



SAI B.Ed. & D.El.Ed. COLLEGE

At.: Siyaruan (Shivpur Halt), Bikramganj, Dist.- Rohtas (Bihar) - 802212

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Ref. No. Sai/B.Ed./560/2022

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Code of Conduct

Sai B.Ed & D.El.Ed College

All students are informed about the code of conduct at the time of admission, during the Orientation Programme, and throughout the academic session in regular classes. The Principal, along with departmental teaching and non-teaching staff, monitors adherence to these guidelines individually. The Principal and the Secretary of the Governing Body supervise whether teaching and non-teaching employees are following the prescribed code of conduct. If any concern arises, it is addressed through one-to-one discussions, though no major issues have occurred so far.

Code of Conduct for Students

The college website has a dedicated section outlining the code of conduct expected from students. Any violation of the rules listed below may result in disciplinary action by the authorities.

- Students should help maintain a positive academic environment and refrain from making derogatory remarks about any religion, caste, creed, etc.
- Regular and punctual attendance is mandatory. A student will be considered *Non-Collegiate* if attendance in any subject/group of subjects falls below 80% but remains at or above 75%. Such students may be allowed to fill examination forms upon payment of the required fee as per Calcutta University rules.
- Students with less than 75% attendance will be deemed *Dis-Collegiate* and barred from appearing in examinations according to University regulations.

Principal

Sai B.Ed. & D.El. Ed. College
Siyaruan, Bikramganj, Rohtas

Shanmug Kumar

- Every student must carry their identity card on campus and present it when asked. A duplicate card will be issued at a cost of Rs. 100/- in case of loss.
- Outsiders are not permitted on campus without prior approval from the authorities or staff.
- The campus must be kept clean and garbage disposed of in designated bins.
- Students should avoid gathering or loitering unnecessarily in corridors.
- Lights and fans must be switched off before leaving classrooms to conserve energy.
- Students are responsible for checking the notice board regularly. Lack of awareness will not be accepted as an excuse.
- In cases of prolonged absence due to illness, students must submit medical documents issued by a Registered Physician.
- Students must arrive for classes on time.
- Permission must be obtained from the concerned teacher before entering or leaving a class during lectures.
- Ragging in any form is strictly prohibited on and off campus. Severe penalties, including rustication, will be imposed on offenders as per UGC Regulations (2009).
- Students must behave politely and respectfully towards teachers, non-teaching staff, and fellow students. Any form of rude or arrogant behaviour is unacceptable and punishable.
- Students should take care of college property. Damage caused by a student will result in a fine; if the responsible student cannot be identified, the class/section will collectively bear the cost.
- Consumption of tobacco in any form is strictly forbidden on campus and will result in penalties.
- Mobile phones, tablets, and similar devices are strictly prohibited in classrooms, examination halls, the library, laboratories, and corridors. Violations may lead to penalties.
- Students must dress in a simple and appropriate manner.
- Students must carry their Lending and Reference cards to borrow or return library books.
- The use of another student's Lending or Reference card is not allowed.

Jee, Rm Singh

Durgesh Kr Gupta

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R. Divi

Soul

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Vindya K

Ravinder

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Principal
Sal B.Ed. & D.El. Ed. College
Bharuwan, Birkramganj (Rohtas)
Sharanjy Kumar

Code of Conduct for Teaching Staff

Faculty members are expected to maintain professionalism and contribute to a positive working atmosphere. They must follow all institutional rules and perform their duties responsibly and punctually. Teaching staff are expected to:

- Report to the college on time
- Support the holistic development and well-being of students with a caring attitude
- Maintain respectful relations with colleagues and other staff
- Follow the institution's leave procedures
- Perform their duties diligently
- Refrain from any form of harassment of college employees

Code of Conduct for Non-Teaching Staff

Non-teaching staff members support the academic and administrative operations of the college and are expected to:

- Report to the college punctually
- Follow all rules related to attendance and discipline and inform the Principal in advance about late arrival or early departure
- Treat colleagues and other staff members with respect
- Adhere to the college's leave-taking procedures
- Carry out their duties responsibly
- Avoid any form of harassment toward college employees

Sanjay Singh

Deepak Singh

Durgesh Kumar

R. Divi

Vindya Kumar

Karjesh

Sh

Principal

Sai B.Ed. & D.El. Ed. College
Silverman, Bikramganj (Rohtas)

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