



Code of Conduct Handbook for Principal-Officials, Teacher Educators, Student teachers and Support Staff

CODE OF PROFESSIONAL ETHICS

COLLEGE PRINCIPAL SHOULD:

Administrative Functions:

The College administration is carried out by the Principal with the help of various bodies such as the office, the College Governing Body (CGB), Board of Management (BOM), IQAC and the Staff Committees. The CGB is an advisory board that helps the Principal in his academic and administrative functions. It is composed of the Principal, the Management Representatives, the Principals of the Campus Colleges, Vice-principal, IQAC Coordinator and In charges. The CGB meets periodically to decide upon major academic and administrative issues. The National Service Scheme, and the various committees and clubs of the college help in the all-round personality development of the student teachers. The supervision of Teaching staff and Non-teaching staff and maintenance of discipline in the institution.

1. Appointments:

Provisional appointments through Employment exchange/Guest Faculty and Daily wages appointment in contingencies.

2. Leave:

- Sanction all kinds of leave except study leave, LWP- up-to 4 months and Special disability leaves to Teaching staff and Non-Teaching staff are granted with permission to the Sanction Authorities.
 - Sanction Maternity and Paternity leave to Teaching Staff and Non-Teaching Staff.
 - Sanction Casual Leave to Teaching Staff and Non-Teaching Staff.
 - Sanction of Special Casual Leave to Teaching Staff and Non-teaching staff
- **Increment:**
 - Sanction increments to the Teaching Staff and Non-Teaching Staff as per state government rules.
 - Sanction payment of belated increments to the Teaching Staff and Non-Teaching Staff as per state government rules.
 - Permission to Leave Nation and State: To sanction permission to Teaching Staff and Non-Teaching staff to leave state or Nation up to a maximum period of 4 months.
 - Entries in Service Book: Making necessary entries in the Service Book of to the

Teaching Staff and Non-Teaching Staff as per state government rules.

1. **Preparation of Annual Reports** of various UGC Schemes.
2. **Reconstitution of Committees:** Sapta-Dhara Committee, Research Committee, Anti-ragging etc.
3. **Internal Transfer of Furniture and Equipment:-** From one Department to another.
3. **Purchase** of Equipment's, books etc as per the Guidelines of the Sanctioning Authorities in consultation with the College Purchase Committee.
4. **Refund:-**To sanction the refund of fees or fines realized from student teachers contrary to rules.
5. **Non-recurring Contingent charges:** To sanction Non-recurring contingent charges provided there is budget provisions.
6. **Periodic Review of stocks:-**To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
7. **Distribution of Budget allotments:** To distributes Budget allotments to various departments of the college.
8. **Preparation of Budget Proposal:** Annual Budget proposal preparation for every financial year
9. **Preparation of UGC / NCTE Plan Proposal:**Preparation of UGC Plan Proposal for a plan period.to file NCTE –PAR, AISHE data.

Academic Functions:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. Act as warden of the College's assets in managing the resources responsively, optimally, effectively and efficiently for providing a conducive teaching and learning environment;
4. Promote research and consultancy work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings out quality, professionalism satisfaction and service to the nation and society.
6. Avoid plagiarism and other non-ethical behaviour in teaching and research;
7. Participate in extension, co-curricular and extra-curricular activities, including the community service.
8. Restrict from allowing considerations to caste, creed, religion, race or gender in their professional endeavour

TEACHER EDUCATORS AND THEIR RESPONSIBILITIES:

A **Teacher Educator** is closely under the observation and a moral ideal of his student teachers and the society at large. Therefore, every teacher educator should see that there is no incompatibility between his precepts and practice. The national ideals of education that he/she should seek to inculcate among student teachers must be his/her own ideals. Further, a teacher educator should be calm, patient and communicative by temperament and amiable in disposition.

There in and out of classroom, performance and mastery over subject, knowledge of current affairs and updation of qualitative embellishments is essential requirements.

Teacher Educators should:

1. Stick to a responsible pattern of conduct and character expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
5. Discourage plagiarism and other non-ethical behaviour in teaching and research, Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
6. Co-operate and assist in carrying out the functions related to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling student teachers as well as to assist the conduct of university and college examinations, including supervision, invigilation and evaluation.
7. Participate in extension, co-curricular and extra-curricular activities, including the community service.

TEACHER EDUCATORS AND THE STUDENT TEACHERS:

Teacher Educators should:

- (i) Respect the right and dignity of the student teachers in expressing his/her opinion.
- (ii) Impartial attitude towards student teachers-teachers, regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Encourage student teachers-teachers to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate scientific outlook and ideals of democracy, patriotism and peace among student teachers-teachers.
- (vi) Avoid verbal or physical violence towards any student teachers for any reason.
- (vii) Make themselves available to the student teachers even beyond their class hours and help and guide student teachers without any remuneration or reward.

TEACHER EDUCATORS AND STAFF:

Teacher Educators should:

- (i) Treat colleagues in the same manner as they themselves wish to be treated;
- (ii) Academic and gentle language for professional betterment;
- (iii) Respect the fundamental rights given by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional endeavour.

TEACHER EDUCATORS AND AUTHORITIES:

Teacher Educators should:

- (i) Discharge their professional responsibilities according to the existing rules and stick to procedures of the Management, University and Govt. of Gujarat.

(ii) Strictly prohibited to practice private tuitions, coaching as well as other employment as a hindrance to their professional responsibilities;

(iii) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Avoid unreasonable leaves and take leaves with prior intimation, keeping the academic-administrative schedule intact.

TEACHER EDUCATORS AND NON-TEACHING STAFF:

(i) Teacher educators should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking

(ii) Teacher educators should help the supportive staff as an innate part of the institutional mechanism.

CODE OF CONDUCT AND RESPONSIBILITIES OF OFFICIALS AND SUPPORT STAFF

Professional Behaviour and Confidentiality

1. Staff members should reflect professional behaviour required in an educational institution
2. They should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / Principal
3. They should ensure effective communication and fast disposal of the correspondences with various stakeholders
4. They should not use their position in the college for private advantage or gain.
5. They should not indulge in activities that might bring disrepute to the college and tarnish its image.
6. They should not violate the policies and procedures prevailing in the college
7. They should continuously strive for their professional growth and participate in various activities planned in the college
8. They should update their knowledge with developments relevant to the job; being familiar with communication channels and college procedures applicable to both student teachers and staff.

CODE OF CONDUCT FOR STUDENT TEACHERS:

Student teachers are expected to read and comply with the Code and all other standards of behaviour required by the College policies and procedures accordingly.

1. Identity Cards

All Student teachers of this college should possess Identity Cards duly signed by the Principal. If the Identity Card is irrecoverably lost, duplicate Identity Card will be issued only after remitting Rs.20 Notified Confession letter.

1. Attendance

Student teachers are not permitted to take leave without permission of their Principal. Absence without prior leave permission will not be entertained by the Mentor and if such absence is repeated, parents/guardians will be called in for further action.

Leave for NSS/ Cultural and Sports activities will be granted only if the student teachers represents the College or the University in various events. Student teachers deputed to participate in aforesaid events, should submit his/her leave application duly recommended by the concerned Event Coordinator for necessary action.

III. Dress-code and Behaviour

- Student teachers of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College.
- Soon after admission, every student teachers will be given an identity card which they must put on during college hours in the campus.
- Student teachers should maintain adequate silence in the college premises during class hours.
- All student teachers are expected to greet the teachers as part of general demeanour.
- No student teachers shall be allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
- Student teachers are forbidden to organize or attend any meeting in the College or to collect money for any purpose or to circulate any pamphlet without the permission of the Principal.
- Any student teachers, who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraudulent or malpractice in connection with examinations is likely to have an unwholesome influence on his fellow student teachers shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
- Student teachers are expected to keep the college campus clean and tidy by leaving the waste materials in the waste bins of the campus and abstain from disfiguring the walls by sticking notices or scribbling. They are not supposed to indulge in any kind of activity that obliterates the vegetation of the campus.
- The student teachers are prohibited from spitting in open spaces or indulging in other similar uncivil acts.
- The student teachers of this institution are responsible to protect and preserve the precious heritage buildings and not supposed to cause any kind of damages such as denting, destroying, removing, injuring, altering, defacing, or misusing all of which will be considered as serious punishable offence.

ACTIONS AGAINST INDISCIPLINE:

The following are examples of unacceptable behaviour for all staff members and student teachers as well:

1. Any form of physical/verbal violence towards student teachers, teaching-non-teaching colleagues and visitors
2. Sexual offences, sexual insults or sexual discrimination against student teachers, teaching-non-teaching colleagues and visitors
3. Theft money/ damaging property of college
4. Unauthorized absence from work.
5. Consuming alcohol or drugs and smoking
6. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties.

Apart from these College level Statutory Bodies, we do follow strictly the University and State level Statutory Bodies' Rules as follows:

- ❖ Leave Rules, Pension Rules and General Service rules Govt. of Gujarat
https://financedepartment.gujarat.gov.in/Documents/Rule-Eng_4_2014-2-13_662.pdf
- ❖ IITE University Act Govt. of Gujarat
<https://www.iite.ac.in/iite-handbook>
- ❖ Gujarat Affiliated Colleges' Tribunal Act
https://lpd.gujarat.gov.in/assets/downloads/act_31052012_a4.pdf
- ❖ Commissionerate of Higher Education, Gujarat State
<http://egyan.org.in/Public/firmAboutUs.aspx>
- ❖ University Ordinance for Service Rules of Teaching and Non-teaching Staff

The Management of Vidyamandir and the Principal oversee the implementation of the prescribed Code of Conduct and values for the students with the help and monitoring of the faculty, and the cooperation of student teacher leaders. It is ensured that the student teachers follow the rules and regulation specified in the Handbook, wear ID Cards, and are punctual, respectful, compassionate, participative, disciplined, environment conscious and socially committed. Indulging in any of the above mentioned inappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken by the college authorities.

