



MODERN COLLEGE, IMPHAL

CODE OF CONDUCT FOR TEACHERS

Teachers should-

- i) Discharge his/her duties efficiently and diligently by conforming to the UGC rules and regulations.
 - handle the subjects assigned by Head of the department and complete the syllabus in time.
 - Produced good results by looking after the students' response, weaknesses etc. in the subjects handled by them.
- ii) Should co-operate and assist in carrying out functions relating to the educational responsibilities of the college, such as assisting in appraising applications for admission, advising and counselling students, assisting in the conduct of university and college examinations, including supervision, co-curricular and extracurricular activities.
- iii) Should seek to make professional growth continuous through study and research, by participation at meetings, seminars, conferences etc. towards the contribution of knowledge.
- iv) Should report in time for duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned to duties elsewhere.
- v) Head of the departments should organize and prepare the teachers and students for the departmental seminars, unit tests and related departmental works.
 - Head of the departments should submit the department's time table and individual teacher's time table to the principal.
 - Head of the departments should conduct meetings with the faculties in their respectively departments in the beginning of every semester for an effective improvement relating to teaching purposes.
 - Teachers should volunteer departmental extension works, extra classes, career-oriented programs.

- vi) Every mentor should monitor their respective group of students who are attached to them as their mentees.
 - Teacher in-charge of respective houses should convene house meeting for counselling students, hunt talent, facilitate training for bringing out their hidden talents.
 - NSS Programme Officers, at all times, should keep in touch with the principal for organising programs, camps, lectures and other related events to facilitate the student volunteers to improve their leadership qualities and confidence level through community service.
 - Every teacher should actively take part in the Inter-House Cultural and Literary Meet, and the Inter-House Games and Sports Meet, and other functions of the college.
 - Hostel warden should take reports of the hosteller, class-room attendance issued by their concerned head of the department and submit to the principal (any hosteller of less than 75% attendance in the class-room shall be banned from their hostel accommodation)
- vii) Teachers should encourage students to develop their personalities, to contribute to community welfare, to have scientific outlook, to respect democracy, patriotism and peace.
 - Should make themselves available to the students even beyond – their class hours and help and guide students.
- viii) Teachers should refrain from availing themselves of leaves, except on unavoidable grounds, keeping in view of their particular responsibilities for completion of academic schedule.
 - Should inform the head of department for taking leaves if any, before applying to the principal without which the application shall not be entertained by the principal.
- ix) Teachers should speak respectfully to other teachers and render assistance for professional betterment.
 - Should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
 - Should treat the non-teaching staff as colleagues and partners in executing and discharging duties within the institute.
 - Should extend affection and regards to the alumni.
 - Teachers should maintain decorum both inside and outside the classroom. Wear neat, decent dress, properly and set a good example to the students.
 - NCC teacher officer should motivate students to join NCC to heighten spirits, to upkeep discipline, to be good citizen of our country.



MODERN COLLEGE, IMPHAL

CODE OF CONDUCT FOR STUDENTS

- i) Every student must carry his/her identity card while being present on the college premises.**
- ii) Students should wear college uniforms in attending college. No student will be allowed inside the campus without proper college uniforms.**
- iii) Student of the college should maintain discipline and be punctual.**
- iv) Students should maintain at least 75% attendance failing which they will be debarred from university examinations.**
- v) Students should not roam around in the verandah during their off time. Instead, they should make use of the facilities: Common rooms, library, computer room and the reading rooms as maximum as possible.**
- vi) Students are to maintain decorum in the college and behave politely.**
- vii) Students should preserve communal harmony and foster it by word and deed.**
- viii) No students should be in possession of any other tobacco products, Prohibited items and intoxicants.**
- ix) Students should participate actively in all the house events of the college in Sports, Cultural & Literary activities.**
- x) Students are provided with a library card and they are to make good use of it and abide by the rules.**
- xi) Students are required to check the Notice Board and also the college website, www.moderncollegeimphal.ac.in for important information.**
- xii) Indulging in ragging, anti-institutional, antisocial, anti-national, communal or immoral activities within the campus and hostel are strongly prohibited as well as punishable.**

- xiii) Students should handle the college properties with care. Damage to college properties will be punishable and expelled from the college.



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CODE OF CONDUCT FOR PRINCIPAL

Being the head of the Institute, the Principal is solely responsible for addressing and resolving all issues concerned with all the stakeholders of the institution. He/she shall be responsible for:

- i) Chalking out policy and plan to execute the vision, mission and goal of the college.
- ii) Ensuring quality in education and academic activities.
- iii) Monitoring financial matters efficiently.
- iv) Formation of various college level committees, cells/clubs and appoint Co-coordinators / Conveners.
- v) Motivation of teachers to enhance their academic competence by attending refresher/orientation course, seminars, workshops and other training programs organized by the University and other external agencies.
- vi) Administering, supervising and maintaining records of co-curricular/ extra-curricular and students' welfare activities of the Institute.
- vii) Supervising the internal and university examinations.
- viii) Overall supervision for academic growth of the Institute.



MODERN COLLEGE, IMPHAL

CODE OF CONDUCT FOR NON-TEACHING STAFF/SUPPORT STAFF

Every non -teaching staff members employed in the institute should -

1. Discharge his/her duties efficiently and diligently and conform to the government rules and regulations.
2. Report in time for duty as per working hours and should be available in the office unless and otherwise they are assigned to duties elsewhere.
3. Take care of the college property and assets and keep the rooms and campus neat and clean.
4. Not absent himself/ herself from his /her duties without prior permission. In case of absence due to some unavoidable circumstances, sickness or absence on medical ground should follow the leave rules of the government.
5. Not engaged directly or indirectly in any trade or business, political activity.
6. Not engaged / participate himself or herself in any activity which is anti-social, anti-sectular which tends to create disharmony in society.
7. Not indulge in any criticism of the policies of the government either directly or indirectly or participate in activities which bring disrepute to the college and government.
8. Conduct himself / herself with absolute dignity and decorum in his /her dealing with the teachers, superiors, colleagues and students.