

Millat Teachers Training College

Madhubani- 847212

Code of Conduct for Students

Millat Teachers Training College, Madhubani is committed to fostering a learning environment that upholds the values of respect, integrity, and responsibility. Our Code of Conduct outlines the expectations for student behavior and is designed to promote academic excellence, ethical conduct, and a positive college community.

The Code of Conduct at Millat Teachers Training College, Madhubani, serves as a guiding framework for the behavior and responsibilities expected from our students. It is designed to ensure a respectful, disciplined, and positive learning environment that upholds the core values of our institution—integrity, professionalism, and mutual respect. By outlining clear expectations, the Code of Conduct helps create a community where academic and personal growth can flourish.

1. Respect for Others:

- Treat all fellow students, faculty, staff, and visitors with respect and courtesy.
- Avoid any form of discrimination, harassment, or bullying based on race, gender, religion, or any other personal characteristic.

2. Academic Integrity:

- Uphold honesty in all academic endeavors, including assignments, examinations, and research work.

- Plagiarism, cheating, or any other forms of academic dishonesty are strictly prohibited and will result in disciplinary action.

3. Attendance and Punctuality:

- Attend all scheduled classes, practicals, and internships regularly and on time.

- Maintain at least the minimum attendance requirement as mandated by the college.

4. Dress Code:

- Adhere to a modest and professional dress code suitable for the teaching profession.

- Uniforms, if prescribed, should be worn on specified days and during formal events.

5. Use of College Resources:

- Utilize college facilities, such as the library, computer lab, and classrooms, responsibly.

- Damaging or misusing college property is strictly prohibited.

6. Professional Conduct During Internships:

- Display professionalism, punctuality, and dedication during teaching internships.

- Respect the policies and guidelines of the host schools.

7. Disciplinary Behavior:

- Refrain from any form of disruptive behavior that may affect the learning environment.
- Engage in positive communication and conflict resolution.

8. Substance Abuse:

- Possession or consumption of alcohol, drugs, or any other illegal substances on campus or during college activities is strictly prohibited.

9. Grievance Redressal:

- Follow the established grievance redressal mechanism for any concerns related to academic or non-academic issues.
- Seek guidance from faculty and administration if needed.

10. Participation in College Activities:

- Actively participate in college events, extracurricular activities, and community outreach programs.
- Contribute to the positive reputation and growth of the college.

By adhering to this Code of Conduct, students at Millat Teachers Training College will contribute to a respectful, ethical, and professional learning environment, preparing them to become exemplary educators. Any violation of this code will result in appropriate disciplinary measures.

Millat Teachers Training College

Madhubani-847212 (Bihar)

Code of Conduct for Teachers

The faculty at any Institution, plays a pivotal role in shaping the academic and personal growth of future educators. This Code of Conduct for Teachers serves as a guideline to maintain high standards of professionalism, ethics, and dedication in teaching and mentoring students at Millat Teachers Training College, Madhubani. It outlines the expectations for teachers to foster a positive, inclusive, and intellectually stimulating environment.

1. Professionalism and Integrity:

- Maintain the highest standards of honesty, integrity, and ethics in teaching, research, and administrative duties.
- Avoid any conflicts of interest and disclose them if they arise in professional dealings.

2. Commitment to Students:

- Treat all students with fairness, respect, and understanding, regardless of their background, abilities, or personal beliefs.
- Foster an inclusive classroom environment where all students feel valued and supported in their learning journey.
- Provide timely and constructive feedback on students' work and assist them in their academic and professional growth.

3. Punctuality and Attendance:

- Be punctual for all classes, meetings, and college events.
- Adhere to the academic calendar and ensure that all course content is delivered within the prescribed timeframe.

4. Continuous Learning and Development:

- Engage in ongoing professional development to stay updated with the latest trends and advancements in education and pedagogy.
- Encourage innovative teaching practices that promote critical thinking, creativity, and independent learning among students.

5. Confidentiality and Privacy:

- Maintain the confidentiality of students' personal information and academic records.
- Avoid sharing sensitive information about the college, colleagues, or students without proper authorization.

6. Mentorship and Guidance:

- Serve as a mentor and role model, guiding students not only academically but also in their personal and professional development.
- Provide support and advice to students during internships and other practical experiences, helping them navigate challenges.

7. Respect for Colleagues:

- Foster a collegial atmosphere by treating all staff members and colleagues with respect and collaboration.

- Support a positive work environment by engaging in constructive dialogue and addressing conflicts professionally.

8. Non-Discrimination and Equal Opportunity:

- Avoid any form of discrimination or bias based on gender, religion, caste, ethnicity, or any other characteristic.

- Ensure that all students have equal access to learning opportunities and resources.

9. Use of College Resources:

- Utilize college facilities, resources, and infrastructure responsibly.

- Refrain from any misuse or personal use of institutional resources, including technology and equipment.

10. Research and Academic Honesty:

- Uphold the principles of academic honesty and integrity in all research and scholarly activities.

- Acknowledge the work and contributions of others in publications, research, and presentations.

11. Disciplinary Actions and Reporting:

- Adhere to the college's policies on discipline, including reporting violations of the code of conduct by students or staff.

- Be open to constructive criticism and willing to take corrective actions if necessary.

12. Community Engagement:

- Actively participate in college activities, community outreach, and professional organizations to enhance the institution's reputation and service to society.

By adhering to this Code of Conduct, teachers at Millat Teachers Training College set a high standard of professionalism and integrity, ensuring the holistic development of students and maintaining the academic excellence of the institution. Violations of this code may lead to disciplinary actions as per college policies.

Millat Teachers Training College

Madhubani – 847212 (Bihar)

Code of Conduct for Administrators and Non-Teaching Staff

The administrators and non-teaching staff at Millat Teachers Training College, Madhubani, play a crucial role in ensuring the smooth functioning of the institution. This Code of Conduct outlines the standards of professionalism, ethics, and responsibility expected from all members of the administrative and support staff. By following this code, staff members contribute to a positive and efficient work environment that supports the college's mission of providing high-quality education.

1. Professionalism and Accountability:

- Perform duties with honesty, diligence, and a sense of responsibility.
- Complete assigned tasks efficiently, on time, and in accordance with college policies.
- Be accountable for your work and decisions, ensuring transparency in all activities.

2. Respect for Students, Faculty, and Colleagues:

- Treat all students, faculty members, and colleagues with respect, courtesy, and fairness.

- Foster a respectful and inclusive environment by avoiding any form of discrimination or harassment.

- Maintain open communication and support a culture of teamwork and collaboration.

3. Confidentiality and Privacy:

- Respect the privacy of students, faculty, and staff by keeping personal and institutional information confidential.

- Handle sensitive data with care, ensuring compliance with college policies on information security.

4. Punctuality and Attendance:

- Adhere to the official working hours and ensure timely attendance for duties and responsibilities.

- Be punctual in reporting to work, meetings, and scheduled events, contributing to the smooth functioning of the institution.

5. Efficient Use of College Resources:

- Use college resources, including equipment, technology, and supplies, responsibly and only for official purposes.

- Report any damage or misuse of institutional property to the appropriate authority.

6. Support for Academic Activities:

- Provide necessary administrative and logistical support to the academic staff and students for the smooth conduct of teaching, examinations, and other academic activities.

- Ensure timely processing of paperwork, records, and other administrative tasks to avoid delays in college operations.

7. Professional Development and Continuous Learning:

- Engage in opportunities for professional development and skill enhancement to improve efficiency and service quality.
- Stay updated on the latest administrative practices, technology, and policies that support institutional growth.

8. Conflict Resolution and Communication:

- Address conflicts, grievances, or disagreements with professionalism and respect.
- Follow the institution's grievance redressal mechanisms to resolve issues fairly and in a timely manner.

9. Non-Discrimination and Equal Opportunity:

- Ensure equal treatment of all individuals, regardless of their race, gender, religion, caste, or background.
- Avoid favoritism or bias in decision-making, hiring, or in interactions with staff and students.

10. Ethical Conduct and Integrity:

- Maintain high standards of ethical behavior in all dealings within the institution and in public.
- Avoid engaging in activities that may result in a conflict of interest or harm the reputation of the institution.

11. Health, Safety, and Environment:

- Comply with health and safety regulations, ensuring a safe and secure working environment for all.
- Report any hazards or unsafe conditions promptly to the concerned authorities.

12. Adherence to College Policies:

- Follow all institutional rules, regulations, and policies, including those related to attendance, leave, performance appraisals, and conduct.
- Be open to feedback and willing to take corrective actions if needed.

13. Upholding the College's Mission and Values:

- Contribute to the overall mission and goals of the college by supporting its values of integrity, inclusivity, and excellence.
- Engage in college activities and initiatives that enhance the institution's reputation and its service to students and the community.

By adhering to this Code of Conduct, the administrative and non-teaching staff at Millat Teachers Training College ensure the effective and ethical operation of the institution, contributing to a supportive environment for students and faculty alike. Any violations of this code may result in appropriate disciplinary actions as per college policies.
