



B.C.M.

COLLEGE OF EDUCATION

Accredited by NAAC with 'A' grade with a CGPA of 3.10
P.G. College Recognised by NCTE, RCI, UGC under 2(f) & 12 (B)
& Permanently Affiliated to P.U. Chandigarh

Sector 32 - A, Urban Estate, Chandigarh Road, Ludhiana.
Ph. & Fax : 0161-2223252

website : www.bcminstitutes.org
e-mail : bcmcollegeedu@gmail.com
bcmcollege@rediffmail.com

Ref. No. 9193/B.C.M./B.Ed.

Date 09/07/2022

CODE OF CONDUCT FOR PRINCIPAL

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, these traits, he/ she has to:

- Chalk out a policy and plan to execute the Vision and Mission.
- Aware the staff and students about the rules, policies and procedures laid down by the college and enforce them accordingly.
- Recommend and forward communication to the authorities.
- Execute qualitative and quantitative work for the welfare of the Institution.
- Listen to the student's ideas and create conducive environment.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
- Place the interests of the institution above his/her own interests, and should not seek to profit from his/her positions.
- Promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.



- Endeavour and strive for maintaining vibrancy of attitudes of all stakeholders of the institution and thus to nourish & enhance their capabilities.

CODE OF CONDUCT FOR TEACHERS

The faculty members abide by the following Code of Conduct will have to:

- Report on time for work, Engage the lectures and practicals as per the individual timetable allotted. Record presence by signing attendance register and marking biometric attendance (entry and exit time).
- Complete all teaching work allotted within given time duration. All evaluation and exam related work to be completed within the stipulated time.
- Use all the College resources carefully and judiciously.
- Avoid conflicts between professional and private interests, which could affect the professional ethics.
- Respect the privacy of others and confidential information confessed by the colleagues and students.
- Engage in activities, which adversely affects the qualities of professional ethics.
- Treat all students equally and must not be biased on the basis of religion, caste or region.
- Seek their professional growth continuously through Study & Research.
- Co-operate & assist in carrying out functions relating to the educational responsibilities of the college.
- Be polite and courteous and show mutual respect and regard.



- Maintain attendance registers, mentor registers and other official records like records of presentations, Sessional Tasks (Assignments, Charts/Models, PPT presentations, Unit Tests & Pre-University Exams etc.).

CODE OF CONDUCT FOR NON- TEACHING STAFF

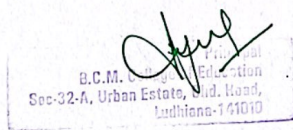
All the Non-Teaching Staff Members should follow the following Code of Conduct.

- Report on time for work and discharge duties allotted properly.
- Consumption of alcohol, intoxicants, tobacco, smoking is strictly prohibited while on duty.
- Know the service conditions, duties and responsibilities , rules and regulations regarding leave, salary and other related matters
- Follow the organizational hierarchy and protocol
- Maintain honesty, integrity, fairness in all activities.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not be absent from duty without official approval of leave.

CODE OF CONDUCT FOR STUDENTS

Students must follow the following Code of Conduct.

- Students are required to be properly attired and groomed in keeping with the dignity and decorum of the Educational Institutional culture and values.
- Students are advised to participate actively in Co- Curricular activities organized by the college for their holistic development.
- Ragging is strictly banned in the college as well as in the hostel.



- Students are required to communicate in a decent and acceptable tone and language with peers, non- teaching and teaching staff.
- Students should focus their energies in a constructive manner to learn, develop and enhance skills, competencies, attitudes and values.
- Student are advised to behave in a decent manner while in college premises as the entire premises is under CCTV surveillance
- Students are required to read all notices displayed prominently on website and in college premises and keep themselves updated about the various activities and examination dates.
- At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.
- Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year.
- Save electricity while exiting the classroom, switch off all the fans and tube lights and conserve electricity.
- Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. All teaching aids, projectors, white boards, fixed in certain classrooms are to be carefully handled by students.

