

# **St. Teresa's Institute of Education**

S.V. Road, Santacruz West, Mumbai 400 054

Affiliated to the University of Mumbai

Recognised by NCTE, 12B and 2f status of UGC

Reaccredited by NAAC with a CGPA 3.27



## **Code of Conduct**

‘Discipline with Dignity’ is the dictum which ensures that every member of the organization be it faculty or students are responsible for their actions, thereby maintaining a sense of organization and order within the portals of the Institution.

## **Code of Conduct for Students**

### **General instructions:**

1. Students are expected to comply with the vision and mission statements of the Institution on and off the campus. They are expected to conduct themselves in such a way so as to maintain the credit and reputation of the college as well as their own.
2. The code of conduct prescribed in the handbook is to be read, followed and strictly adhered to.
3. Students must be respectful to superiors, visitors and seniors; polite and courteous to all, ready to oblige and obey their Principal and teachers.
4. Insubordination to authority or any form of defiance will be dealt with severely.
5. Identity cards are to be mandatorily worn when in college as well as in practice teaching schools, community centers and on other educational excursions.
6. Use of mobile phones in class, library, during practice teaching lessons and any other curricular or co-curricular activities is prohibited unless specially sanctioned by the Principal/ teacher. If used indiscriminately the phone will be confiscated without warning.
7. Students may meet the Principal during college hours and when class is not in progress according to her convenience or by seeking prior appointment.
8. Parents/ Visitors are not permitted to enter the campus in-order to meet students during class hours.
9. It is preferable for students to carry their lunch boxes or alternatively use the school canteen and avoid leaving the campus during college hours to procure meals.
10. Silence and decorum must be observed when in class, the library, method rooms, computer laboratory and corridors unless engaged in fruitful activities which requires interaction.
11. Students are advised to read the college notice board and website each morning and evening.
12. Smoking, use of alcohol and substance abuse is strictly prohibited when on campus or engaged in any college activities outside.

13. The college has a Grievance Redressal Cell where students can register their grievances online. Any instances of ragging, bully bossing and defamation should be brought to the notice of the college authorities immediately.
14. Carrying of scrap books, photo albums, expensive electronic devices are not permitted as they serve as sources of distraction.
15. Students are expected to accept the groups they are placed in for various activities, curricular and co-curricular without raising objections, making demands or insisting on a change of group.
16. The college encourages 100% participation in all co-curricular activities. Students are expected to involve themselves wholeheartedly through healthy completion and not over power others. Keeping out of any activities will be sanctioned only after the discretion of the Principal.
17. Students should contact staff for guidance, lesson preparation or any other assistance during college hours and in the periods allocated for the same. Disturbing staff on holidays and beyond college hours through messages and phone calls is not permitted, unless absolutely essential or urgent.
18. The Institution is a plastic free campus and carrying of plastic bags, bottles and disposables plastic containers is not allowed. Use of metal and glass containers is recommended.
19. The Institution practices the four bin approach for waste segregation and students are expected to drop waste into the bin designated specifically for different waste categories.
20. Organizing of activities such as parties, picnics, stay overs, movie outings for the class, by students without the knowledge of the college authorities is strictly prohibited.
21. Notes provided by the college as supplementary reference material are not to be distributed outside the college.
22. Students are not permitted to take up part time jobs / courses while pursuing the B.Ed. and this could lead to being suspended.

**Attendance and Punctuality:**

1. Attendance at all lectures, internships, curricular and co-curricular activities organized by the college is compulsory. As per University directives 80% attendance at theory lectures and 90% attendance for practical work is mandatory.
2. College timings are from 9 a.m. to 4 p.m. Attendance will be taken at the beginning of each day. Students must be present on time and mark their entry and exit time using the Biometric system installed in the college.
3. Late entry into class is not permitted without the permission / sanction of the Principal/ teacher concerned.
4. Students are expected to inform the college authorities about their absence in advance wherever possible. In case of emergency, leave may be taken by the

student if granted by the Principal and a leave note will have to be provided in the Leave / Absence Record pages of the handbook and duly signed by the Principal when she comes to college.

5. Punctuality in submission of assignments, tasks, projects, lesson plans, and any other documentary requirements is a must. Extending deadlines and delayed submissions will be dealt with in an appropriate manner.

#### **Attire:**

1. Students should come to college modestly dressed.
2. The dress code for internship should be formal and preferably include salwar kameez / long kurti with trousers. Kindly avoid immodest attire such as low backs, deep necks, big arm holes, short kurtis etc.
3. Students will have to respect and comply with the dress code permitted by certain Practice Teaching schools. For example: use of Burkhas / Hijab is not permitted by the Christian Educational Institutions.
4. Keep accessories to the bare minimum so as to not appear flashy or distracting.

#### **Examinations:**

1. Read up the notice boards / college website for all important circulars, timetables and instructions relating to Essays and Examinations.
2. Attendance for Essays/ Examinations is compulsory. Absenteeism for any reason is not permitted and does not entitle you to a second chance to attempt the essay/ exam.
3. Be present in the college lecture hall half an hour before the scheduled essay/ examination to avoid late entry.
4. No extra time will be permitted if you are late for any reason.
5. Make sure you carry along all the required stationery you need as borrowing / lending is not permitted.
6. Resorting to unfair means is grievous offense and any form of copying / cheating / carrying material into the examination hall/ communicating in signs will predispose you to being debarred from the examination.

#### **Safeguarding the Infrastructure:**

1. Every effort should be made to keep the premises of the Institution clean and orderly. Avoid spilling of ink, littering paper, scribbling on furniture/ walls, leaning or resting feet against the walls and spitting.
2. A student responsible for damaging any equipment will be required to pay for the same.
3. Kindly make an earnest effort to switch off fans, lights, computers and overhead projectors when not in use. Avoid indiscriminate use of A.Cs as the college has sufficient cross ventilation.

4. Ensure taps are turned off when not in use.
5. Teaching aids and any other resources borrowed from the college must be handled with care and returned back in good condition.

### **Library Rules and Regulations:**

The Library rules and regulations can be referred to on the Library Webpage.

### **Code of Conduct in Internship schools and Community Centres:**

1. Practice Teaching will be conducted in accordance with the timings of the Practicing Schools. The practice lessons may start earlier than 8:00 a.m. if required by the timetable of the practicing schools and has to be complied with without excuses.
2. Attendance on campus (practice teaching schools/ community work centres) is mandatory till the end of the working day.
3. Being on time for lessons is compulsory. It is essential to be present at the start of the school day / at least half an hour before the allotted time of your lesson whichever is required by the school.
4. Ensure that you carry all the requisite stationery and material needed by you for your practice teaching lessons/ community work. E.g. Lessons plans, checklists, index sheet, RB, Teaching Aids, Reflective Journals, and Community Workbooks etc. Borrowing from your colleagues or the school is an indicator of poor preparedness and will not be entertained.
5. Practice good etiquette, manners and discipline when at practice teaching schools, field visits, excursions, and community work etc. so as to project a positive image of your Institution.
6. Be enterprising and ever willing to take on any tasks that are assigned to you by the school/ community work center without arguing and making excuses.
7. Do not encroach on anyone's personal space and time when involved in curricular and co-curricular activities outside the Institution.
8. Approach the teachers of practice teaching schools for units / lessons or any other assistance strictly during school hours or with their prior consent.
9. Timetables for internship must be drawn up after consultation of any discussion with the school authorities, practice teaching teacher in charge and group leader. You cannot take any decisions on your own to suit your own convenience.
10. Abide by the rules and norms of the internship schools in which you are placed without question or objection.
11. If the need for photographs/ videos / audios arises for documentation purposes in any activity, you may click images / record videos and audios ONLY after seeking prior consent of the authorities concerned.

12. Avoid using the cell phone when on duty and if you need to use it for any emergency seek the permission of the teacher / authority concerned.
13. Keep in mind the area/ space provided to you by the school for your personal use and restrict yourself to the same. Do not enter the staffroom/ teachers' washroom/ lunch room etc. unless you have been given permission to do so. Keep the place neat and clean at all times and use the infrastructure conscientiously. Handle any school equipment / property with utmost care and return in proper condition.
14. Do not get over familiar / personal with school students during the internship. No exchange of phone numbers/ taking selfies / photographs / videos and audios is permitted nor can be uploaded / circulated on any Social Media Platform.

### **Code of Conduct for Faculty of the College**

1. Every teacher shall at all times maintain absolute integrity and devotion to duty and uphold the vision and mission statements of the Institution.
2. Faculty members need to follow the rules governing the Code of Conduct for teachers prescribed by the University of Mumbai.
3. Every teacher shall work diligently to serve the college and contribute to the worthy cause of Education by wholeheartedly co-operating in all curricular and co-curricular activities organized by the Institution.
4. A teacher shall satisfactorily carry out and complete all the academic duties assigned to her such as lectures, tutorials, assignments, group discussions, guidance and supervision of lessons, mentoring students, remedial teaching, accompanying them on educational visits and overseeing library assignments.
5. Every teacher shall contribute to the preparation of the academic calendar of the Institution at the start of the academic year and indicate her own Year Plan highlighting the activities and events that's he will be conducting / organizing as part of the contextualized curriculum in her respective subjects.
6. On completion of an activity the teacher will obtain student feedback on the outcome of the activity in keeping with the proposed objectives and submit an event report to the IQAC.
7. Each teacher shall make herself available to attend the meetings of the CDC/ IQAC and other committees of which she is a member of and make valuable contributions to committees' role and function.
8. A teacher shall maintain cordial relationships with the Management, her Colleagues, Students and Non-Teaching faculty and treat them with dignity and respect.


9. A teacher shall not use abusive language, quarrel or display aggressive behavior with students, their parents, other teachers or employees of the Institution.
10. A teacher shall report her duties regularly and punctually without any record of tardiness and absenteeism without valid reason.
11. A teacher shall mark her attendance on arrival by signing the Attendance Register as well as marking her entry and exit time using the Biometric System installed in the College.
12. A teacher may be required to work beyond the prescribed time of the college in certain circumstances to be determined by the Principal.
13. The rules for obtaining leave are the same as permitted by the code of conduct prescribed for University Teachers. A leave note in case of casual leave is to be handed over to the Principal in advance. Medical leave must be substantiated by provision of a Medical Certificate as documentary evidence. In case of Earned leave, Maternity leave or Child Care leave, the application for the same shall be conveyed to the Principal in writing and sanctioned accordingly.
14. Fund raising of any kind for any activities is prohibited without knowledge and permission of the Management / Principal.
15. A teacher should maintain a healthy relationship with students and keep a safe distance to promote self-respect and dignity. She shall serve as a role model to students embodying good character, etiquette, personality, modest dress code and ideals.
16. The faculty shall not indulge in any kind of discrimination between students on the basis of caste, creed, religion, language, nationality, political grounds or cultural background. No differential treatment shall be given to any student be it in terms of curricular or co-curricular assistance. Prejudice and favoritism on part of the faculty is not encouraged.
17. Teachers shall render support and academic assistance to disadvantaged students, vernacular students and differently abled learners, according to their special needs, in a bid to promote inclusivity.
18. Faculty should be constantly engaged in their professional upgradation and development by attending courses/ programs/ to keep them abreast with the latest innovations in the field. They should participate in faculty development programs, seminars, workshops, syllabus revision endeavors, and undertake small research projects to promote a research culture in the Institution.
19. Spending time in library reading to upgrade one's knowledge is vital on part of each faculty member.
20. It is obligatory for a teacher to complete all examination related work such as paper setting, assessment of answer books, preparing results and invigilation both at the College and University level. A teacher shall not be partial, in assessment

of a student or deliberately over mark, under mark of victimize a student on any grounds.

21. A teacher is expected to be committed to the goal of 'Excellence in Education' and all her actions and activities should reflect this motto in the best interests of the Institution.

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

1. Wearing of the uniform while on duty is mandatory.
2. Punctuality and regularity in terms of attendance in keeping with the timings prescribed by the college needs to be strictly adhered to.
3. Obey authority and be willing to carry out all tasks assigned proficiently without objection.
4. Collaborate with the Management, Principal and Staff as well as coordinate through team work to ensure work efficiency.
5. Make yourself available whenever needed by being present on campus during working hours and not leaving on personal work in between without informing the Principal.
6. Behave cordially with the Principal, Members of Faculty, Students, Parents and Visitors and treat everyone with respect and dignity.
7. Follow the norms relating to leave as per the University directives.
8. Refrain from being a part of any unethical activities which would destroy the image of the Institution.
9. Participate in seminars, workshops and trainings for professional up gradation and development of expertise.
10. Assist in co-curricular activities as and when required by the College.



**Prof. Dr. Giselle D'souza**  
**Principal In-charge**

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