

# Chh. Shivaji College of Education Rukadi

## Code of Conduct of Teacher- educator and their Responsibilities

- Students are bound to follow the instruction given by the institute regarding the COVID-19 pandemic.
- All students admitted to the institute are subject to the discipline and control of the institute authorities. The students are required to adhere strictly to the rules and regulation that may be framed from time to time by the institute authorities.
- Proper observance of Institute's discipline good conductor and participation in curricular, co - curricular, and extracurricular activities are important for successful graduation and bright future of the students.

### 1) Academic Integrity

### 2) Respect and Inclusivity –

- Promotion of respect for all individuals regardless of their background, gender, race, or religion.
- Everyone should be treated equally without any discrimination.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speck respect of other teacher and render assistant for professional betterment.
- Refrain from making unsubstantiated allegation against colleagues to higher authorities.
- Refrain from allowing consideration and cast, creed, religion, race or sex in their professional endeavor.

### 3) Professionalism –

- To make professional growth continuous through study and research.
- Express free and frank opinion by participation and professional meeting, seminar, conference, etc., towards the contribution of knowledge.
- Maintain active membership of professional organizations and true to improve education and profession through them.
- Each students must wear Institute uniform on the day as instructed by the institute. Student must wear college uniform while visiting to practical teaching schools. Also students shall come to the campus clean tidy and neatly dressed.
- Student must carry his /her identity card while in the campus and also outside the campus while representing the institute.

### 4) Attendance and Punctuality –

- Students must be regular and function in attending the classes and all other activities of Institute. It must be insured that the students maintain at least to the minimum attendance as pacifier by the University norms ( 80% for theory and 90% attendance for practicals ). Further it is imperative that the students strictly adhere to reporting on the day of commencement and end of each semester.

- Students must take prior written permission of Mentor teacher, Class teacher and the principal in the case he / she is unable to attend the lecture and /or practical.
- The students must switch off their cell phones during lecture.

#### **5) Use of Facilities and Resources –**

- Student should help to maintain the campus clean, tidy and plastic free.
- Responsible use of college facilities equipment and resources.
- Computers and Internet should be used responsibly.

#### **6) Ethical Research and Teaching –**

- Perform their duty in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- To make professional growth continuous through study and research.

#### **7) Confidentiality –**

- To maintain confidentiality of student records and sensitive information.

#### **8) Health and Safety –**

- Consuming alcohol, tobacco and their necrotic drug prohibited inside and outside the campus.
- To follow health and safety regulations.

#### **9) Student Conduct –**

- Students should read the notice put on the notice board of Institute, library and office regularly.
- Student must submit their assignments, tutorial and other practicals on stipulated time declared by the institute.
- The students must lodge their complaint if any in the complaint box in the institute.
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and university, such as: assisting the appraising application for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation.

#### **10) Community Engagement –**

- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and his country as a whole.
- Work to improve education in the community and strengthen that community's moral and intellectual life.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

- Reference from taking part in or subscribe in two or assisting in activity which tend to promote feeling and heart tattoo immunity among different community religions, religious or linguistic groups but actively worker from national integration.

## **Code of Conduct of Teachers and their Responsibilities**

- **Professionalism –**  
Teachers should demonstrate commitment to their profession, maintain a high level of expertise in their subject matter, and continuously seek professional development.
- **Respect –**  
Teachers should treat all students, colleagues, and staff with respect, regardless of their background, abilities, or beliefs.
- **Teaching Excellence –**  
Use of innovative teaching methods and continuous improvement in teaching practices.
- **Academic Integrity –**
  - Academic honesty and integrity should be maintained in all teaching and research activities.
  - Ensure that students understand and adhere to the principles of academic integrity.
- **Ethical Behavior-**  
Teachers should uphold the highest ethical standards, including honesty, integrity, and fairness in all their interactions.
- **Student-Centered Approach-**  
Teachers should prioritize the well-being and academic growth of their students, fostering a positive and inclusive learning environment.
- **Confidentiality-**  
Teachers must respect the privacy of students and maintain confidentiality regarding student records and personal information.
- **Professional Boundaries –**  
Teachers should maintain appropriate boundaries with students, avoiding any behavior that could be misconstrued or unethical.
- **Equal Opportunity-**  
Teachers should provide equal opportunities for all students to learn and succeed, regardless of factors like gender, race, or socioeconomic status.
- **Conflict Resolution-**  
Teachers should address conflicts and concerns professionally and constructively, seeking resolutions that benefit the educational community.
- **Compliance with Policies-**  
Teachers should adhere to all college policies and regulations, including academic and disciplinary procedures.
- **Continuous Improvement-**  
Teachers should engage in self-assessment and professional development to enhance their teaching skills and knowledge.

- **Professional Collaboration-**

Teachers should collaborate with colleagues to improve the overall educational experience and share best practices.

- **Use of college resources –**

Responsible use of college facility resources and equipment. Comply with copyright and intellectual property policies.

- **Research and scholarly activity –**

Encourage research and publication in the field of education.

- **Assessment and Evaluation-**

Fair and transparent evaluation should be done. Students should be given periodic feedback on their academic progress.

## **Code of Conduct of Administrators and their Responsibilities**

- **Professionalism-**

Administrators must maintain a high standard of professionalism in their interactions with student colleagues and the broader academic community.

- **Ethical Behaviour –**

Administrators must demonstrate ethical behavior and integrity in all aspects of their work, including decision-making and resource management.

- **Student Centered approach –**

Administrators should prioritize student well-being and academic success to create a supportive and inclusive learning environment.

- **Respect and Inclusivity –**

Administrators should treat all individuals with respect regardless of their background and promote diversity and inclusion in the college.

- **Academic Integrity –**

Academic integrity policies must be upheld and enforced to maintain fairness and honesty in the educational process.

- **Confidentiality –**

To maintain confidentiality by protecting sensitive information when handling student records and other private matters.

- **Conflict Resolution –**

Administrators should handle conflicts and disputes that may arise in the college effectively and professionally.

- **Compliance with Policies –**

Ensure that all college policies are communicated and properly implemented in compliance with rules and regulations.

- **Professional Development –**

Continuously engage in professional development to stay up-to-date with best practices in education and administration.

- **Community Engagement –**

Encourage collaboration and engagement with the wider academic community to enhance the reputation and influence of the College.

### **Code of Conduct of Non-Teaching Staff**

- Every staff employed in the institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulation. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or institute.
- No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
- The staff should create and maintain strong relationship with students and faculty by proper interaction co-operation, and maintaining professional boundaries.
- The staff should treat the students with care and kindness, and maintain their dignity.
- It is responsibility of every staff no meet the required standards for every assigned task.
- The staff must abide by the requirements of maintaining confidentiality related to important work and information of the institute.
- The staff should take care and protect the equipment and property of the institute.
- No staff shall engage directly or indirectly in any trade of business without prior permission from authorities.
- Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by concerned staff.
- In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.
- The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff shall engage or participate in any activity which is anti -secular or which tends to create disharmony in the society.