



Gokhale Education Society's
COLLEGE OF EDUCATION AND RESEARCH



Parel, Mumbai – 400 012.

Permanently affiliated to University of Mumbai, NCTE Recognised, UGC 2f 12B,
ISO 9001:2015 Certified, NAAC accredited A grade in 3rd Cycle

DOCUMENT UPLOAD

INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES 7.1.9

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CODE OF CONDUCT

College Profile

Gokhale Education Society's College of Education & Research for B. Ed. Programme came into existence in the year 1970 at Parel, Mumbai. Golden Jubilee of Gokhale Education Society was celebrated in the year 1958, on which an urge to establish a College of Education was realized. Hence the college of Education and Research – Parel, was established on 16th June 1970.

MOTO:

'Sa vidya ya vimuktaye' – Knowledge for Salvation.

MISSION:

Commitment to social cause of upliftment and betterment of the society through process of education.

AIM:

Develop personal, professional and social skills and competencies required by the teacher.

OBJECTIVES:

- a. To develop competencies in the student teachers to enable them to adjust in dynamically changing educational environment in the globalized world.**
- b. To prepare student teachers as a agent of social change by focusing on issues of women, children and marginalized elements of the society.**
- c. To make student teachers aware of the challenges of diversity in our society and to enable them to work towards reducing the discrimination based on gender, caste, language, religion etc.**
- d. To promote cultural, enlighten in student teachers through activities based on constructivism thereby developing reflective thinking and scientific attitude.**
- e. To provide quality education for developing the professional skills amongst the student teachers for self-actualization.**

VISION:

- ✓ To develop the values, skills and qualities of empathy, leadership, creativity and righteousness in STs to be the agents of social change by instilling in them scientific attitude, gender and environmental sensitivity, passion for life-long learning and development of life-skills for effective sustenance in globalised world.**
- ✓ To develop competencies to use community resources as educational inputs. To create awareness of current thrust areas in education.**
- ✓ To develop awareness about role of education in building up democratic and secular society.**

CODE OF CONDUCT FOR THE PRINCIPAL

UGC Notification (2018)

The chair of the Principal of a college has got multifaceted roles to play and responsibilities to shoulder having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resources Development (MHRD) and the set of prescripts enforced by the Government of West Bengal as in the West Bengal Service Rules (WBSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Umeshchandra College are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition, and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)

7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to built mutual confidence among them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for the academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To Endeavour for the upkeep of tranquility of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
14. To Endeavour and strive for maintaining vibrancy of attitudes of all stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arranged for regular seminars and participate in conference/symposium/workshop/seminars.

CODE OF CONDUCT FOR TEACHERS

1. A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college.
2. A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/Governing body of the College and the University.
3. A teacher shall have a freedom of thought and expression. He shall not misuse the facilities or forum of the College/ University.
4. A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
5. A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
6. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds.
7. A teacher shall not conduct /participate in private coaching classes directly or indirectly. He shall not accept private tuitions.
8. A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
9. A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment/promotion.
10. Your behaviour and professional conduct must set a good example to all students
11. Avoid using inappropriate or offensive language
12. Do not use Social Media such as Face book and Twitter for inappropriate contact with children, and liking their pages etc. is not permitted. Please keep your own Social Media identity as locked down as possible, so that children at the college cannot find out inappropriate information about you and your family.
13. You may not use your own car to transport students without the college being informed and the correct insurance being in place.

14. Teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable
15. During examination duty, teachers should take rounds in the classroom. Mobile phones are not allowed during examination duties.
16. A teacher should seek to make professional growth continuous through study and research
17. A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
18. A teacher should discourage or not indulge in plagiarism or other non ethical behaviour in teaching and research.
19. A teacher should participate in extension, co curricular and extracurricular activities including the community services.

CODE OF CONDUCT FOR STUDENTS

1. Students are strictly instructed to carry college I card and wear clean, neat college dress-code.
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
3. The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
4. Students have to present minimum 75% for lectures and practical.
5. Students have to park their vehicles in at parking.
6. As in co-education institute both boys and girls students have to maintain the harmonious relation in college campus.
7. During leisure hours, students are advised to use the library, and computer lab.
8. Students are strictly instructed to come in college on time
9. Students should bring prescribed textbooks to the classes every day.
10. Ragging in any form is strictly prohibited in the college.
11. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty.
12. Students should stay away from any anti-social activities. • Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
13. Visitors are not allowed to meet the students in the classrooms.
14. Students should take care of their belongings. The institution will not be responsible for any loss.

RULES OF PRACTICE TEACHING

1. In the two years B.Ed. course there are Students teacher compulsory attend three Internship.
2. Trainee teacher is required to give 26 compulsory Practice lesson in their respective method, 2 Theme Based learning and 3 Co-teaching with peer lesson.
3. The trainee teacher will be guided by method master of the subject.
4. Every practice lesson will be supervised by the staff and evaluated. Critical feedback will be provided in writing and in oral communication.
5. The time table for the week must be prepared in advance indicating the time. Roll number, Name, subject, standard, and division. Must prepared one-week advance handed over the practice teaching in charge.
6. The trainee teachers are accepted to collect their units in advance from the school teacher convenient time.
7. No change in school time table or subject will be allowed after the finalization of the time table.
8. Dropping or cancellation of lesson without notice or permission will be viewed as fail.
9. In case of closure of school or cancellation of time table by the school group leader must inform practice teaching in charge and supervisor.
10. In above context trainee-teachers are required to attend the college and study in the library.
11. During school hours each trainee teacher should be available for any activity assigned to them by school Principal.
12. Those trainee teachers who are found absent or disobedient will be asked to give explanation for the conduct in writing.

PROCESS: Shadowing Lesson observation

- ❖ Take permission of schools.
- ❖ Orientation of how to Shadowing observation
- ❖ Grouping and selection of students Manager(Each group 07 students)
- ❖ Distribution and School Allotment of students (Each group 02 schools will allotted)
- ❖ Preparing of time table of Shadowing observation for teacher and students
- ❖ Students observe 05 lessons in each schools

GOKHALE EDUCATION SOCIETY' S FRAMED

CODE OF CONDUCT FOR PRINCIPALS, EMPLOYEES ETC

1. Principals should report the College 30 minutes earlier to the schedule time and wait after also.
2. If the institute runs in two shifts (Morning & Afternoon), Principal should take responsibility of any one shift and another shift responsibility should be given to the Vice-Principal, Senior teacher or Supervisor.
3. Any outside organization or company should not be allowed to sell food items or drinks in college premises.
4. Any outside organization, social organization, individuals should not be permitted to spread religious content. No religious books, handbills are allowed.
5. Any outside organization, social organization, individuals should not be given the names, addresses, contact numbers of the students and employees.
6. Any competitive examination organized by any organization should not be given permission without the written permission of regional/ central heads.
7. Students should not be forced for any competitive examination.
8. No any private organization, individuals, company should be allowed to conduct workshop or lecture in the college premises.
9. No any private organization, individuals, company should be allowed to sell any object in the college premises.
10. No any private organization, individuals, company should be allowed to collect funds, donations from the students or employees.
11. Principals should not collect any fund, donation from teachers, parents and students without the written permission of members of the institution.
12. Principal/Headmaster/vice-principal should not appoint anyone without the written permission of Secretary, Chairman.
13. Principal should take written permission of Head of the institution for any leave.
14. While organizing visits, camps or field trips, prior permission should be taken from regional or branch secretary 15 days in advance.
15. Trips should be organized through State Travel agency only.

16. Planning of cultural programme, prize distribution programme should be planned at the beginning of an academic year. The required budget for the same also should be sanctioned well in advance.
17. College premises should be maintained clean on regular basis.
18. Teachers, employees, students are not allowed to smoke, chew tobacco, consume alcohol in the college premises, if found legal action can be taken.
19. Employees, teachers, principals, headmasters should not misbehave and use abusive words with students and other employees.
20. Teachers and employees should not punish students mentally or physically.
21. Teachers should report the College 15 minutes earlier to the schedule time and wait after also.
22. Teachers and employees should sanction the leave in advance.
23. Teacher should submit planning of their periods before taking leave.
24. Teachers, employees, students are not allowed to smoke, chew tobacco, consumption of alcohol in the college premises, if found legal action can be taken.
25. Teachers should not conduct private tuitions or teach in such classes.
26. Students evaluation should be done properly in a time, follow the rules of examination, check the answer-sheets as per rule and declare result in stipulated time frame.
27. Keep suggestion box for the complaints of students, parents and teachers. Every Wednesday a committee should check it.
28. The society, school and college do not take any commission or consider any temptations.