



**MES's**

**PILLAI COLLEGE OF EDUCATION AND RESEARCH, (Autonomous)**

**Accredited 'A' Grade by NAAC (3.13 CGPA) 4<sup>th</sup> Cycle**

**Affiliated to the University of Mumbai**

# **CODE OF CONDUCT**

**MES's**

**PILLAI COLLEGE OF EDUCATION AND RESEARCH,**

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## **INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF**

### **1.1 DISCIPLINE**

- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.

- All staff are required to strictly abide with the College timing. Principal should be informed well in advance in case of absence/ half day or any other form of absence in college.
- All staff are required to maintain good and healthy academic climate and work culture.
- Staff should report to the college at least 15 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Institution.
- All staff can address their grievance to the Grievance Cell.
- All staff should avoid any uncultured comments and language in the college premises and other academic arena.
- All staff are required to focus on their academic activities with utmost sincerity. Being punctual to class and other events is mandatory.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of the Management and Principal.
- Staff should show no partiality to any segment / individual student.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
  - gender/sexuality/age/marital status
  - pregnancy or likelihood of pregnancy

- physical features, disability or impairment (physical disability or medical status)

- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.

- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

## **1.2 LEAVES**

- Staff shall get casual leaves, medical leaves; vacations as per Rules of the University and Management policy. 08 – Casual Leave

The following leave rules for teacher educators shall be followed while availing the leave:

### **Prior Approval of Leave in case of Planned Activity**

The teacher educator who wants to avail Duty Leave/Leave for Orientation/ Refresher/ Short Term Course/ Faculty Development Programme will apply well in advance to the Principal, before they commit for the above specified leave with the other concerned institution/ authority. A prior approval will be taken from the Principal and the same will be forwarded to the Management.

Once they come back from the above said approved leave, the teacher educator will submit the prescribed leave application form, duly signed by the Principal which will be forwarded to the Management.

The teacher educator availing leave on account of Orientation/ Refresher/ Short Term Course/ Faculty Development Programme etc will be issued a relieving letter from the Institution.

### **In case of availing Leave in emergency**

Teacher educators should inform the Principal through an email in case of availing leave in an emergency. No Late leave applications shall be entertained.

### **Availing Leave during Examination:**

It is advisable to avoid taking leave during College and University Examination. Since the University exam dates do not have a fixed period, it is expected that the teacher educator takes into account this aspect and plan their vacation/ holiday. Exam related work to be done is mandatory by all, hence kindly take a note of this seriously. Any kind of leave needs to be taken prior permission from the Principal .

### **Availing Leave during Internship:**

The period of Internship is planned well in advance. During Internship it is important for the teacher educators to visit schools, supervise lessons and take part in all the activities as planned by the Practice Teaching Department. Hence the teacher educators are requested to avoid taking long/ short/ any other form of leave during the Internship period and especially during the Internship allotted days. Kindly take a note of this with due importance. Any kind of leave needs to be taken prior permission from the Principal .

### **Permission for Sessions/ Expert Talk/ Attending Seminar/ conferences/ Workshops:**

The teacher educators who have been invited for Expert Talk/ Sessions/ Seminar / Conferences/ Workshops etc during college working hours/ internship period/ vacation/ holiday etc or any other time are requested to inform the Principal of the same. Prior permission need to be taken for the same. Permission for workshop/conference/seminar should be taken well in advance before committing the same to the concerned institution, you are representing your Institution hence the same should be made known to the Principal.

### **Availing Leave during important days/ events/ non-instructional days etc:**

It is advisable to avoid taking leave during important days/ events/ non-instructional days, as the mentioned days and events are planned by the Management.

### **Avoid exchanging of Leave/ Duties:**

The B.Ed programme is planned well in advance taking into consideration the various aspects such as Internship/ Admission/ Lectures etc. The subject and portfolio allocation is done after a thorough planned meetings and discussion. Therefore we request the teacher educators to avoid exchanging their leave/ duties/ portfolio with other teacher educators as it may lead in disturbance of the work schedule. Incase any adjustments need to be done, kindly inform and take permission from the Principal and further with the approval, required changes may be done.

### **1.3 CONTINUOUS ASSESSMENT**

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by Principal. The course file should be maintained as per the prescribed format. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the co-ordinators and Principal or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

### **1.4 CLASSROOM TEACHING**

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- The staff can use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.

- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- Every teaching staff demonstrate a high standard in teaching and learning by: engaging students in their learning, working to achieve high level outcomes for all students, maintaining records to manage, monitor, assess and improve student learning using research and student achievement data to inform professional practice engaging in reflective practice and developing their professional knowledge and teaching skills, supporting the personal and professional development of others, providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development, assisting in developing and mentoring less experienced staff members accepting responsibility for their own professional learning and development
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

### **1.5 CLASS-TEST/ASSIGNMENTS/ESSAY**

- Teachers should regularly keep a check on student achievement, regular tutorials have to be conducted.
- The Study circle topic to be provided to the students a week prior to the actual class.
- Class-Test, prelim, mid-term, submission examination must be conducted as per the academic calendar.

### **1.6 APPRAISAL REPORT**

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.

- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal in academic, co-curricular or extra-curricular activities.

## **CODE OF CONDUCT FOR SUPPORTING STAFF**

### **2.1 ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Principal.

### **2.2 ACCOUNTANT**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
  - Accountant should establish tables of accounts, and assign entries to proper accounts.
  - Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.



## **2.3 STUDENT SECTION**

Student section should:

- Ensure the eligibility of the students and prepare related documents to submit them to University of Mumbai.
- Ensure the student document verification by University of Mumbai within time limit
- Submit the student eligibility and enrolment to University of Mumbai.
- Ensure timely submission of examination forms to University of Mumbai.
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

## **2.4 LAB ASSISTANT - Computer**

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

## **2.5 CLERK**

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

## **2.6 PEON**

- Peon should report the college half an hour before the college time. Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Principal and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

## CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws Meets or exceeds Institute standards and any weaknesses. Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

### **CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE**

- There shall be a separate College Development Committee comprising of the following members, namely :-
  - Chairperson of the management or his nominee
  - Secretary of the management or his nominee
  - One Head of department, to be nominated by the Principal
  - Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
  - One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
  - Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
  - Coordinator, Internal Quality Assurance Committee of the college
  - President and Secretary of the College Students' Council
  - Principal of the college - Member - Secretary.
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall,-
  - prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities

decide about the overall teaching programmes or academic calendar of the college

- recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- take review of the self-financing courses in the college, if any, and make recommendations for their improvement

- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Make recommendations regarding the students' and employees' welfare activities in the college
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Frame suitable admissions procedure for different programmes by following the statutory norms
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college

- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, National Council for Teacher Education etc
- Recommend the distribution of different prizes, medals and awards to the students.

- Prepare the annual report on the work done by committee for the year ending on the 30th May and submit the same to the management of such college and the university
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## **PROFESSIONAL ETHICS**

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.
- Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.

(ii) manage his/her private affairs in a manner consistent with the dignity of the profession.

(iii) seek to make professional growth continuous through study and research, writing and decent conduct.

(iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

(v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

(vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

(vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

(viii) participate in extension, co-curricular and extracurricular activities including community service.

**(b) Teachers and the students : The teacher shall**

(i) respect the right and dignity of the student in expressing his/her opinion.

(ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.

(iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

(iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

(v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.

(vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

(vii) pay attention to only the attainment of the student in the assessment of merit.

(viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.

(ix) aid students to develop an understanding of our national heritage and national goals, and

(x) refrain from inciting students against other students, colleagues or administration.

**(c) Teachers and Colleagues :**

The teachers shall always

(i) treat other members of the profession in the same manner as they themselves wish to be treated,

(ii) speak respectfully of other teachers and render assistance for professional betterment,

(iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,

(iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,

(v) be thoroughly social and humane, democratic and rational, towards other teachers,

(vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.

(vii) believe in union and unity of the colleagues.

**(d) Teachers and authorities :**

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**(e) Teachers and non-teaching employees :**

- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

**(f) Teachers and guardians:**

- (i) The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their



performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**(g) Teachers and Society: The teachers shall**

(i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

(ii) work to improve education in the community and strengthen the community's moral and intellectual life.

(iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

(iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

(v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.