

## **CODE OF CONDUCT FOR STUDENTS**



## **St. Christopher's College of Education, Chennai – 7.**

### **GENERAL CODE OF CONDUCT IN THE COLLEGE FOR STUDENTS**

- Students should attend morning devotion compulsorily. Students should be inside the chapel at 8.40 without fail.
- Students who are coming late in the morning will be marked absent for the morning session.
- Students should maintain silence in the chapel
- All students should be dignified in appearance attire attitude and use of language.
- Students must adhere to the Dress code of the institution.
- Students should not scribble on the chairs, desks, bulletin boards, walls or anywhere else in the college.
- Furniture should not be shifted without getting permission from the staff in-charge.
- Students should attend their classes on time. Punctuality should be maintained.
- Usage of mobile phone is strictly prohibited inside the college campus. If found the phone would be confiscated.
- Drinking water should be used only for drinking and not for other purposes.
- Students should be conscious of personal as well as environmental cleanliness.
- Students are expected to keep the college campus neat and tidy.
- Students must conserve electricity and water. They should ensure that the lights and fans are switched off before they leave their classrooms.
- Timely submission of all assignments, records etc. are very important. Any lapse in this matter will be viewed very seriously.
- Students are advised to make extensive use of the library.
- Students should not leave the college campus during college hours.
- Students should adhere to the rules and regulations of the college. The principal may levy fine, withhold any certificates or suspend/expel any student if considered necessary to do so.

## **GENERAL CODE OF CONDUCT IN THE SCHOOL DURING INTERNSHIP**

- Students should follow the rules and regulations of their respective schools.
- Students should maintain discipline and punctuality.
- Students should wear sarees modestly and put up their hair neatly.
- Proper relationship should be maintained with the students in the schools.
- Students should not teach without lesson plans and teaching aids approved by the respective teacher educator.
- Students should avoid taking leave.
- All records should be completed on time.

### **REGULATIONS AND LEAVE RULES**

- A student may be dismissed if she is absent without submitting the leave letter for three whole consecutive working days or for periods aggregating five whole days in any one term.
- All applications for leave with details regarding the periods and the cause should be submitted to the Vice Principal through the Department faculty in the prescribed form, a day before it is required.
- No leave will be granted for any reason, whatever, in advance or in continuation of terminal holidays, or the fortnight before the attendance for the year is completed.
- Five marks will be allotted in the internal assessment for full attendance.
- A student may be dismissed by the Principal for continued serious misconduct.

## **RULES AND REGULATIONS RELATED TO EVALUATION**



## **St. Christopher's College of Education, Chennai – 7.**

### **RULES AND REGULATIONS RELATED TO EVALUATION**

#### **B.Ed. DEGREE EXAMINATION**

##### **WRITTEN EXAMINATION**

- Each candidate should apply for the written examination in the first attempt.
- A candidate shall be declared to have passed the written examination only if she secures not less than 50% in all the courses with a minimum of 50% in the internal and external examination in each paper.
- All other candidate shall be deemed to have failed in the written examination.
- A candidate who fails in one or more courses in the written examination shall be permitted to appear again only for those courses in which she failed.

##### **REAPPEARANCE**

- Each unsuccessful candidate shall be permitted to reappear for the written examination within the next three consecutive academic years.
- Each unsuccessful candidate shall be permitted to reappear for the written examination in the consecutive semesters.
- Supplementary examination will be conducted after the fourth semester.

##### **REVALUATION**

- Candidates can apply for revaluation within 15 days after the publication of results by paying necessary fee prescribed by the college.

##### **PRACTICUM COMPONENTS**

- Each candidate should apply for the practical examination in the first attempt.
- Candidates who have secured not less than 50% in each of the practical activities for which weightage is given shall be deemed to have passed in the practical examination.
- Candidates who have secured less than 50% in each of the practical activities will be treated as unsuccessful candidates in the practical examination.

- All the students should teach a lesson in their major subject during the Practical Examination.
- All the records related to the practical components should be made available to the duly appointed Practical Examination Board at the time of Practical Examination whose decision on the marks to be awarded shall be final.

### **REAPPEARANCE**

- Each unsuccessful candidate shall be permitted to reappear for the practical examination within the next three consecutive academic years.

### **M.Ed. & M.Phil. DEGREE EXAMINATION**

- The candidate shall be declared to have passed if she secures a minimum of 50% in each theory paper, Dissertation and viva voce separately.
- Candidates who fail to pass in any paper or papers shall have to appear for that paper or those papers in the subsequent examinations.

<b>Percentage of marks</b>	<b>Classification</b>
50% to 59%	Second class
60% to 74%	First class
75% and above	First class with Distinction

## **LIBRARY RULES AND REGULATIONS**



## **St. Christopher's College of Education, Chennai – 7.**

### **LIBRARY RULES AND REGULATIONS**

#### **OPENING HOURS**

Monday- Friday : 9.15 am to 5.00 pm

Saturday : 9.00 am to 1.00 pm

The library is closed on Sundays and all public holidays.

#### **GENERAL RULES: -**

- Students are allowed to use library only on production of their authorized/valid Identity cards.
- Identity card is compulsory for getting access to the library.
- Silence should be maintained.
- No personal belongings are allowed inside the library. Textbooks, Printed materials and issued books are not allowed to be taken inside the library.
- ID card should be entered in the Gate Register Machine kept at the entrance counter before entering library.
- Library borrower cards are not transferable.
- The borrower is responsible for the books borrowed on his/her card.
- Good order must be observed in the library at all times.

#### **CIRCULATORY SYSTEM**

- Books will be issued on presentation of the ID card. All students must present their college ID before borrowing any library materials.
- Students are allowed to borrow a maximum of two books for a period of 3 days
- All the borrowed materials must be returned on or before the due date.
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
- Students with overdue materials and overdue fines will not be allowed to use the library services.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.



- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay cost of the book along with fine after getting permission from the librarian.
- College ID cards are valid for the entire duration of the course of access library facilities.
- Each student shall obtain 'No dues certificate' from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

### **ADVISORY SYSTEM**

For purpose of effective guidance and supervision each student will be attached to a member of the staff who would be her Advisor with whom she can discuss the problems which confront her.

- The student should send her leave application through her Advisor.
- The Advisor will keep in touch with her wards and be responsible for their general welfare during the period of their stay in college.

## **CODE OF CONDUCT FOR STAFF**



## **St. Christopher's College of Education, Chennai – 7.**

### **CODE OF CONDUCT FOR STAFF**

- Every Staff shall discharge the responsibility according to the Rules and Regulations of the Institution as may be prescribed from time to time.
- Every Staff who is a Teacher shall discharge the professional responsibility according to the Rules and Regulations of the Institution.
- The Staff should at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the Staff of the Institution.
- It shall be the duty of the Staff to do any work related to the Institution at any point of time as required by the Competent Authority.
- No Staff shall engage herself/himself directly or indirectly in any trade or business or shall not undertake any other employment, assignment or engage herself/himself in private tuitions/coaching classes.
- No Staff shall send any application for employment or assignment under any other agency, except through the Competent Authority.
- Before a Staff member seeks to accept honorary work without detrimental to her professional responsibility, prior permission of the Competent Authority in writing shall be obtained.
- A member of the Staff when involved in criminal proceedings shall immediately report the full facts of such proceedings to the Competent Authority.
- No Staff shall communicate directly or indirectly any information relating to the academic activities or administrative matters of the Institution or furnish any document pertaining to the Institution to any outside authority or agency without the permission of the Competent Authority.
- No Staff shall engage herself/himself in any form of political activity of any party.
- No Staff shall bring or attempt to bring any political or other influence on the Competent Authority to further the interests in respect of matters pertaining to her/his services in the Institution.

- No Staff shall take part in or subscribe to or assist in any activity which tends to promote feeling of hatred or enmity among different communities, religious or linguistic groups, but work towards social harmony.
- No Staff shall indulge in any activity in word or deed that may bring disrepute to the Institution.
- The Staff shall subscribe to the aims and objectives of the Institution and strive for the Institution's excellence. They are expected to maintain the ethos of the Institutions as enshrined in the vision and Mission statements of the Institutions.
- No Staff should give corporal punishment to any student.
- Staff with any immoral conduct, indecent behaviour towards other Staff or students are liable for disciplinary action.

## **CODE OF CONDUCT FOR VIRTUAL CLASSES**



## **St. Christopher's College of Education, Chennai – 7**

### **CODE OF CONDUCT FOR VIRTUAL CLASSES**

#### ***VIRTUAL CLASSROOM HYGIENE***

1. Be sure to mute mic as soon as you join and whenever you are not speaking. This is important to avoid background noise and distractions for others.
2. Consider muting your video if you do anything else that might be distracting to others. Be sure that there is nothing visually distracting in the background.
3. When you are speaking, let others know that you have finished by saying one of these sign-offs "That's all." "I'm done" "Thank you, etc." So that everyone knows you have finished your comments. Remember to sign out or "leave the meeting" when the session is over.
4. You can ask questions and make comments silently using "Chat" feature.
5. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.

#### ***COMMUNICATION DURING VIDEO CONFERENCING***

Orient your device so that your students have a clear, well-lit view of your face. The light source should be in front of you. Avoid being backlit. Make sure your laptop or digital device is on a firm surface. Laptops held on legs or pillows will shake and lead to an unsteady and distracting presentation.

Silence or turn off other devices. Close or even lock the doors of your room to avoid distractions. For the sake of quality use either a clip-on microphone or a headset so that you can maximize your voice and avoid an echo of your voice on an open speaker.

Make sure your attire is professional and you are well-groomed to make yourself presentable. Your face should not take up more than one-third of the screen. Your face should be somewhere between a quarter and a third of the screen and no more. Set the onscreen image you will be talking to as close as you can to the device camera so that you look into the camera more naturally.

#### ***FACIAL EXPRESSIONS***

Beware the tendency to let your face go slack when you are listening to your

students. They can still see you. Don't hesitate to nod with approval just as if the person were in front of you. Head tilt is always useful to communicate that you are interested in what is being said.

### ***BODY GESTURES AND PROXEMICS***

Maintain an open body posture and don't be afraid to lean in when something interesting is being shared. If possible, use a chair with armrests or place your hands on the table in front of you. In video conferencing, the lens is the filter through which your movements will be carried. Give yourself enough space so that you can move freely, but not so much space that you lose the important details of facial expression.

### ***OTHER KEY TIPS***

Eye contact remains a crucial way to signal to your audience that you see and hear them. It can be tricky with video calls to know where to look. One thing for sure, don't look at yourself. If you have set up properly, you should be confident enough to close down your self-view and free yourself up to connect more directly with your audience. A slight head tilt and occasional head nods will let your audience know you are very much with them and not thousands of miles away.

### ***CONCLUSION***

Video conferencing is the present and the future. How we perform, how attentive we are to the small details, including our nonverbal matter are important. What was once envisioned as science fiction is now on our desks and even on our smartphones. What a great opportunity for us to get it right for the benefit of students!