requirements.
Stay informed about changes in educational regulations and implement necessary changes.

Conflict of Interest:

Avoid situations where personal interests may conflict with professional duties.

Disclose any potential conflicts of interest and recuse oneself from related decisions.

Ethical Decision-Making:

Make decisions based on ethical principles and the best interests of the college community.

Seek guidance or consult with relevant bodies when faced with ethical dilemmas.

7. Personal and Professional Development

Continuous Learning:

Engage in ongoing professional development and stay current with educational trends and best practices.

Encourage a culture of continuous improvement among staff and students.

Self-Reflection:

Regularly assess one's own performance and seek feedback for personal growth.

Adapt leadership strategies to meet the evolving needs of the college community.

8. Implementation and Review

Orientation and Training:

Participate in orientation and training related to the code of conduct.

Ensure that all staff and students are aware of and understand the code of conduct.

Feedback and Improvement:

Welcome feedback on leadership practices and be open to constructive criticism.

Regularly review and update the code of conduct to reflect changes in institutional priorities and standards.

By adhering to this code of conduct, the principal can lead Maa Rewati College of Education effectively, creating a positive and ethical environment for all members of the college community.

a. Evaluation and Feedback:

- **Surveys:** Collect feedback from participants to assess the effectiveness of the programs.
- **Assessments:** Use quizzes or practical exercises to evaluate understanding and application of ethical principles.
- **Continuous Improvement:** Regularly review and update the content and delivery methods based on feedback and changing needs.

b. Documentation and Reporting:

- **Record Keeping:** Maintain records of participation, topics covered, and feedback received.
- **Reporting:** Provide periodic reports to the college administration on the outcomes and impact of the ethics programs.

c. Integration:

- **Incorporate into Curriculum:** For students, integrate ethical topics into the academic curriculum.

- **Embed in Policies:** Ensure that ethical training is linked to institutional policies and procedures.

By systematically organizing these professional ethics programs, Maa Rewati College of Education can ensure that all members of its community understand and adhere to high ethical standards, contributing to a positive and productive educational environment.



Principal
Maa Rewati College of Education
Mandla (M.P.)
