

GOVERNMENT OF NAGALAND
OFFICE OF THE PRINCIPAL STATE COLLEGE OF TEACHER EDUCATION
KOHIMA : NAGALAND.

RULES & REGULATIONS/CODE OF CONDUCT

Keeping in view the aims and aspirations of State College of Teacher Education, Kohima certain rules and regulations have been framed to be strictly followed by students. These rules have been formulated not to bind the students within the premises but to make them understand the value and standard of discipline, which, when followed meticulously, help them to emerge into more determined, matured and knowledgeable individuals. A full hearted support from our students is thus solicited.

A. ATTENDANCE:

1. A student must maintain minimum 80% attendance for Theory classes and 90% for all Practical activities as per Nagaland University Rules. Attendance of students will be assessed every month.
2. Attendance and participation in all the Practical Activities and Workshops is compulsory, failing which will entail discontinuance of the course.
3. All leave applications should be submitted to the Vice Principal/Faculty in-charge. Students who are found absent for 3 consecutive working days without prior permission/information, will be reported to the concerned authority for disciplinary action.
4. Unauthorised absence for more than 15 consecutive working days renders a student liable to be removed from the rolls and the usual admission fee will be charged if he/she is to be readmitted.
5. Except in cases of emergency casual leave should be submitted, personally to the VP at least two days in advance.
6. All are expected to attend all classes on the closing day before and opening day after each of the vacations and short breaks. Those absent without prior leave will be called for explanation.

B. CONDUCT INSIDE CLASSROOM:

7. All students are to occupy their respective seats before the teacher enters the class.
8. Response to the roll call can be made by using appropriate expressions only.
9. In no case proxy attendance is to be given. If proxy is done, 3 days attendance of the concerned students will be cancelled.
10. Punctuality in attendance is encouraged. Attendance of student who come late shall not be counted. They will be treated as absent for the day.
11. While the teacher-educator is inside the class, any student who wants to enter class or leave the class should take permission from the concerned teacher.
12. All mobile phones must be kept in SILENT MODE and no calls are to be entertained during class hours.
13. Use of Mobile Phones during class, unless asked to, is strictly prohibited

C. CONDUCT WITHIN THE CAMPUS:

14. Chewing pan, smoking and consumption of alcohol or any other intoxicants within the college premises is strictly prohibited. College premise is TOBACCO FREE ZONE.

15. Every student and faculty member of the college should maintain modesty in dress, language, behaviour and conduct inside the college campus.
16. Every student has to develop the habit of seeing the General Notice Board for collection of day-to-day information.
17. Every member of the college shall use the property of the college with care and preserve the cleanliness of the campus, furniture, equipments in the Laboratories, Library and all other property of the college.
18. Damage caused to the property of the college shall be replaced /cost borne by the whole class.
19. Discourtesy and disrespect to the members of the college staff in any form will be viewed seriously and student responsible for such behavior are liable to be dismissed.
20. No outside commitment should be undertaken during the regular timing of the College classes and activities.
21. All students are to compulsorily wear the College Blazer every Tuesday and Thursday.
22. Every student is to wear the College ID card while in the College Premises.

D. ROLE OF STUDENT BODY:

23. A Student Body is elected/selected for assisting the college in the organization of various activities and programmes and for the welfare of the student-teachers. All activities of this body shall be carried out strictly in consultation with the college authority/faculty-in-charge of Student Activities.
24. The Student Body will, under no circumstances, participate in any activities beyond the college except with the permission of the college authority under exceptional circumstances.
25. The Student Body shall not use any official writing pad/seal, both within and outside the college.
26. Any grievances that may arise among students will be brought to the notice of the Student Body, who will in turn take up the matter with the faculty-in-charge or the Grievance Redressal Cell.

E. GENERAL:

27. It shall be the bounden duty of every student to abide by the Rules & Regulations of the college to conduct himself/herself with discipline and decorum in all places within and beyond the College campus and under all circumstances.
28. Change of subjects in Pedagogy/Specialisation/Elective papers and additional papers will be allowed at the risk of the student. In no case transfer of attendance from one paper to another paper will be allowed.
29. The Principal shall have the right to suspend or expel any student whose conduct is not satisfactory. Irregular attendance, disobedience or defiance of authority, malpractice in Examinations/Tests/Academic and practical activities, conduct of injuries to the moral tone of the college are sufficient reasons for the dismissal of a student.
30. The Institution holds the right to introduce, alter, amend or change any or all of the rules from time to time if deemed necessary.

Principal
State College of Teacher Education
Kohima.