



GOVERNMENT OF MANIPUR  
OFFICE OF THE PRINCIPAL

## **IDEAL GIRLS' COLLEGE**

**AKAMPAT: IMPHAL-EAST, IMPHAL- 795001**

Year of Establishment: 1970

*Affiliated to Manipur University and recognised under section 2(F) and 12-B of UGC.*

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

1. Student should maintain discipline with due respect to all the eiders and college staffs;
2. Students should wear prescribed college uniforms with neat and clean. Without prescribed college uniforms no students will be allowed to enter in the classroom;
3. Student should wear identity card which is provided to them at the time of admission;
4. Both theory and practical classes require a minimum attendance of 75%;
5. Library cards will be issued to every students and only two books will be issued against the library card at a time;
6. Destroying and damaging any college property or another person's property is punishable;
7. Without permission no students will be allowed to enter in the college campus after 10 a.m. and leave before 3.00 p.m.;
8. Use of single use plastic and polythene bags on college campus is completely forbidden;
9. Ranging of new admitted students are strictly prohibited;
10. The decision of the Principal will be binding and final and, in any case, no complain will be entertained.

## **CODE OF CONDUCT FOR TEACHERS:**

1. EVERY TEACHERS SHALL perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
2. EVERY TEACHERS SHALL co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
3. EVERY TEACHERS SHALL participate in extension, co-curricular and extra-curricular activities including community service;
4. EVERY TEACHERS SHALL seek to make professional growth continuous through study and research;
5. EVERY TEACHERS SHALL encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
6. EVERY TEACHERS SHALL aid students to develop an understanding of our national heritage and national goals;
7. EVERY TEACHERS SHALL deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
8. EVERY TEACHERS SHALL treat other members of the profession in the same manner as they themselves wish to be treated;
9. EVERY TEACHERS SHALL speak respectfully of other teachers and render assistance for professional betterment;
10. EVERY TEACHERS SHALL co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
11. EVERY TEACHERS SHALL perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
12. EVERY TEACHERS SHALL teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
13. EVERY TEACHERS SHALL co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession; and
14. EVERY TEACHERS SHALL make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.