



Run by: *Maa Rewati Educational and Welfare Society*
MAA REWATI COLLEGE OF EDUCATION

(Recognised by: N.C.T.E. & Affiliated to R.D.V.V. Jabalpur)
Jantipur Road, Badi Khairi, Mandla (M.P.)-481661
Phone: 0764-2291912, Website: www.mrcedu.com
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DVV - 7.1.9

Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

1. Code of Conduct is displayed on the institution's website
2. Students and teachers are oriented about the Code of Conduct
3. There is a committee to monitor adherence to the Code of Conduct
4. Professional ethics programmes for students, teachers, administrators and other staff are organized periodically

DVV QUERY

- Web-Link to the Code of Conduct displayed on the institution's website

Institution response

- Attached supporting document and Web-Link to the Code of Conduct displayed on the institution's website.

https://www.mrcedu.com/download/criterion7_1_9_copy_of_the_code_of_conduct.pdf


Principal
Maa Rewati College of Education
Mandla (M.P.)

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There is a committee to monitor adherence to the code of conduct .

It is also helpful for the College to have a special committee to oversee the compliance to the code of conduct in **Maa Rewati College of Education** so that violations can be promptly dealt with. Here's an outline for how such a committee could be structured and function: Here's an outline for how such a committee could be structured and function:

1. Committee Structure

Chairperson: Mr. Abhishek choubey

Often drawn from the ranks of a senior administrator or a well-regarded teacher. Supervises the work of the committee and guarantees its efficient operation.

Members:

Members of faculty and other members of the administrations and other departments as may be relevant.

Student voice (organizational membership e. g., executive members of the students union).

An employee from the division of counseling and support services.

If available, the legal or compliance officer of the business shall make the necessary recommendations.

Secretary:

Assigned to documentation, scheduling the meetings, and organizing other correspondences.

2. Responsibilities

Monitoring:

Ensure to perform constant assessments of the code of conduct that has been developed.

Supervise any report or allegation of any breach of the standard.

Investigations:

Carry out inquiries into alleged violation of the code of conduct.
Collect facts, speak to stakeholders and evaluate cases on the basis of neutrality.

Resolution:

Suggest required preventive actions or even punishments if there was misjudgment in investigations.

This means that resolutions should be reasonable, and where applicable, in compliance with the code of conduct.

Reporting:

Present reports on the level of compliance documented and or any incidence recorded in the college to the college administration on a regular basis.

Discuss trends that follow or issues that arise frequently and incorporate changes that can be made.

Training and Awareness:

Conduct meetings or seminars in regard to the interpretation and implementation of the code of conduct.

Make sure that new students and the members of staff are aware of the standards and expectations of the institution.

3. Procedures

Complaint Handling:

There must be well-defined mechanisms for the filing of complaint or report of a violation.

Guarantee the confidentiality and privacy of all the participants.

Investigation Process:

Discuss possible measures of carrying out investigations, steps, timelines as well as documentation.

Make sure everyone is allowed to speak and tell his/her opinion on the event.

Disciplinary Actions:

When creating the list of punishments, it is necessary to provide a variety of measures depending on the type of the violation that has been committed.

Government actions must be reasonable and done in a proper procedure.

Appeals:

Give a means through which the client can challenge any decision or disciplinary

action given.

Ensure that the court dealing with the appeals is not prejudice in its ruling.

4. Communication and Transparency

Regular Updates:

Disseminate information to the college community on the activity of the committee, and any changes that may be made to the code of conduct.

Feedback Mechanism:

Ask students and other members of staff about the code bearing in mind that they can provide useful feedback.

5. Evaluation and Improvement

Periodic Reviews:

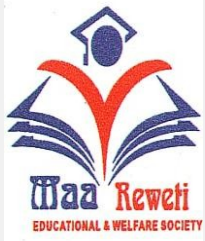
- Regularly evaluate the effectiveness of the committee and its procedures.
- Make adjustments based on feedback and changing needs of the college community.

Continuous Improvement:

- Stay updated on best practices for code of conduct enforcement.
- Adapt the committee's approach as needed to address new challenges or opportunities for improvement.

By establishing a well-organized committee with clear responsibilities and procedures, Maa Rewati College of Education can effectively uphold its code of conduct and foster a positive educational environment.


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1. Code of Conduct for Students

2.

Behavior in Class:

- Attend classes prepared and on time.
- Participate actively and respectfully in discussions.

Academic Honesty:

- Avoid plagiarism and cheating.
- Submit original work and give proper credit for others' ideas.

Use of Technology:

- Use technology responsibly and for academic purposes.
- Follow guidelines for online behavior and respect privacy.

Campus Environment:

- Maintain cleanliness and respect college property.
- Follow all safety regulations and emergency procedures.

Disciplinary Actions:

- Understand the process for handling breaches of conduct.
- Be aware of potential consequences for violations.

3. Code of Conduct for Teachers

Professionalism:

- Exhibit professionalism in all interactions with students and colleagues.
- Maintain up-to-date knowledge in your field and engage in continuous learning.

Respect for Students:

- Provide a supportive and inclusive learning environment.
- Give constructive feedback and address student concerns appropriately.

Ethical Conduct:

- Avoid conflicts of interest and maintain impartiality.
- Ensure fair grading and honest assessments.

Communication:

- Communicate clearly and respectfully with students and parents.
- Address any issues or complaints promptly and appropriately.

Disciplinary Actions:

- Follow procedures for addressing breaches of conduct by students or colleagues.
- Understand the process for reporting and managing misconduct.

4. Implementation and Support**Orientation and Training:**

- Provide initial training for new students and staff.
- Offer ongoing workshops or seminars on the code of conduct.

Resources:

- Make the code of conduct easily accessible (e.g., online, printed copies).
- Provide contact information for support or questions about the code.

Feedback and Review:

- Regularly review and update the code of conduct as needed.
- Encourage feedback from students and staff to improve the code.

5. Conclusion**Commitment:**

- Reaffirm the college's commitment to upholding the code of conduct.
- Encourage everyone to contribute to a positive and respectful educational environment.

This framework ensures that both teachers and students understand their responsibilities and the standards expected of them, promoting a harmonious and effective learning environment.

3. Code of conduct for principal

The role of a principal at Maa Rewati College of Education is crucial in setting the tone for the institution's culture and ensuring adherence to its code of conduct. Here is a comprehensive code of conduct tailored specifically for the principal:
Code of Conduct for the Principal

1. Leadership and Management

Vision and Mission:

Promote and exemplify the college's vision and mission in all activities.
Lead strategic planning and ensure alignment with educational goals.

Integrity and Accountability:

Demonstrate honesty, transparency, and ethical behavior in all actions.
Take responsibility for decisions and their impact on the college community.
Professional Conduct:

Maintain a high standard of professional behavior and appearance.
Uphold confidentiality and handle sensitive information with discretion.

2. Relationship with Staff

Respect and Support:

Treat all faculty and staff with respect and recognize their contributions.
Provide support and resources for professional development and growth.

Communication:

Foster open, transparent communication with staff and encourage their input.
Address concerns and grievances in a fair and timely manner.
Evaluation:

Conduct performance evaluations fairly and constructively.
Set clear expectations and provide regular feedback.

3. Student Relations

Student Welfare:

Prioritize the well-being and safety of students.
Ensure that students are treated fairly and equitably.
Discipline and Support:

Implement disciplinary measures in accordance with college policies and with due process.
Support students in their academic and personal development.

Engagement:

Encourage student participation in college activities and decision-making processes.
Address student concerns and feedback promptly and effectively.

4. Academic and Administrative Oversight

Quality Assurance:

Oversee the academic programs and ensure they meet quality standards.
Monitor and assess the effectiveness of teaching and learning practices.

Policy Implementation:

Ensure that college policies, including the code of conduct, are implemented consistently.

Review and update policies as needed in collaboration with relevant stakeholders.

Resource Management:

Manage college resources efficiently and transparently.

Ensure financial and operational practices comply with regulations and standards.

5. Community and External Relations

Representation:

Represent the college in a professional manner at external events and meetings.
Build and maintain positive relationships with external stakeholders, including alumni, community members, and educational partners.

Collaboration:

Foster partnerships with other educational institutions and organizations.
Seek opportunities for collaboration and resource-sharing that benefit the college.

Public Relations:

Promote the college's achievements and initiatives positively.
Address public inquiries and media interactions with professionalism.

6. Ethical Conduct and Compliance

Legal and Regulatory Compliance:

Ensure that the college adheres to all legal and regulatory requirements.
Stay informed about changes in educational regulations and implement necessary changes.

Conflict of Interest:

Avoid situations where personal interests may conflict with professional duties.

Disclose any potential conflicts of interest and recuse oneself from related decisions.

Ethical Decision-Making:

Make decisions based on ethical principles and the best interests of the college community.

Seek guidance or consult with relevant bodies when faced with ethical dilemmas.

7. Personal and Professional Development

Continuous Learning:

Engage in ongoing professional development and stay current with educational trends and best practices.

Encourage a culture of continuous improvement among staff and students.

Self-Reflection:

Regularly assess one's own performance and seek feedback for personal growth.

Adapt leadership strategies to meet the evolving needs of the college community.

8. Implementation and Review

Orientation and Training:

Participate in orientation and training related to the code of conduct.

Ensure that all staff and students are aware of and understand the code of conduct.

Feedback and Improvement:

Welcome feedback on leadership practices and be open to constructive criticism.

Regularly review and update the code of conduct to reflect changes in institutional priorities and standards.

By adhering to this code of conduct, the principal can lead Maa Rewati College of Education effectively, creating a positive and ethical environment for all members of the college community.

a. Evaluation and Feedback:

- **Surveys:** Collect feedback from participants to assess the effectiveness of the programs.
- **Assessments:** Use quizzes or practical exercises to evaluate understanding and application of ethical principles.
- **Continuous Improvement:** Regularly review and update the content and delivery methods based on feedback and changing needs.

b. Documentation and Reporting:

- **Record Keeping:** Maintain records of participation, topics covered, and feedback received.
- **Reporting:** Provide periodic reports to the college administration on the outcomes and impact of the ethics programs.

c. Integration:

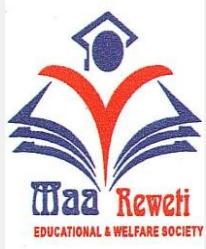
- **Incorporate into Curriculum:** For students, integrate ethical topics into the academic curriculum.

- **Embed in Policies:** Ensure that ethical training is linked to institutional policies and procedures.

By systematically organizing these professional ethics programs, Maa Rewati College of Education can ensure that all members of its community understand and adhere to high ethical standards, contributing to a positive and productive educational environment.



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Professional ethics programmes for students, teachers administrators and other staff are organized periodically

Organizing periodic professional ethics programs at Maa Rewati College of Education for students, teachers, administrators, and other staff is an excellent way to reinforce the institution's commitment to ethical behavior and professional standards. Here's a structured approach to implementing and managing these programs:

1. Objectives of the Professional Ethics Programs

- **Promote Ethical Standards:** Educate all members of the college about the importance of ethical behavior and professional standards.
- **Prevent Misconduct:** Reduce the likelihood of ethical breaches and misconduct by providing clear guidelines and training.
- **Foster a Positive Culture:** Create a supportive and respectful environment where ethical behavior is the norm.

2. Program Structure

a. For Students:

Topics to Cover:

- **Academic Integrity:** Importance of honesty in academic work, understanding plagiarism, and proper citation practices.
- **Respect and Responsibility:** Building respectful relationships, handling conflicts, and personal accountability.
- **Professionalism:** Time management, communication skills, and maintaining a professional demeanor.

Format:

- **Workshops:** Interactive sessions led by faculty or external experts.
- **Seminars:** Guest speakers from various fields discussing ethics in their professions.
- **Online Modules:** Self-paced courses covering essential ethical principles.

b. For Teachers:

Topics to Cover:

- **Teaching Ethics:** Fair grading practices, maintaining student confidentiality, and addressing academic dishonesty.
- **Professional Conduct:** Ethical interactions with students, colleagues, and parents.
- **Continuous Improvement:** Engaging in lifelong learning and staying current with ethical standards in education.

Format:

- **Professional Development Workshops:** Regularly scheduled sessions focusing on various aspects of ethics in teaching.
- **Peer Review Sessions:** Opportunities for teachers to discuss and reflect on ethical dilemmas and best practices.
- **Case Studies:** Analysis of real-world scenarios to explore ethical decision-making.

c. For Administrators:

Topics to Cover:

- **Leadership Ethics:** Decision-making processes, transparency, and accountability in administrative roles.
- **Policy Implementation:** Ensuring fair application of college policies and procedures.
- **Conflict of Interest:** Identifying and managing potential conflicts in administrative decisions.

Format:

- **Leadership Training:** Workshops and seminars on ethical leadership and administration.

- **Ethics Audits:** Regular reviews of administrative practices and policies for ethical compliance.
- **Scenario-Based Training:** Practical exercises to handle ethical issues specific to administrative roles.

d. For Other Staff:

Topics to Cover:

- **Workplace Conduct:** Professionalism, respect for colleagues, and adherence to workplace policies.
- **Customer Service:** Ethical interactions with students, parents, and external stakeholders.
- **Compliance:** Understanding and following institutional policies and regulations.

Format:

- **Orientation Programs:** Initial training for new staff members on ethical expectations.
- **Periodic Refreshers:** Regular updates and refresher courses on ethics.
- **Interactive Workshops:** Engaging sessions to address common ethical issues and scenarios in the workplace.

3. Implementation and Management

a. Scheduling and Frequency:

- **Annual Programs:** Conduct comprehensive ethics training at least once a year for all groups.
- **Quarterly Refreshers:** Offer shorter, focused sessions or updates on specific ethical topics quarterly.

b. Resources and Trainers:

- **Internal Experts:** Utilize faculty members or senior staff who are knowledgeable about ethics.
- **External Professionals:** Invite external consultants or guest speakers with expertise in professional ethics.
- **Online Resources:** Develop or purchase online courses and modules for flexible learning.

c. Evaluation and Feedback:

- **Surveys:** Collect feedback from participants to assess the effectiveness of the programs.
- **Assessments:** Use quizzes or practical exercises to evaluate understanding and application of ethical principles.
- **Continuous Improvement:** Regularly review and update the content and delivery methods based on feedback and changing needs.

d. Documentation and Reporting:

- **Record Keeping:** Maintain records of participation, topics covered, and feedback received.
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