



# ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA

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Re-accredited at A Grade by NAAC

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# CODE OF CONDUCT



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# **I. Code of Conduct for Governing Body and College Trust**

The function of the Governing Body and College Trust is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

**The members would:**

- Work in the best interest of the college's motto, vision and mission.
- Lead the college to achieve the values upheld by the founders.
- Work co-operatively with fellow members in carrying out their responsibilities.
- Act honestly and in good faith at all times in achieving the college's intended outcomes.
- Maintain the confidentiality of information.
- Ensure the holistic development of the college.
- Supervise and lead the institution, its principal and the staff with respect to the needs of the stakeholders and society.

## **II. Code of Conduct for Principal**

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education subject to the supervision and general control of the management.

**The Principal as the principal executive and academic head of the college shall:**

- Lead the institution in keeping with its motto, vision and mission of the college.
- Strive for the academic growth of the college.
- Participate in the teaching, research and training programmes of the college.
- Ensure the holistic development of the faculty members.
- Conduct free and fair admission of students and maintain the discipline of the institute.
- Maintain true and correct accounts.
- Supervise the overall administration of the college and the library and hostels, etc.
- Deal with the correspondence relating to the administration of the college.
- Supervise the administration of curricular, co-curricular/extracurricular or extra-mural, students' welfare activities of the college.
- Adhere to the Acts, Statutes, Ordinances, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Supervise examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college.
- Supervise the university examinations.
- Observe the provisions of accounts code.
- Maintain the self- assessment reports of teachers and their service books.



### **III. Code of Conduct for Teachers**

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students.

#### **The Teachers would:**

- Act as a role model for students in keeping with the motto, vision and mission of the college.
- Display good conduct, set a standard of dress, speech and behavior worthy of example to the students.
- Act as friend, philosopher and guide of students.
- Help students in identifying their potential and support through counseling and mentoring.
- Create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
- Observe punctuality in teaching and other duties.
- Refrain from harassment of students in any form.
- Actively participate in institutional development.
- Refrain from any type of discrimination.
- Inculcate human values, scientific outlook and concern for the environment among students and others.
- Encourage students to actively participate in scheme/ activities of national priorities.
- Cooperate with the university authorities for betterment of the university.
- Actively work for national integration and communal harmony.
- Be sensitive to societal needs and development.
- Abide by acts, statutes, ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

### **IV. Code of Conduct for Administrative/ Support Staff**

#### **The Administrative/ Support staff would:**

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Encourage the staff to maximise their efficiency.
- Create conditions that inspire teamwork.
- Act timely to readdress the genuine grievances.
- Maintain the confidentiality of the records and other sensitive matters.
- Co-operate and liaison with colleagues, as appropriate, to ensure that students receive a coherent and comprehensive educational service.
- Care for the college's property.
- Facilitate congenial environment.



- Refrain from any form of discrimination.
- Not accept bribes or indulge in any corrupt practices.
- Make every effort to complete the assigned work in a time-bound manner.
- Act as per the directions of the Management/College Trust, Principal and the authorities.

## **V. Code of Conduct for Students**

Students would make the best use of the golden part of their lives in the college by devoting their energy for learning and developing a wholesome personality.

### **Students would:**

- Abide by acts, statutes, ordinances, rules, policies, procedures of the college and respect its ideals, vision, mission, cultural practices and the traditions.
- Remain punctual, disciplined and regular in attending classes.
- Observe modesty in their overall appearance and behaviour.
- Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
- Contribute towards cleanliness of the campus and surroundings.
- Respect and care for the institutional properties.
- Observe proper behavior while on outside activities (educational tour/visit or excursion).
- Be honest in providing only truthful information on all documents.
- Maintain the highest standards of academic integrity while presenting own academic work.
- Help teachers in maintaining the learning environment conducive for all students.
- Strive to keep campus ragging free.
- Students while on internship should exhibit acceptable professional conduct. They are expected to:
  - *Act with integrity, honesty, fairness and dignity in all their dealings with students, parents, peers, teachers, and staff in the host school.*
  - *Ensure the safety and security of students at all times.*
  - *Establish proper rapport with students based upon their developmental levels and needs.*
  - *Establish and maintain appropriate professional and personal relationships with teachers, school staff, parents, etc.*
  - *Abide by the regulations, procedures, instructional practices, and professional and personal expectancies of the host school.*
  - *Reflect professionalism by their mannerisms, vocabulary, conversational style, appearance, and thoughtful behavior.*
  - *Ensure confidentiality of any information regarding the site, students and their families, or staff revealed during the student teaching experience.*