

GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL,
D.M. COLLEGE OF TEACHER EDUCATION: IMPHAL

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CODE OF CONDUCT FOR STUDENT TRAINEES

The following code of conduct are to be followed by the students teachers undergoing Bachelor of Education Course in the D. M. College of Teacher Education, Imphal.

1. All student teachers must login to register their daily attendance on bio-metric device before 9.00 a.m. and register to log out at 3.00 p.m. for the same day (if and when required)
2. All student teachers should attend the college class in prescribed uniforms except Saturday.
3. Trainees or any persons without uniform should obtain permission from the security at the College Gate before entry to the College Campus.
4. Once the teacher enters the class, trainees must respect and greet him/her by saying good morning *Sir / Madam* or good afternoon.
5. All the student trainees are to occupy their respective seats before the teacher enters the class.
6. Response to the roll call must be made by using the following expressions only. Yes Sir / Yes Madam / Yes Please / Present Sir/ Present Madam.
7. If proxy is done at roll calls, 3 days attendance of the concerned trainee will be cancelled. Every teacher trainee should observe the ethics of the teacher.
8. Silence should be observed and maintained during the roll call.
9. Punctuality in attendance is encouraged. Any trainee who comes late after the roll call will not be given attendance. They will be treated as absent for the day.
10. While the teacher is inside the room, the front door is to be used while entering the class room. In no case, the teacher should permit the trainees to leave the class room by the backdoor.
11. Chewing pan and smoking cigarette inside the class rooms and library rooms are strictly prohibited. College premise is treated as **NO SMOKING ZONE**.
12. A student teacher cannot retain the library books for more than a fortnight.
13. Our college have facility of e-library. Every students is required to register in NLIST, through proper channel. NLIST registration link will be provided in the college WhatsApp group.
14. All the teacher trainees are requested to keep their vehicles in the vehicle shed.
15. All important information will be updated in the college website, notice board, WhatsApp group for intimation of day-to-day information.
16. As per Manipur University Regulation of B.Ed. Course, any candidate whose attendance is less than 75% in each subject of the lecture delivered shall not be allowed to undergo Internship and to appear pre-final examination under Rule. The attendance of trainees will be notified periodically for every month during the session.

Contd./-

17. Leave account will be maintained by the office of the Principal during the period of deputation of the in-service teacher. All leave applications should be submitted to the principal. Any student teacher who is found absent without authorization for 6 consecutive working days will be reported to the concerned authorities for disciplinary action.
18. Change of subject in method papers and additional papers will be allowed at the risk of the student teacher. In no case, transfer of attendance from one method paper to another method paper will be allowed.
19. Any student teachers desirous of being members of Trainees Union can collect the rules and regulations of college trainees union from the college office by paying a nominal fee of Rs. 100/- (Rupees one hundred only)
20. All student teachers are required to observe environment cleanliness. Proper use of dust bin is encouraged.
21. Solid waste materials such as plastic bottles, plastic cup, papers, etc should be put in the bin box placed at appropriate places.
22. Switch off fans and lights after the last class.