



# MAHATMA GANDHI T.T. COLLEGE MAHWA

## CODE OF CONDUCT FOR STUDENTS

### ATTENDANCE

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

### DISCIPLINE


- Students are advised to maintain decorum during their stay in the campus.
- Students are not allowed to invite any outside person without the prior written permission of college authorities.
- Students are encouraged to be a part of college green initiative and adopt green practices like maintaining the college premises clean; avoid plastic items, switch off the lights/fans when leaving the classroom etc.
- Students are prohibited from indulging in any anti-institutional, anti-national, antisocial activities within the campus.
- Students are advised not to indulge themselves in ragging, harassment and any other untoward incidents, in any such case indiscipline action will be initiated against the student involved thereof.
- Damage to college property due to negligence/lack of care would result punishment and compensation for loss caused.

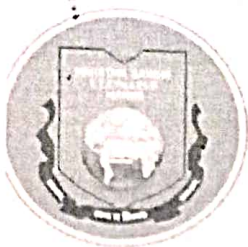
### I-CARD & LIBRARY CARD

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

### MOBILE PHONE

- The student should switch off their mobile phones while in the classroom and the library.
- Students are not allowed to carry mobile phone in the examination hall.

  
Principal  
**Principal**  
**Mahatma Gandhi T.T. College**  
**Mahwa (Dausa) Raj.**



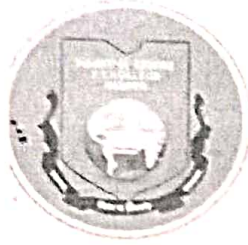
# MAHATMA GANDHI T.T. COLLEGE MAHWA

## Code of Conduct for teachers.

1. Teachers are expected to conduct themselves in accordance with the ideal of the Profession.
2. Teachers should express their for and frank opinion in the meeting for the betterment and up liften of the organization.
3. Teachers should perform their duties with full honesty and dedication, as given by the principal or head of the department.
4. A part from the regular duties like teaching, tutorials, practical , teachers should work for their professional development by attending seminars/Confres and Conduct research work.
5. Teachers must maintain a cordial relation with their colleges.
6. Teachers should participate in extension, Co-curricular activities and community Service.
7. Teachers shall communicate with students impartially regardless of their religion caste or economic characteristics.
8. Teachers should motivate students to improve their academic and professional achievements.
9. Teachers should refrain from availing leave except on unavoidable grounds, and as for as possible take leave with prior intimation, permission and adjustment of their responsibility..
10. Cooperation of teachers is expected to wards the college's green initiative by adopting sustainable practices like switch of the light / fan when note require communicate via-email , take when it is very important , use both sides of papers etc.

Principal

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# MAHATMA GANDHI T.T. COLLEGE MAHWA

## CODE OF CONDUCT FOR OTHER STAFF

- Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
- Every staff member of the college abides by the rules of the college.
- Establish and maintain co-operative and congenial relationships with other administrative staff members.
- Staff should discharge their duties with full dedication.
- Staff should work diligently to ensure that the college provides faculty and staff with the necessary items to perform their assigned work.
- Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
- Staff should use the college funds judiciously.
- The grievance of students for matters related to admission, examination or any other matter related thereof should be taken care of immediately.
- A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
- The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
- Supportive staff should do all the work assigned by the Principal/Head of the department and other staff members.

Principal

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# MAHATMA GANDHI T.T. COLLEGE MAHWA

## CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- The Head of the department should be responsible for academic planning and its proper implementation.
- The Head of the department is responsible for the allocation of academic workload and other duties of the faculties.
- The Head of the department should consider the interest/ choices while allocation the subject and responsibility in the cell / committee.
- The Head of the department should arrange frequent meetings with the faculties to appraise the progress of academic and administrative work.
- The Head of the department should arrange for feedback responses from the students, alumni, employers and parents.
- The Head of the department should monitor the progress report of the faculties and submit it to the principal.
- The Head of the department should take the necessary steps to maintain a congenial. Relation among departmental faculties.

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# MAHATMA GANDHI T.T. COLLEGE MAHWA

## CODE OF CONDUCT FOR PRINCIPAL

- The Principal should monitor the administration of the academic programmes.
- The Principal should plan the budgetary provisions for the academic session in advance.
- The Principal should take all appropriate steps to maintain discipline in the college.
- The Principal should form various cells/committees for the smooth functioning of the college.
- The Principal should encourage faculties for their professional development by attending seminars/conferences and author research papers/books.
- The Principal should take steps to make coordination among different departments. Within the institute.
- The Principal should conduct meetings of various cells/ committees, as and when required.
- The Principal shall be responsible for the submission of an annual report on the progress of the department.

Principal  
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