



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

CODE OF CONDUCT FOR STUDENTS

This Code of Conduct outlines the behaviour expected of all students, promoting a respectful, positive and inclusive campus environment

Campus Access: Students should arrive on campus by 8:30 AM and leave by 5:00 PM on working days. All entry and exit points will be closed at 5:00 PM. To access campus outside these hours or during holidays, students must obtain special permission from the principal.

1. ADHERE TO ACADEMIC INTEGRITY

- Complete and submit all assignments and projects independently and on time, unless collaboration is explicitly permitted when necessary.
- Adhere to the highest standards of academic honesty. - Cite all sources accurately and appropriately in academic work.
- Avoid plagiarism, cheating and any other forms of academic dishonesty.
- Take all exams independently and within the allotted time, without using unauthorised assistance or resources.

2. ATTENDANCE AND STUDENT ENGAGEMENT

- Attend all scheduled lectures, tutorials, practical and extracurricular activities.
- Notify instructors in advance if you will be absent and provide appropriate documentation if the absence is due to illness or an emergency.
- Ensure that your attendance meets the requirements set by Mahatma Gandhi University.
- Failure to comply with these requirements may lead to the application of condonation rules.

3. RULES FOR LEAVE TAKING

- Submit a written leave request to the principal at least one week before your intended leave.
- If you are ill, provide a leave application with a medical certificate within one week of your return.



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- Ensure the application is signed by a parent and countersigned by the relevant teachers.

4. CONDUCT INSIDE THE CLASSROOM

- Keep mobile phones switched off or on silent mode during lectures and practical to maintain a focused learning environment.
- Ensure you do not disrupt the class or distract other students.
- Actively participate in class activities and contribute positively to the learning experience. Follow the instructor's guidelines and respect classroom rules to foster a productive and respectful atmosphere.

5. CONDUCT WITHIN THE CAMPUS

- Treat all students, faculty and staff with respect and consideration, regardless of their background, beliefs or opinions.
- Avoid disruptive behaviour, harassment and any form of discrimination. Report any incidents of harassment or discrimination to the appropriate authority promptly.
- Refrain from engaging in inappropriate or illegal activities on or off campus that could negatively impact the institution's reputation.
- Contribute positively to the campus environment by being courteous and supportive of others.

6. INSTITUTIONAL POLICIES

- Institutional rules, policies and procedures are designed to ensure the welfare and success of both students and the institution. Abide by these guidelines to foster a positive and effective learning environment.
- Adhere to any additional policies specific to the teacher education program to maintain a supportive and productive academic experience.
- Maintain campus cleanliness by properly disposing of waste, avoiding littering, and refraining from spitting, smoking, or leaving paper on the grounds.

7. UTILISATION OF COLLEGE PROPERTY/AMENITIES

- Use college property and facilities responsibly and solely for their intended purposes, in line with the institution's green policy.



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- Report any damage or issues with college property to the appropriate personnel promptly.
- For grievances, use the internal Grievance Redressal mechanism to ensure issues are addressed promptly and effectively.

8. RAGGING AND HARASSMENT

- Maintain a zero-tolerance approach towards ragging, bullying and any form of harassment.
- Immediately report any incidents of ragging or harassment to college authorities to ensure a safe and respectful environment for all.

9. SAFE LEARNING ENVIRONMENT

- Ensure that every student enjoys a safe and supportive learning environment.
- Promote fairness and equal opportunities across all academic and extracurricular activities.
- The use of alcohol, tobacco, narcotics and other intoxicants is strictly prohibited within the campus.
- Unauthorized gatherings and indecent behaviour are not allowed on campus. - The possession or use of dangerous items, such as weapons or explosives, is strictly prohibited.

10. DISCIPLINARY ACTION

- Violations of this Code of Conduct may lead to disciplinary actions including warnings, probation, restitution, suspension or expulsion, based on the severity and frequency of the infractions.
- Disciplinary measures aim to uphold the integrity of our community and ensure a positive environment for all.



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11. DRESS CODE

- Ensure your ID card is worn at all times while on campus.
- To foster a respectful and focused learning environment, students must adhere to a proper dress code.
- Clothing should be neat, clean, and suitable for an academic setting.
- Avoid wearing clothing with offensive or inappropriate graphics or slogans

12. AMENDMENTS

- The college reserves the right to amend these regulations as necessary. Students will be notified of any changes in advance.
- Students are expected to uphold these standards as a reflection of their commitment to personal growth and academic excellence.