



Oriental Education Society's
ORIENTAL COLLEGE OF EDUCATION
(Affiliated to University of Mumbai and NCTE)
Sector No.2, Plot NO.3,4,5, Near Sanpada Railway Station, Sanpada (W),
Navi Mumbai - 400705.

Self-discipline is the best form of discipline. The Code of Conduct emphasizes the same and is a guideline to all concerned to observe self-discipline in all forms of interaction whether on campus or off campus.

Code of Conduct for Students

1. Students are answerable to the Principal and the Staff for their conduct both on and off the premises of the Institution.
2. Regular attendance and punctuality are a must. Absence often means missing out on interesting and important activities. This act is reprimanded.
3. Whole-hearted cooperation is required especially in dealing with the Staff and students at the practicing School as they are our co-operators in the task of training the teachers.
4. Participation in College activities is highly esteemed as it helps develop latent talents.
5. Indiscipline and unbecoming conduct will be considered sufficient reason for the rustication of a student.
6. Any student who is persistently or repeatedly or wilfully mischievous or is guilty of malpractice in connection with the examination or has committed any act of serious indiscipline or misbehaviour or who, in the opinion of the Principal has adverse influence on his fellow students, may be expelled permanently or removed from the roll for a specified period by the Head of the Institution.
7. If the Principal is satisfied that the Continuance of a student in the Institution is undesirable in the interest of the Institution, or that the student is not likely to profit by the training, she may remove the name of the student without assigning him any reason for the same.
8. Students should scrupulously follow the instructions and notices of the University which will be communicated to them from time to time.
9. Students are expected to take proper care of the college property and co-operate with the college authorities in keeping the premises neat and tidy.
10. Smoking and eating paan is strictly prohibited in any part of the college building.



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11. Students must not do anything inside or outside the college that will in any way interfere with its orderly administration, discipline and smooth working.
12. Matters not covered by the above rules will rest at the absolute discretion of the Principal.

General Instructions

1. Identity card wear is required on campus, during internships, and during trips to community centers.
2. The notice board will have announcements about different events posted on it. Both reading and action are required of the students.
3. Any form of cyberbullying or ragging is strictly forbidden. Should a complaint be received in this regard, the Discipline Committee will take severe measures.
4. It is not permitted to use cell phones while in class or using the library. Cell phones may be utilized under faculty supervision if the instructors require the students to use them for any task associated with the lectures or activities.
5. It is definitely forbidden to smoke or use any kind of alcohol while on campus or while participating in field trips, picnics, internships, or other events.
6. Using a bike or public transportation to get to campus is advised. Those traveling from far-off places may use two-wheelers. Vehicle parking is strictly limited to the authorized area.
7. Take good care of the on-site flora and trees. Avoid picking flowers or causing any harm to the trees.
8. An anti-plastic stance is advised. Always steer clear of single-use plastics.
9. Trash needs to be divided into dry and wet categories and placed in designated bins.
10. Use electricity and water responsibly.
11. Students will not plan events such as picnics or trips on the college's behalf.



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Attendance and Submissions

1. It is mandatory to attend lectures, guest lectures, seminars, community service, and internships. According to university policies, it is required that students attend 90% of the practical work sessions and 80% of the theory lectures.
2. The college is open from 10 a.m. till 4 p.m. Pupils are required to use the college's biometric attendance system to verify their timely arrival.
3. If you must be absent, please try to notify others in advance. Leave may be taken in an emergency, but the student must speak with the principal and provide the leave memo when they arrive at the institution.
4. Students are expected to submit all assignments and projects as per dates declared by the college.
5. The B.Ed Programme includes Continuous Evaluation in the form of essays, class tests; Project based work, assignments, internship experiences etc. Attendance is compulsory for all these activities.

Attire

1. Students are required to wear appropriate clothing at all times.
2. For female students, the internship dress code is salwar kameez and dupatta; for male students, it is a formal shirt and pants.
3. Although accessories are allowed, it's important to avoid wearing flashy accessories or makeup.

Use of infrastructure

1. Please maintain the cleanliness of the common area, restrooms, and classrooms.
2. Turn off the lights and fans when not in use.
3. Treat the computers, furnishings, and other items with caution.4. Teaching aids/ learning resources borrowed for lessons must be carefully handled and they must be returned as instructed.



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Use of Library Books

1. Care must be used when handling library books.
2. Books issued through the Book Bank should be used properly and returned at the conclusion of the semester. The time period for which the book is lent should be observed.
3. Students are expected to keep quiet in the library and heed the librarian's directions.

Behaviour in Internship schools and Community Centres

1. Remain composed when visiting community centers, internships, and fields.
2. Show consideration for the community center inmates and refrain from requesting private information.
3. You must obtain permission from the relevant authority before taking any photos or videos of any activities when visiting internship schools, community centers, etc.
4. Units of internship lessons should be taken from the concerned school teachers only during the designated time.
5. Take a look at and abide by the internship school's guidelines.
6. Using a cell phone during an internship is not permitted at all. If you must call in an emergency, please get the on-duty faculty member's authorization.
7. The school staff room or any allotted room may be used by internship students if they are permitted by the school authorities. Please keep the place clean. If permitted you may use the school equipment such as technological resources, laboratory material and books. Ensure that all these are handled with due care.
8. Any modification needed in the set timetable for internship lessons should be done after coordinating with the school supervisor, school teacher, internship in-charge and the group leader. Avoid any action that will lead to miscommunication with school authorities.
9. Only as needed to complete the internship, arrange with students from the school.
10. Keep a friendly rapport with both pupils and school personnel. **Code of Conduct regarding**



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Examinations and Submissions

- 1.Exam attendance as well as participation in all internal evaluations is required.
It is important to always stay away from malpractices.
2. Plagiarism of any kind is to be avoided. Quote the appropriate references.
3. All assignments must be completed on time. Send in only original work. Don't duplicate your peers' assignments.

Code of Conduct for Hostel Warden

1. Responsible for allotment of rooms to the students.
2. Responsible for maintenance for Hostel.
3. Look after the quality of food served in the hostels.
4. Keeps strict discipline in incoming and outgoing students from the hostels.
5. Reports to the Principal in case of any indiscipline or misbehaviour by the students.
6. Look into the grievances/complaints of the students if found genuine.
7. Arranges for First Aid in case of any emergency and arrange for hospitalization of students/staff.

Code of Conduct for Physical Education Director

1. Responsible for all the activities related to Physical Education.
2. Arranges a physical fitness camp for the students and staff.
3. Responsible for procurements, maintenance of sports goods, play fields and other items related to Physical Education.
4. Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.



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Code of Conduct for Computer Lab Technician:

1. To keep the lab and systems clean and neat.
2. To maintain the working condition of the systems.
(*Hardware, Operating System, Software, and Antivirus*)
3. To update the complaint register and supporting registers for each lab.
4. To check the presence of IP Address and System Name on their CPU and Monitor.
5. To update the systems and software as per the requirements of University syllabus every semester proposed by Lab-In charge.
6. To check the LAN and INTERNET connectivity regularly.
7. To update and scan the systems with antivirus installed.
8. To maintain the systems by clearing the cache file, temp file, and user profiles regularly.
9. To maintain the printer and scanner properly and maintain a register for the same.
10. To check the internet accessibility for staff and students regularly.
11. To store the official files of staffs and students only in the server and not in any local system.
12. To report your corresponding lab in-charge as per the instructions given by him/her.
13. To register the complaints in the OMS with the permission of lab in-charge
- (*AC, UPS, Systems, Electrical*).
14. The responsibility of a computer lab lies with the lab technician. In case of any clarification please approach the System Administrators for further developments.



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Code of Conduct for Principal

1. Academic growth of the college.
2. Participation in the teaching, research, and training programmes of the College.
3. Assisting in planning and implementation of academic programmes such as refresher/ orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure, and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued thereunder by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.