



# SHIVAM COLLEGE OF EDUCATION

MANAGED BY : SHIVAM EDUCATIONAL SOCIETY

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## Code of Conduct for Students

### ❖ Introduction

The code of conduct for students of Shivam College of Education (SCE) sets out the standards of conduct expected of students. The code of conduct aims to establish standards of personal conducts for all students that should enable them to nature the core values of the institute, foster an academic environment and ensure safety and security in the campus. All students of SCE are advised to read the code intently and follow strictly:-

### ❖ Applicability

This code shall apply to all kinds of conducts of students that occurs in the institute premises including the institute sponsored activities, functions hosted by other academic institutions/ other recognized bodies and any off- campus conduct that has or may have serious consequences or adverse impact on the institute's interest or reputation.

The code applies to-

- A. The code is applicable to all students pursuing course at SCE.
- B. All students in the Campus as well as at all locations while academic course requirements such as internship, field trips, Practice teaching, students exchange or / and any such activity.
- C. Any activity sponsored, conducted, or authorized by SCE or any student body recognized by the institute.
- D. Any activity that causes destruction or property of SCE or member of the Institute or causes serious harm to the health or safety of member of the institute.
- E. Any activity which involves violation or any law of the land and will be constitute violations of the code.

### ❖ Code of Conduct-

The code of conduct of the students of SCE is as follows-

1. Students must exhibit a disciplined conduct in the campus. Any behavior obstructing teaching, research, administration, other proceedings or activities in the campus is liable for punishment.
2. Student shall do nothing either inside or outside the institute that will any way interfere with its orderly conduct and discipline of the institute.
3. Student are required to maintain punctuality w.r.t. attending classes and participating in all activities of SCE.
4. Students are expected to be polite and respectful towards the Principal, Faculty members, non-academic officials and staff within the campus or outside.
5. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspensions dismissal.
6. Students are expected to take proper care of institute property and help the institute authorities in keeping premises clean. Damaging institute property e.g. disfiguring walls, doors fitting or breaking furniture, misuse of fittings, or breaking furniture, misuse of light fan etc. shall be treated as a breach of discipline and would entail necessary disciplinary action as deemed appropriate.
7. Food and beverages are not permitted in the class rooms, computer labs or public places and must be consumed in designated areas only.

8. The Institute prohibits all political activities in the campus and forbids students from conducting and attending political meetings within the institute campus.
9. Student are advised to desist from communicating/ forwarding/ write information/ write about matters concerning the institute to the Press.
10. Smoking or Consumption of alcohol in the Institute Premises or entering the institute premises after consuming alcoholic drinks is strictly prohibited.
11. No Society or Association shall be formed by the students in the Institute and no person will be invited to address a meeting without the Principal SCE'S prior or permission.
12. No Student shall collect or any money or contribution for picnic, trip, educational visit to some place, get-together, study –notes, charity or any other activity without prior sanction of the Principal of SCE.
13. Prior permission is essential from Principal, SCE to take part in any inter-collegiate or other competition.
14. Disciplinary actions will be taken against students found using cell phone, iPods etc. In the class rooms/labs/ auditorium.
15. Student will be allow to bring their vehicles only up to the designated parking area. Entry beyond that point strictly prohibited.
16. Ragging is banned on the institute campus. Anyone found guilty of ragging and/ or abetting ragging is liable to be punished as per directive of the UGC and Govt. any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
17. Students using unfair means at examinations will not be readmitted to the Institute. Action will be initiated against such students as per the norms and procedure prescribed the University.
18. It is the responsibility of the students to read the notice boards and/ or see the SCE website regularly for important announcements made by the Institute from time to time. They will be not be excused or given any concession on grounds of ignorance or not reading notices.
19. Honesty, Malpractices/ Cheating during test/ Examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.
20. Conservation of Natural resources Energy and Environment, Every students and staff are expected to be aware of these things and maintain the conduct accordingly.
21. Cleanliness: Every students and staff is expected to maintain the general cleanliness within the Classrooms, laboratories and the campus in general.

Any Student found to have committed or to have attempted to commit misconduct is subject to appropriate disciplinary action under the Code. The instances of misconduct are not be interpreted as all-inclusive of situations in which disciplinary action will be invoked.