



CODE OF CONDUCT

STAFF | STUDENTS | PARENTS

Published By
Principal

Shri Gavisiddheshwar College of Education
Gavimath Campus, Koppal

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FIRST FEW WORDS

The Code of Conduct for Shri Gavisiddeshwar College of Education, Koppal, is established to create and maintain an environment of respect, integrity, and excellence in our educational institution. This comprehensive code aims to guide the behavior and responsibilities of teaching faculty, non-teaching staff, students, and parents, ensuring that everyone contributes to a positive, supportive, and effective learning atmosphere.

For Teaching Faculty:

Teaching faculty are the cornerstone of our educational mission. Their role extends beyond imparting knowledge to shaping the character and future of our students. This code of conduct sets forth the expectations for professional behavior, ethical standards, and dedication to academic excellence that our faculty must uphold to foster an environment of learning, innovation, and respect.

For Non-Teaching Staff:

Non-teaching staff play an essential role in the smooth operation and administration of the college. Their support ensures that the institution runs efficiently and effectively. This code outlines the professional standards and ethical practices that non-teaching staff must follow to contribute positively to the college community and support the academic mission.

For Students:

Students are the primary beneficiaries of our educational efforts and are expected to engage actively in their learning journey. This code of conduct provides guidelines for academic integrity, respectful behavior, and responsible use of institutional resources. Adhering to these principles helps create a respectful, inclusive, and conducive learning environment.

For Parents:

Parents are vital partners in the educational process, providing essential support and encouragement to their children. This code of conduct delineates the role of parents in fostering a collaborative relationship with the college, supporting their children's academic endeavors, and promoting the values of respect, discipline, and integrity.

Commitment to Excellence:

Shri Gavisiddeshwar College of Education is committed to upholding the highest standards of education and ethical behavior. This code of conduct serves as a testament to our collective commitment to excellence, integrity, and mutual respect. By adhering to these guidelines, we ensure that our institution remains a beacon of knowledge, character building, and community development.

Conclusion:

The successful implementation of this code of conduct relies on the active participation and commitment of teaching faculty, non-teaching staff, students, and parents. Together, we can create an environment that not only nurtures academic success but also instills the values and principles that guide individuals to become responsible, ethical, and productive members of society.

By embracing this code of conduct, we affirm our dedication to maintaining the integrity and reputation of Shri Gavisiddeshwar College of Education, Koppal, as a place of learning, growth, and respect for all.

Preamble:

The teaching faculty of Shri Gavisiddeshwar College of Education, Koppal, plays a pivotal role in shaping the future of students and upholding the standards of the institution. This code of conduct outlines the professional and ethical behavior expected from the faculty to foster a positive academic environment.

1. Professional Integrity

1.1 Commitment to Students:

- Provide a supportive and respectful learning environment.
- Be accessible to students for academic support and guidance.
- Treat all students equitably without favoritism or discrimination.
- Maintain confidentiality regarding students' academic records and personal information.

1.2 Commitment to Teaching:

- Prepare thoroughly for classes and deliver content effectively.
- Use a variety of teaching methods to engage and accommodate different learning styles.
- Stay updated with the latest developments in the subject area and integrate them into teaching.
- Provide timely and constructive feedback on student assessments.

2. Ethical Standards

2.1 Academic Integrity:

- Adhere to the principles of academic honesty and integrity.
- Ensure originality and proper attribution in research and academic publications.
- Avoid any form of plagiarism or academic misconduct.

2.2 Conflict of Interest:

- Disclose any potential conflicts of interest that may affect professional responsibilities.
- Avoid engaging in activities that could compromise the integrity of teaching and research.

3. Professional Development

3.1 Continuous Learning:

- Engage in continuous professional development through workshops, seminars, and further studies.
- Encourage and support colleagues in their professional growth.

3.2 Research and Innovation:

- Pursue research activities and contribute to academic knowledge.
- Encourage student involvement in research and innovative projects.

4. Interpersonal Conduct

4.1 Collegiality:

- Foster a spirit of cooperation and collaboration among colleagues.
- Respect diverse opinions and approaches in academic discussions.

4.2 Respect and Dignity:

- Treat all members of the college community with respect and dignity.
- Avoid any form of harassment, discrimination, or offensive behavior.

5. Institutional Responsibilities

5.1 Adherence to Policies:

- Follow the college's policies, rules, and regulations.
- Participate in institutional committees and contribute to the decision-making process.

5.2 Representation of the Institution:

- Represent the college positively in all professional activities.
- Promote the values and mission of the institution in all interactions.

6. Classroom Management

6.1 Classroom Environment:

- Create an inclusive and conducive classroom environment.
- Manage classroom behavior effectively and fairly.

6.2 Attendance and Punctuality:

- Be punctual and regular in attending classes and official meetings.
- Inform the concerned authorities in advance in case of any planned absence.

7. Use of Resources

7.1 Library and Laboratories:

- Utilize library and laboratory resources responsibly.
- Ensure students follow the proper protocols in these facilities.

7.2 Technological Resources:

- Integrate technology effectively into teaching and administrative duties.
- Use institutional technological resources ethically and responsibly.

8. Mentorship

8.1 Student Mentoring:

- Provide academic and career guidance to students.
- Support students' personal development and well-being.

8.2 Peer Mentoring:

- Mentor junior faculty members and support their professional development.

9. Community Engagement

9.1 Social Responsibility:

- Engage in community service and outreach activities.
- Encourage students to participate in social responsibility initiatives.

9.2 Professional Associations:

- Be actively involved in relevant professional associations and contribute to their activities.

Preamble:

The non-teaching faculty of Shri Gavisiddeshwar College of Education, Koppal, plays a crucial role in supporting the academic and administrative functions of the institution. This code of conduct outlines the professional and ethical behavior expected from non-teaching staff to ensure a harmonious and efficient work environment.

1. Professional Integrity

1.1 Commitment to Duties:

- Perform assigned duties diligently and efficiently.
- Be punctual and regular in attendance.
- Adhere to deadlines and manage time effectively.
- Maintain confidentiality regarding institutional and student information.

1.2 Commitment to Ethical Practices:

- Uphold honesty and integrity in all professional dealings.
- Avoid any form of misconduct, including misuse of college resources and falsification of records.

2. Interpersonal Conduct

2.1 Respect and Courtesy:

- Treat all members of the college community with respect and courtesy.
- Foster a positive and cooperative work environment.
- Avoid any form of harassment, discrimination, or offensive behavior.

2.2 Professional Relationships:

- Maintain professional relationships with colleagues, students, and visitors.
- Resolve conflicts amicably and respectfully.

3. Institutional Responsibilities

3.1 Adherence to Policies:

- Follow the college's policies, rules, and regulations.
- Participate in institutional committees and contribute to the decision-making process.

3.2 Support for Academic Functions:

- Assist teaching faculty and students in their academic endeavors.
- Ensure smooth operation of administrative functions.

4. Use of Resources

4.1 Resource Management:

- Utilize college resources responsibly and efficiently.
- Avoid wastage of materials and energy.
- Report any damage or malfunction of equipment promptly.

4.2 Technological Resources:

- Use institutional technological resources ethically and responsibly.
- Stay updated with relevant software and technological tools.

5. Work Environment

5.1 Safety and Cleanliness:

- Maintain a clean and organized work environment.
- Follow safety protocols and report any hazards immediately.

5.2 Professional Attire:

- Dress appropriately and maintain a neat appearance.
- Wear ID cards at all times within the campus.

6. Leave System

6.1 Leave Application:

- Apply for leave through the official college leave management system.
- Inform the respective head of the department in case of emergencies.

- Ensure that any leave of absence does not disrupt the administrative functions.

7. Community Engagement

7.1 Social Responsibility:

- Engage in community service and outreach activities.
- Encourage students to participate in social responsibility initiatives.

7.2 Professional Associations:

- Be actively involved in relevant professional associations and contribute to their activities.

8. Continuous Improvement

8.1 Professional Development:

- Engage in continuous professional development through workshops, seminars, and further studies.
- Encourage and support colleagues in their professional growth.

8.2 Feedback and Improvement:

- Seek feedback on performance and work on areas of improvement.
- Contribute suggestions for the betterment of the institution.

Preamble:

The B.Ed. students of Shri Gavisiddeshwar College of Education, Koppal, are expected to uphold the values and principles of the institution. This comprehensive code of conduct outlines the expectations regarding academic activities, use of institutional resources, social behavior, practice teaching, community-based activities, and examinations.

1. Academic Activities

1.1 Attendance and Participation:

- Attend all classes, lectures, seminars, and workshops regularly and punctually.
- Participate actively in classroom discussions and activities.
- Complete and submit assignments, projects, and coursework on time.

1.2 Academic Integrity:

- Maintain honesty and integrity in all academic work.
- Avoid any form of plagiarism, cheating, or academic misconduct.
- Properly acknowledge all sources of information and ideas.

1.3 Continuous Improvement:

- Seek feedback on academic performance and strive for improvement.
- Engage in self-directed learning and stay updated with educational developments.

2. Institutional Resources

2.1 Library:

- Use library resources responsibly and follow library rules.
- Maintain silence and respect the study environment.
- Return borrowed books on time to avoid penalties.

2.2 Laboratories and Equipment:

- Handle lab equipment and materials with care.
- Follow all safety protocols and instructions provided by the lab in-charge.
- Report any damage or malfunction of equipment immediately.

2.3 Technological Resources:

- Use institutional technological resources ethically and responsibly.
- Avoid misuse of internet and computer facilities.

3. Social Behavior

3.1 Respect and Courtesy:

- Treat all members of the college community with respect and courtesy.
- Foster a positive and cooperative environment.
- Avoid any form of harassment, discrimination, or offensive behavior.

3.2 Professional Relationships:

- Maintain professional relationships with faculty, staff, and peers.
- Resolve conflicts amicably and respectfully.

3.3 Campus Behavior:

- Maintain discipline and decorum within the campus.
- Ensure cleanliness and avoid littering in the campus premises.
- Abstain from any activities that could disrupt the academic environment.

4. Practice Teaching

4.1 Professional Conduct:

- Adhere to the rules and regulations of the practicing school.
- Behave professionally and courteously with the school staff and students.

- Wear the prescribed uniform and ID card during teaching practice.
- Be punctual and regular in attendance at the practicing school.

4.2 Teaching Responsibilities:

- Prepare thoroughly for teaching sessions and deliver content effectively.
- Use a variety of teaching methods to engage and accommodate different learning styles.
- Assess students' work fairly and provide constructive feedback.

5. Community-Based Activities

5.1 Social Responsibility:

- Participate actively in community service and outreach activities.
- Promote social welfare and contribute to community development.
- Encourage peers to engage in community-based initiatives.

5.2 Ethical Conduct:

- Uphold ethical standards in all community interactions.
- Respect the cultural and social diversity of the community.

6. Examinations

6.1 Preparation and Punctuality:

- Prepare thoroughly for all examinations and assessments.
- Arrive at the examination venue on time and with necessary materials.
- Follow all examination rules and instructions.

6.2 Honesty and Integrity:

- Maintain honesty and integrity during examinations.
- Avoid any form of cheating or malpractice.
- Report any suspicious behavior or violations to the examination authorities.

7. General Conduct

7.1 Uniform:

- Wear the prescribed uniform on all academic days and during examinations.
- Ensure the uniform is clean, neat, and ironed.
- Wear ID cards at all times within the campus.

7.2 Leave System:

- Submit leave applications in advance, except in emergencies, to the concerned class teacher or head of the department.
- Provide medical certificates for sick leave longer than three days.

Preamble:

The involvement and support of parents play a crucial role in the academic and personal development of B.Ed. students at Shri Gavisiddeshwar College of Education, Koppal. This code of conduct outlines the expectations for parents to foster a cooperative and respectful partnership with the college.

1. Support for Academic Activities

1.1 Encouragement:

- Encourage and motivate your child to attend classes regularly and participate actively in academic activities.
- Support your child in completing assignments, projects, and preparing for examinations.

1.2 Communication:

- Maintain open communication with your child about their academic progress and challenges.
- Encourage your child to seek help from teachers and peers when needed.

1.3 Engagement:

- Participate in parent-teacher meetings and other college events.
- Stay informed about the college's academic calendar, policies, and activities.

2. Respect for Institutional Policies

2.1 Adherence:

- Support and respect the college's rules, regulations, and policies.
- Encourage your child to adhere to the college's code of conduct.

2.2 Uniform and Discipline:

- Ensure your child wears the prescribed uniform and maintains discipline within the campus.
- Support the college in promoting a disciplined and respectful environment.

3. Use of Institutional Resources

3.1 Library and Laboratories:

- Encourage your child to use library and laboratory resources responsibly.
- Support your child in following the college's protocols for resource use.

3.2 Technological Resources:

- Encourage responsible and ethical use of technological resources provided by the college.

4. Social Behavior

4.1 Respect and Courtesy:

- Model and encourage respectful and courteous behavior towards all members of the college community.
- Teach your child to foster a positive and cooperative environment.

4.2 Conflict Resolution:

- Guide your child to resolve conflicts amicably and respectfully.
- Support the college in addressing any behavioral issues that may arise.

5. Support During Practice Teaching

5.1 Professional Conduct:

- Encourage your child to behave professionally and courteously during practice teaching.
- Support your child in adhering to the rules and regulations of the practicing school.

5.2 Preparation and Punctuality:

- Ensure your child is well-prepared and punctual for practice teaching sessions.
- Encourage thorough preparation for teaching responsibilities.

6. Participation in Community-Based Activities

6.1 Social Responsibility:

- Encourage your child to participate actively in community service and outreach activities.
- Support the college's initiatives for community development and social welfare.

7. Examinations

7.1 Preparation and Integrity:

- Support your child in preparing thoroughly for all examinations and assessments.
- Encourage honesty and integrity during examinations.

7.2 Punctuality and Compliance:

- Ensure your child arrives on time for examinations and follows all examination rules and instructions.

8. General Conduct

8.1 Health and Well-being:

- Ensure your child maintains good health and well-being.
- Provide support during times of illness and ensure timely submission of medical certificates if required.

8.2 Leave System:

- Encourage your child to follow the college's leave application process.
- Ensure leave is applied for in advance, except in emergencies, and medical certificates are provided for extended sick leave.

9. Communication with College

9.1 Parent-Teacher Interaction:

- Attend parent-teacher meetings and engage in constructive discussions about your child's progress.
- Communicate any concerns or issues to the college authorities respectfully and collaboratively.

6. Participation in Community-Based Activities

6.1 Social Responsibility:

- Encourage your child to participate actively in community service and outreach activities.
- Support the college's initiatives for community development and social welfare.

7. Examinations

7.1 Preparation and Integrity:

- Support your child in preparing thoroughly for all examinations and assessments.
- Encourage honesty and integrity during examinations.

7.2 Punctuality and Compliance:

- Ensure your child arrives on time for examinations and follows all examination rules and instructions.

8. General Conduct

8.1 Health and Well-being:

- Ensure your child maintains good health and well-being.
- Provide support during times of illness and ensure timely submission of medical certificates if required.

8.2 Leave System:

- Encourage your child to follow the college's leave application process.
- Ensure leave is applied for in advance, except in emergencies, and medical certificates are provided for extended sick leave.

9. Communication with College

9.1 Parent-Teacher Interaction:

- Attend parent-teacher meetings and engage in constructive discussions about your child's progress.
- Communicate any concerns or issues to the college authorities respectfully and collaboratively.

9.2 Feedback and Suggestions:

- Provide feedback and suggestions to the college for the improvement of academic and administrative processes.
- Participate actively in surveys and feedback mechanisms initiated by the college.

Any violation of this code of conduct will be subject to disciplinary action as per the college's rules and regulations. The severity of the action will be commensurate with the nature of the violation.

This Code of Conduct is intended to uphold the highest standards of professionalism and ethics among the teaching faculty, non-teaching staff, students and parents at Shri Gavisiddeshwar College of Education, Koppal.

All expected to adhere to these guidelines to maintain the integrity and reputation of the institution.