



Run by: *New Akanksha Shiksha Samiti*

## **Dr. RADHAKRISHNAN COLLEGE OF EDUCATION**

(Recognised by N.C.T.E., State Govt. & Affiliated to R.D.V.V. Jabalpur)

Patan Road Near NEW RTO Karmeta, Jabalpur (M.P.)-482002

Phone: 0761-2682004, Website: [www.radhakrishnanedu.com](http://www.radhakrishnanedu.com)

Email: [rkce@yahoo.com](mailto:rkce@yahoo.com) / [choubey\\_abhi27@yahoo.in](mailto:choubey_abhi27@yahoo.in)



## **DVV- 7.1.9**

**Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code**

### **DVV Query**

**Details of the Monitoring Committee, Professional ethics programmes, if any**

**Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct**

**Web-Link to the Code of Conduct displayed on the institution's website**

**Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University**

### **Institution response**

**Details of the Monitoring Committee, Professional ethics programmes, Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct**

**Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University enclosed.**

**Web-Link to the Code of Conduct displayed on the institution's website-  
<https://radhakrishnanedu.com/uploaded/7.1.9.%209.pdf>**

  
**PRINCIPAL**  
Dr. Radhakrishnan College of  
Education Karmeta, Jabalpur



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## **DR RADHAKRISHNAN COLLEGE OF EDUCATION**

### **CODE OF CONDUCT FOR TEACHERS & STAFF**

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Two Continuous Assessment Tests (CAT) Tests and Model Examinations are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students.
5. Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

8. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
9. Teachers should sign the attendance register and bio-metric while reporting for duty.
10. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
11. Teachers should remain in the campus till the end of the College hours.
12. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.
13. Twelve days of causal leave can be availed in a calendar year.
14. All must report for duty on the reopening day and the last working day of each semester.
15. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
16. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
17. Staff members are encouraged to take up Research projects.
18. Staff members should also attend Faculty Development Programmers, Quality Improvement Programmers etc. to update their knowledge.
19. Teachers Associations should not be formed without the permission of the Management.

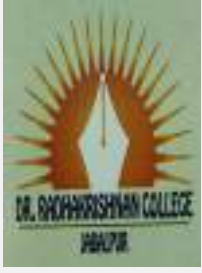
20.No teacher should involve himself or herself in any form of political activity inside or outside the campus.

21.Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.

22.Teachers should not participate in any strikes or demonstrations either inside or outside the campus.

23.Any instructions issued by the Competent Authority by way of Circulars from time to time must be compiled with college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.

29.Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.



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## **CODE OF CONDUCT FOR PRINCIPAL**

1. Principal should make a conscious effort to be fair to personnel and students. Principal should be fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
2. Principal must apply honesty in his/her job. They should never directly lie to anyone. They must never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Principal endeavours to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Train teachers to be responsible for their actions.
7. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
8. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or Equipment committed to his or her charge for personal gain or advantage.

9. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.

10. The Principal shall not fake records, or direct or force others to do so.

11. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.

12. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

13. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.



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## **DR RADHAKRISHNAN COLLEGE OF EDUCATION**

### **CODE OF CONDUCT FOR STUDENTS**

#### **COMMETTEE HEAD – DR PREETI SHUKLA**

1. Students shall come clean, tidy and smartly dressed.
2. Every student should wear Identity Card (ID) issued by the College at all times while on campus. In case of loss of identity card, student must inform the office to get a new ID card by paying Rs. 25/-.
3. Student should be regular and punctual in attending the classes and all other activities of the College.
4. The first bell announcing commencement of the session shall find them seated in their respective class rooms.
5. During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways and lobby (veranda) is strictly prohibited.
6. Strict silence should be observed inside the class room.
7. Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.
8. Students will not be permitted to attend the classes without the text books.
9. No student should leave the classroom without permission of the lecturer.

10. Students are expected to read notices put up on the College notice board. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.

11. Students shall not hold meeting for criticizing the authorities of the College. Such meeting will be deemed unlawful and the Principal may take such action as he/she may feel necessary under the rules.

12. No Notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.

13. Bicycles and Two wheelers must be parked safely in the allocated places only. Vehicles found parked in unauthorized places shall be impounded.

14. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will distract any player or team.

15. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.

16. Students are forbidden from collecting any donation for any purpose without the permission of the Principal.

17. Students are not allowed to address any authority in a body. Such combined action is subversive of good order.

18. Students should not address public meetings, media or take part in the political activities of any kind. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.



19. The Principal will deal strictly with students who play a leading part by organizing or assisting in strikes.

20. Regular attendance in the class room as well as submission of periodical assignments is expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.

21. The Principal can suspend a student for irregular attendance for habitual neglect of homework, indolence, disobedience and disrespect towards teachers and office staff and for indecorous conduct.

22. Students should not indulge in misbehaviour such as ragging, eve-teasing, etc., Such students shall be strictly dealt as per law and may be dismissed from the College. (See Tamil Nadu Government Act in the upcoming pages).

23. Cell phones are banned on campus. Students are not permitted to use cell phones at any times or in any place in the College campus.

24. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.

25. Spitting, smoking and throwing bits of paper inside the College campus must be avoided.

26. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively.

27. Representation of complaints and grievances may be made individually to the Principal through Class In-charge and HOD.

28. Smoking or alcoholic consumption are strictly prohibited.

29. All students admitted to the College are subject to the discipline and control of the College authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the College authorities. Proper observance of College discipline, good conduct and participation in games and other events will play an important role in recommendation for final College examination/ scholarship/ Placement/ award of certificates, when leaving the College. In case of breach of discipline the Principal shall have the power to fine, suspend or even compel the concerned student(s) from the College.

30. For any certificates that are to be collected from the Principal's Office, request letter must be submitted through Class-In-Charge & HOD and the same can be submitted two days in advance.

31. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.






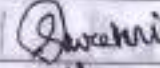
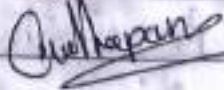
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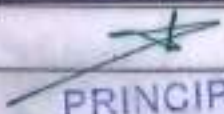
रुचिनी कुमांक- 01

दिनांक 20/08/2018

समिति के समस्त सदस्यों को सूचित किया जाता है कि मलनाठ - मलनाठ कमेटी की बैठक दिनांक 20/08/2018 का समय 1:00 बजे सायबेरी कक्ष में आयोजित की जायेगी, जिसमें निम्न बिन्दुओं पर चर्चा की जायेगी-

1. मंटेर को गैली आवंटित किया जाय पर चर्चा।
2. संपन्नता इंटरनेट प्रोग्राम पर चर्चा।
3. पाठ्यक्रम की जायकारी देय पर चर्चा।
4. अगली बैठक करवा पर चर्चा।
5. WhatsApp App. Group बनवाय पर चर्चा।
6. कार्यक्रम का समापन।

क्र.	नाम	हस्ताक्षर
1.	Dr. Bhawana Soneti	
2.	Dr. Preeti Shukla	
3.	Mrs. Jyoti Shukla	
4.	Mrs. Samta Tiwari	
5.	Mrs. Sudha Pan	


  
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 Education Karmeta, Jabalpur



## कार्यवृत्त क्रमांक - 01

दिनांक 20/08/18

आज दिनांक 20/08/18 को Mentor-Mentee कमेटी की बैठक लायवैरी कक्ष में 1:00 बजे आयोजित हुई। जिसमें विभिन्न विन्दुओं पर चर्चा एवं निर्णय हुए।

प्रस्ताव	निर्णय
मेंटर को मेंटी आवंटित किया जाये पर चर्चा।	Mentor-Mentee की कमेटी की बैठक 1:00 बजे लायवैरी कक्ष में आयोजित हुई। जिसमें सभी समिति के सदस्य एवं सभ्यतायक महीदया जी एवं सभी विद्यार्थी उपस्थित थे। जिसमें मेंटर को मेंटी आवंटित किया गया।
अपवर्णक इंटरव्यू प्रोग्राम चर्चा।	अपवर्णक इंटरव्यू प्रोग्राम का कार्यक्रम प्रातः 10:00 मन्दीपर पूर हॉल में आयोजित हुआ जिसमें वी.एस. एवं एम.एस. के विद्यार्थी उपस्थित थे। कार्यक्रम को बड़े ही सुचारु ढंग से प्रारम्भ किया गया सभी मेंटर को मेंटी से परिचित कराया गया।
पाठ्यक्रम की जानकारी देना पर चर्चा	आयोजित बैठक में पाठ्यक्रम की जानकारी दी गई। एल.ए. पी.ओ. के विषय के बारे में बताया

अगली बैठक करने पर  
चर्चा।

Whatsapp ग्रुप बनाने  
पर चर्चा।

कार्यक्रम का समापन।

गया।

समन्वयक महोदया जी ने  
समिति के सदस्यों को  
सूचित किया कि भागामी  
बैठक को विधि की  
जानकारी नोटिस बोर्ड  
एवं जवाबदारी के  
माध्यम से दी जाये।

समन्वयक महोदया जी ने  
आयोजित इंटरनल कार्यक्रम  
के दौरान सभी विद्यार्थियों  
को अपने बस स्टेशन पर  
7:15 कार्या एवं WhatsApp  
सहान्वयक की जानकारी  
देने का कष्ट जिनसे आपको  
ग्रुप में जोड़कर सभी  
महाविद्यालय से संबंधित  
जानकारी प्रेषित कर सकें।

कार्यक्रम का समापन  
समन्वयक महोदया जी  
के वक्तव्य के साथ  
उत्तर पर समापन कर  
दिया गया और अंत में  
सभी विद्यार्थियों की उपस्थिति  
ली गई।

उक्त अनुबंधों / विधियों का उद्देश्य को  
अनुसारित किया गया।



क्र.	नाम	पद	संकेत
1	Dr. Bhawna Soneji	सहायक	X
2	Dr. Preeti Shukla	सहायक	B
3	Mrs. Jyoti Shukla	सहायक	J
4	Mrs. Smita Tiwari	सहायक	Smita
5	Mrs. Sudha Pati	सहायक	Sudhapati
6	Mr. Mousumi	सहायक	Mousumi-1195

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सूचना क्रमांक - 02.

दिनांक

20/11/2018

समिति के समस्त सदस्यों को सूचित किया जा रहा है  
Mentor Mentor कमेटी की लोक विज्ञान  
कक्षा-कक्षा 7 में आयोजित की जायगी, जिसमें  
निम्न विद्युतों पर चर्चा की जायगी-

1. सभी मेंटर को कुछ विद्युतों का अधिकतम कक्षाओं  
के द्वारा पाठ्यक्रम पूरा करवा पर चर्चा।
2. Academic Calendar पर चर्चा।
3. विद्युतों की समस्याओं पर चर्चा।



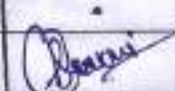
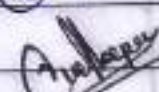
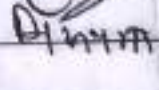
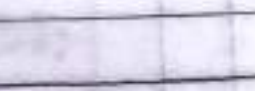
क्र.	नाम	हस्ताक्षर
1.	Dr. Bhawna Soneti	<del>X</del>
2.	Jyoti Shukla	J
3.	Samta Tiwari	Samta
4.	Swaha Pari	Swaha
5.	Dr. Preeti Shukla	P
6.	Mrs. Nirupma Nayak	Nirupma

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समस्याओं को पहचान कर  
उनका निवारण किया गया।  
कुछ विद्यार्थी का कार्य पूर्व  
न हीन पर उनके नौटुक  
प्रकाश किया गया। व्यक्तित्व  
वर्ष लेख में संबंधित  
समस्याओं का निवारण किया  
गया।

उक्त अभ्युत्साह / विवरण का उत्तर का जगह पर  
किया गया -

नाम	पद	हस्ताक्षर
Dr. Bhawana Soneji	समन्वयक	
Dr. Preeti Sholekh	सदस्य	
Mrs. Jyoti Sholekh	सदस्य	
Mrs. Samta Tiwari	सदस्य	
Mrs. Sudha Paris	सदस्य	
Mr. Misrupme	सदस्य	

  
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सूचना कुमोंक - 03

दिनांक 23/08/2019

समिति के समस्त सदस्यों को सूचित किया जाता है कि Mcanack Mcanack कमेटी की बैठक दिनांक को समय 12:30 बजे सेमिनार हॉल में आयोजित की जायगी जिसमें निम्न बिन्दुओं पर चर्चा की जायगी।

1. I&T Unit Test पर चर्चा।

2. Personality Development Workshop कराव पर चर्चा।

3. माँधी जी की 150 वीं जयंती के अवसर पर मुख्यमंत्री के कार्यक्रम का सीधा प्रसारण पर सभी विद्यार्थियों की उपस्थिति पर चर्चा।

नाम	हस्ताक्षर
Dr. Bhawana Saneji	
Dr. Preeti Shukla	
Mrs. Jyoti Shukla	
Mrs. Samta Tiwari	
Mrs. Sudha Pasi	
Mrs. Minapras Nayak	

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कार्यवृत्त : क्रमांक - 03

आज दिनांक 26/08/2019 को Mentor - Mentee  
कमिटी की बैठक मैगीनार हॉल में 12:30 बजे  
आयोजित हुई जिसमें विभिन्न विन्दुओं पर चर्चा /  
निर्णय हुआ -

प्रस्ताव	विवरण
इस Unit Test पर चर्चा	जी.एस. I पदक / II पदक के विद्यार्थियों का इस Unit Test कराने पर चर्चा हुई। सभी अध्यापकों को अपने विद्यार्थियों को प्रश्न पत्र का निर्माण कराने का निर्देश दिया। सभी विद्यार्थियों को Unit Test Time Table की जानकारी गंगा ठोकर पर लगा कर दी जाय।
Personality Development Workshop कराने पर चर्चा।	सुमन्तरक महोदय जी ने कमिटी के समस्त सदस्यों को सूचित किया कि महाविद्यालय में Personality Development Workshop 01/09/19 को आयोजन पर चर्चा।



सूचना क्रमांक - ०५

दिनांक ०३/०८/२०२०

समिति के समस्त सदस्यों को सूचित किया जाता है कि Mentor - Mentees कमेटी की बैठक दिनांक 1/1/2020 को, Google online mode पर आयोजित की जाएगी। जिसमें निम्न किन्तुमा पर चर्चा एवं निर्णय हुआ।

1. Online Teaching कराने पर चर्चा।
2. Online class समय पर आरम्भ कराने पर चर्चा।
3. Online विद्यालयों की उपस्थिति पर चर्चा।

क्र.सं.	नाम	हस्ताक्षर
1.	Dr. Bhawana Soneti	<del>✗</del>
2.	Dr. Preeti Shukla	<del>✗</del>
3.	Mrs. Samta Tiwari	<del>✗</del>
4.	Mrs. Sudha Pati	<del>✗</del>
5.	Mrs. Jyoti Shukla	<del>✗</del>
6.	Mrs. Nishupma Nayak	निशुपमा नायक

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सूचना क्रमांक - ०५

दिनांक ०३/०८/२०२०

समिति के समस्त सदस्यों को सूचित किया जाता है कि Mentor - Mentees कमेटी की बैठक दिनांक 1/2020 को Google online mode पर आयोजित की जाएगी। जिसमें निम्न बिन्दुओं पर चर्चा एवं विचार्य द्वारा।

1. Online Teaching करना पर चर्चा।
2. Online class समय पर प्रारम्भ करना पर चर्चा।
3. Online विचारियाँ की उपस्थिति पर चर्चा।

क्र.सं.	नाम	हस्ताक्षर
1.	Dr. Bhawana Soneti	<del>✗</del>
2.	Dr. Preeti Shukla	<del>✗</del>
3.	Mrs. Samta Tiwari	Samta
4.	Mrs. Sudha Pati	Sudha
5.	Mrs. Jyoti Shukla	Jyoti
6.	Mrs. Nishupama Nayak	Nishupama

~~✗~~  
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कार्यविहारी क्रमांक-04







दिनांक 05/08/2020


आज दिनांक 05/08/2020 को Mentor-Mentee  
कमेटी की बैठक ऑनलाइन Google Online Mode पर  
12:00 बजे आयोजित हुई। जिसमें मिशन विन्डुआ  
पर चर्चा एवं निर्णय हुआ -

क्र.	प्रस्ताव	निर्णय
1.	Online Teaching करवा पर चर्चा-	Google Meet पर 12:00 बजे Online Mode पर Meeting परम्परा हुई। जिसमें महेन्द्रा जी के इस कमेटी के सभी सदस्यों का निर्देश दिया कि शीघ्र ही शीघ्र 8:20 ता 8:45 को Online Practice Teaching को Lesson plan का format विद्यार्थियों को समझाया जाये।
2.	Online class समय पर परम्परा करवा पर चर्चा।	समस्तक महेन्द्रा जी ने सभी Teacher को निर्देश दिया कि सभी Online class नियमित समय पर परम्परा करें एवं विद्यार्थियों की Attendance का WhatsApp group

पर समय पर ऑनलाइन  
 Online विद्यार्थियों की उपस्थिति पर सर्वा, समन्वयक महोदय जी ने निर्देश दिया कि Online Attendance को Group पर उपेक्षित करें। जो विद्यार्थी Join नहीं हो रहे हैं। उन्हें ऑनलाइन के माध्यम से सूचित करें।

इस अनुशासनात्मक / निर्देशों का पालन करने का  
 अद्यक्षरित किया गया -

नाम	पद	हस्ताक्षर
Dr. Bhawana Soneti	समन्वयक	
Dr. Preeti Shukla	सदस्य	
Mrs. Jyoti Shukla	सदस्य	
Mrs. Samta Tiwari	सदस्य	
Mrs. Sudha Pasi	सदस्य	
Mrs. Nirupma Nayak	सदस्य	

  
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




सूचना क्रमांक - 05

दिनांक 15/10/2020

समिति के समस्त सदस्यों को सूचित किया जाता है कि Mentor Mentee कमेटी को बैठक कहा क्रमांक 01 में Google Meet में आयोजित की गई। जिसमें निम्न बिन्दुओं पर चर्चा एवं निर्णय हुए -

1. पाठ्यक्रम पूर्ण करने पर चर्चा।
2. विसाईमेर देव पर चर्चा।
3. भाषासिक तुलना को दूर करने पर चर्चा।
4. सभी विद्यार्थियों को वेबसीनेशन कराने एवं सरिकिनेट सुमा कराने पर चर्चा।
5. विद्यार्थियों को उत्तर पुस्तिका जमा करने पर चर्चा।
6. गतिविधियां कराने पर चर्चा।

नाम	हस्ताक्षर
Dr. Bhawana Boneji	
Dr. Preeti Shukla	
Mrs. Jyoti Shukla	
Mrs. Samta Tiwari	
Mrs. Sudha Pati	
Mrs. Mirupma Nayak	

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