



**Rizvi Education Society's
RIZVI COLLEGE OF EDUCATION
Khar West**

CODE OF PROFESSIONAL ETHICS & CONDUCT

Code of Conduct for Students

Students are obliged to follow all the rules and regulations laid down by the college

- ◆ The students are responsible to the Principal, and the decision of the Principal in the matter of the breach of any rule or discipline, shall be final and binding on the students.
- ◆ The students should report 15 minutes before the college time i.e. 10:45 a.m.
- ◆ Late comers will be marked absent for the day. An attendance of minimum 90% is needed for every semester. If a student remains absent for 3 consecutive working days, without prior permission, strict action will be taken against her/him.
- ◆ The college insists on:
 - Punctuality during lectures and practice lessons.
 - Writing essays and giving practice lessons on the dates assigned.
 - Decency in dress, language and behaviour.
 - No use of cell phones inside the classrooms and premises. (Students are expected to keep their cell phones switched off during lectures). For any reason if found caught using a cell phone, a fine of Rs. 100 each will be levied for the first three occasions; thereafter the phone will be confiscated and a warning letter will be issued.
 - Respect for authority and courtesy in one's dealings with staff (teaching and non-teaching), fellow-students and in one's practice teaching schools is obligatory.
 - Adherence to all dates and deadlines set for the submission of assignments, lesson plans, library books, teaching aids, documents etc. is mandatory.
 - Participation in co-curricular activities and all the events organized by the college is compulsory.
 - No smoking, chewing of tobacco/gum, etc. in the college premises.
- ◆ Regularity in attendance is considered of prime importance and absence without serious reasons will be viewed very seriously. If for any reason, leave is needed, a leave application form should be filled up and duly approved from the principal beforehand.

- ◆ In case of illness or emergency and hence a student is unable to attend college, the college attendance in-charge must be informed.
- ◆ Students should take care of their own belongings. In case of loss of any valuables the college is not responsible.
- ◆ Students should take care of the college furniture as well as other facilities provided to students. Scribbling on benches or wall is strictly prohibited. Students caught will have to pay a fine.
- ◆ Students should take utmost care of cleanliness inside as well as outside the classroom.