



D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

CODE OF CONDUCT FOR STUDENT

1. Must consider it her personal responsibility and duty to attend class daily.
2. Must be in college five minutes before the morning assembly begins.
3. Must seek the permission of the Principal to enter into the class if late to college.
4. Must seek permission for leave.
5. Must seek permission from the teacher in charge for being absent from class for an hour; for half-day leave, permission must be sought from the Principal.
6. Will have her name automatically cut off from the rolls for continuous unnotified absence of more than 10 days.
7. Will not entertain visitors in the college during working hours.
8. Is expected to dress modestly. Tights, leggings, short tops, flimsy clothes, deep-necked dresses are not allowed. College uniform has to be strictly adhered to.
9. Is not allowed to go out of the college campus for lunch during lunch breaks.
10. May use electrical and electronic devices in the college only after seeking permission from the Principal.
11. Will not make any collections (money or kind) for any purpose without the Principal's permission.



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12. Will have to pay a fine for dirtying the walls or furniture, or for damaging college property.

13. Will need to take permission for conducting any meetings, gatherings, or programmes in the college.

14. Will have to seek prior permission of the Principal to publish any news or matter or article under the name of the college.

15. Will have to seek permission from the Principal to be exempted from internal tests and assessments.

16. Resorting to malpractices during examination will be seriously dealt with.

17. Will take care to be courteous and respectful and shall not hurt the sentiments of any particular group of people.

18. Is expected to wear the identity card while in the college.

19. Will not indulge in anti-institutional, anti-national, anti-social, communal, immoral or political expressions/activities within the campus. Ragging in any form inside or outside the campus and hostel is banned.

20. Will provide her wholehearted cooperation and be present for all the activities organised by the college.

Non-compliance with the above rules will invite disciplinary action.

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CODE OF CONDUCT FOR TEACHERS

1. Teachers must report to college at least five minutes before the college assembly begins.
2. Punctuality in class is to be regarded as a sacred duty, and teachers should ensure delivery of content with thorough preparedness.
3. A positive and conducive learning environment should be fostered in all classrooms.
4. Teachers must adopt an impartial and inclusive approach while dealing with students.
5. They should treat students with respect and always remain approachable and accessible to them.
6. Teachers are expected to actively participate in professional development programmes and engage in research activities.
7. Confidentiality must be maintained in all matters concerning students' records and personal information.
8. Leave should be taken only with prior permission from the competent authority, except in cases of unforeseen emergencies.
9. All government regulations and management policies must be strictly followed in service-related matters.
10. Teachers should dress and communicate in a manner that reflects modesty and professionalism.
11. Cordial and respectful relationships should be maintained with colleagues, regardless of seniority.



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12. Honesty, dignity, and integrity must be upheld in all interactions with colleagues, staff, and administrators.

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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative staff must be courteous and polite in their behaviour, upholding a professional decorum that reflects positively on the institution.
2. They must be punctual and refrain from being absent without obtaining prior approval from the appropriate authority.
3. All duties should be performed efficiently, in accordance with the rules and regulations of the Government, University, and Institution.
4. A welcoming and cordial atmosphere should be maintained in the office to ensure smooth and effective functioning.
5. Staff must not discriminate against any colleague, student, or public member on the basis of caste, creed, religion, gender, social or cultural background.
6. Continuous professional development should be pursued through regular training programmes, workshops, and skill enhancement activities.
7. Engagement in any direct or indirect business or external assignments during the period of service is strictly prohibited.
8. Staff should extend their full cooperation and support in all academic and administrative tasks assigned to them.
9. Official secrets and confidential documents must be handled with integrity. Staff must not divulge, alter, forge, expunge, or misuse any official documents or receipts, nor should they intercept or misappropriate college resources.



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10. Loyalty to the institution's management is essential. Staff should demonstrate respect for and adherence to the established administrative hierarchy.

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