



learning for your future

Maharshi Paramhansh College of Education

Recognized by NCTE for D.El.Ed & B.Ed • Affiliated to JAC & Vinoba Bhave University

Maharshi Paramhansh College of Education

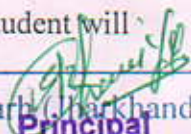
Code of Conduct for Students

- 1) No refund of fees will be made on withdrawal of admission under any circumstances.
- 2) In case the candidate fails to submit the required documents then his/her admission shall be treated as cancelled and no request for refund of fees will be entertained under any circumstances.
- 3) All the trainees will strictly comply with the rules and regulations of the college issued from time to time relating to their studies, examination, conduct and discipline.
- 4) Trainees are liable to security checks on entry or exit from the college premises.
- 5) All information regarding curriculum/ classes/ examination etc. shall be displayed on college notice board and students must check the notice boards regularly for notices and circulars.
- 6) Communication with students shall be through Whatsapp / Mobile number or email. So students should keep personal mobile, email updated with Collegeoffice & regularly check the same.
- 7) The college will not be responsible for any loss of belongings left unattended by the trainees at the college premises.
- 8) Intake of any sort of intoxicating substance is strictly prohibited. Smoking, chewing of Pan, Gutka or Gum is also prohibited.
- 9) Being late for the class is not only detrimental to the academic progress of the late comer, but is disruptive for the entire class also. Trainees arriving late will not be allowed to enter the college campus and will be marked absent. Disciplinary actions will be taken against persistent habitual.
- 10) A medical certificate will be required if there are more than three days consecutive absence owing to illness.
- 11) All the college properties have to be handled with care. Any damage or pilferage caused to the college properties by any trainee will be appropriately charged.
- 12) To keep your College premises neat & clean, support of students is required. Student will not throw anything outside dustbins.

NH-23, Near- District Court, Village:Huhua (Kothar) Kaitha-825101, Dist-Ramgarh (Jharkhand)

Phone No. 8986898051, 9973298096 • Website : maharshibed.org • email: maharshibed@maharshibed.org

Correspondance Address :- 15 Gola Road, Ramgarh Cantt.- 829122. Dist-Ramgarh (Jharkhand)


Principal

MAHARSHI PARAMHANSH COLLEGE OF EDUCATION
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- 13) Trainees should strictly adhere to instructions regarding entry/exit regulations, parking of vehicles etc. They should not bring friends, visitors or relatives to the class rooms or practical rooms.
- 14) All trainees are supposed to attend the classes in proper uniform as prescribed by the college administration suited for a gentle man/woman.
- 15) Male trainees must have short and properly groomed hair, clean and well rimmed nails. They should attend classes every day with a clean shave and polished shoe.
- 16) Female trainees must have properly groomed hair, clean and well-trimmed nails without nail polish. Perfumes should not be used while attending theory or practical classes.
- 17) During class hours wearing the college Identity Card is compulsory.
- 18) The college holds the right to introduce, alter, amend or change any or all the rules from time to time, if, found necessary.
- 19) For any legal dispute the jurisdiction will be at Ramgarh Court only.
- 20) **Attendance:**
 - a) We expect minimum 80% attendance in course work & practicum, and 90% for school internship so every student should keep it in mind. In case of lower attendance, they would not be allowed to appear in Semester / Final Examination.
 - b) One sessional examination will be organized by the college for sessional evaluation in every semester. Students must appear for each sessional examination. Based on the sessional examination results, college will confidentially send sessional marks to the VBU or JAC which is a part of the total evaluation.
- 21) **Library:** Your college has around 6000 (1000+ titles) covering the entire B.Ed. & D.El.Ed. syllabus, reference books & Journals. Library Cards are issued to all students & a student can get 2 books at a time for a duration of 15 days. If any student fails to return Library book within time, a fine of Rs.5/- per day per book will be charged. All students are required to keep silence in Library. If any student does not maintain silence in Library, he/she will be not allowed in Library.
- 22) **Assignments & Lesson Plan:** Teacher Training course has great importance of Assignments & Practice teaching (Internship) lesson plan. These are most important part of marking evaluation & internal marking at Semester/ Final examination so all students must submit these in time.
- 23) **No Dues Certificate:** All students are required to submit "No Dues Certificate" in College office before every examination which cover College Dues, Library Dues, Laboratory Dues, Submission of Assignments, Lesson Plan etc.

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24) **Ragging:** Ragging is illegal and serious offence and students and parents/guardian have to file an Anti-Ragging Affidavit in this regards at the time of admission. Any instance of Ragging would be seriously treated and lead to criminal case and termination of admission.

25) **Fees Payment:** Total Fee is payable in Four instalments.

- First at the time of admission & thereafter at the interval of 6 month or Semester Examination (whichever earlier). Fee should be 100% paid before Final Exam.
- Students can pay College Dues directly in College bank accounts through NEFT or other online methods. They can obtain bank details from college office. Thereafter submit the online payment details in College accounts office & obtain receipt.
- All fees etc. are to be paid at College Cash Counter / Bank account and obtain receipt of same from Accounts office. Payment to any staff member / person or any other bank account will not be considered.

26) **Discontinuance:**

- In case any trainee is found not paying his/her fees within 15 days from the due date he/she will fetch strong disciplinary measures.
- If any trainee opts to drop out from the course the case will also be treated as discontinuance and in such a situation, the course fee and other charges already paid will not be refunded under any circumstances.
- In case of absence for 15 consecutive days, the college must be informed of valid reason or else the case will be treated as discontinuance.
- In case of misconduct and violation of college norms, trainees may fetch disciplinary action leading to discontinuance.
- That any action / conduct which may tarnish the image of College will not be tolerated & the admission of such person involved would be terminated instantly.
- We have zero tolerance on Indiscipline, Ragging, Molestation. Any such incidence may cause termination of Admission.

Approved by:

Principal

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