



**GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL
MAHARAJA BODHCHANDRA COLLEGE
PALACE COMPOUND, IMPHAL
(NAAC ACCREDITED)**

CODE OF CONDUCT FOR STUDENTS

- Students should come to the college in neat and clean full prescribe college uniform.
- Students should attend their classes at least 75%.
- Students should maintain cleanliness of the class and the college campus as well.
- Students should abide by the rules and regulations of the college.
- Students should come to the college with his/her college Identity card.
- Students should respect his/her fellow college mates.
- Students should maintain discipline in the classroom and the campus as well.
- Students should not promote any form of ragging system inside and outside the college campus.
- Students should not show any form of discrimination among the students.
- Students should not consume/possess any narcotics, alcohol, etc. in the campus.

CODE OF CONDUCT FOR TEACHERS

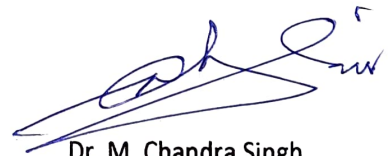
- Teachers shall perform their duties as per the UGC guidelines.
- Teachers shall update the process of teaching and learning effectively and efficiently.
- Teachers should inspire the students for academic excellence of performance.
- Teachers should encourage the students towards extra-curricular and co-curricular activities.
- Teachers should not show any sign of discrimination based on caste, creed, and color, social and cultural backgrounds.
- Teachers should not involve in any unlawful activities.
- Teachers should maintain decency of the college
- Teachers should be impartial in terms of assessment and evaluation of student's performance.
- Teachers should extend co-operation towards non-teaching staffs to discharge duties honestly and efficiently under the leadership of the Head of Institution.
- Teachers should strictly follow mentors ward system. Every teachers should take care of their group of students by guiding, motivating, counselling and monitoring them.

CODE OF CONDUCT FOR ADMINISTRATORS

- Administrators should be well versed of the rules and regulations of the institution.
- Administrators should assign duties to the team members according to the qualification and experience and skills of the employee.
- Administrators should provide opportunities to the members to update and upgrade their skill and knowledge to discharge their duties successfully.
- Administrators should not be engaged in any inappropriate relationship with the students.
- Administrators should not misuse the authoritative powers which shall affect the reputation of the institution.

CODE OF CONDUCT FOR NON-TEACHING STAFFS

- The supporting staffs shall discharge his/her duties as per the norms of the institution.
- The supporting staffs shall extend full co-operation and support to the department for development.
- The supporting staffs should maintain punctuality and discipline in the college campus.
- The supporting staffs should display the highest professional ethics in respect of their duties.
- The supporting staffs should refrain from any form of unlawful discrimination of the different communities of the college.
- The supporting staffs should extend full support towards the academic and administrative matters as well.
- The supporting staffs should encourage to pursue higher education.
- The supporting staffs should not be absent without the prior permission of the authorities.



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