

Renuka College of Education, Renapur

Tq. Renapur Dist. Latur

President

Mrs. Minal Shivraj Motegaonkar
D.Ed.,B.A.,B.Ed.(Merit)

Secretary

Mr. Shivraj Raghunath Motegaonkar
M.Sc., Chemistry Gold medalist ,
SET/NET-JRF, DRDO, GATE, BARC, TIRC Qualified

Saraswati Colony, Ganesh Nagar, Renapur, Tq. Renapur Dist. Latur Pin - 413527 Phone : 02382-299034
Email: renuka_educatioon@yhao.com

7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways-

- 1.Code of Conduct is displayed on the institution's website
- 2.Students and teachers are oriented about the Code of Conduct
- 3.There is a committee to monitor adherence to the Code of Conduct
4. Professional ethics programmes for students, teachers, administrators and other staff are organized periodically.

RENUKA COLLEGE OF EDUCATION, RENAPUR

Dist. :- Latur (Maharashtra)- 413527

***Affiliated to Swami Ramanand Teerth
Marathwada University, Nanded***

HAND BOOK OF CODE OF CONDUCT

**(Code of Conduct, Professional Ethics for the Students, Principal,
Teaching Staff & Non-Teaching Staff)**

Prepared by
INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C.)
RENUKA, COLLEGE OF EDUCATION, RENAPUR

❖ **GOALS & OBJECTIVES**

1. To produce competent and commitment oriented professionals.
2. To develop skills needed for becoming effective qualitative teachers.
3. To enable the trainees to act as agents of modernization and social change.
4. To cultivate rational thinking and scientific temper, for solving the problems in emerging society.
5. To acquire competencies related to curriculum development, its transaction and evaluation.
6. To know the educational needs of social groups.
7. To promote capabilities for imbibing national values and goals.
8. To prepare dedicated teachers for improvement of the school education system in the country.
9. To adopt modern techniques for teaching skill development.
10. To train the student teacher towards achieving excellence on academic, social, mental, physical, moral and cultural fronts.
11. To provide opportunities to enhance their competence and knowledge construction abilities in creating positive learning atmosphere in schools.

❖ VISION

- The Vision of the Renuka College of Education we envision a transformative educational journey that cultivates exceptional educators equipped with the skill, knowledge, values and to nurture educators proficient in pedagogy and embody emotional intelligence social consciousness and a solid commitment to ethical practices to shape the future of our nation.
- The Vision of the Renuka college of education is to provide quality education which will open up new vistas of development of enrolled students to make self-reliance, prosperous happy and strong nation through promoting creativity among the students in both the theoretical and practical aspects of teaching.
- To develop pre service teacher trainee into good ideal devoted and dedicated Teachers trainee in their services.
- To Develop the Skills of using the technology in teaching and learning.
- To develop the all Round teacher personality of the trainee.
- RCE vision is to be a leading educational establishment that fosters excellence, innovation and holistic development among its students.
- Achievement of goals stated in the constitution of India and its Preamble provision of equality in educational opportunities for specially girls transacting value based education leading to a Well integrated society empowering student teachers through innovative and justified use of Technology overcoming professional and global challenges through collaboration in a techno Savvy era maximization of students potential.

❖ MISSION

- Empowering educators Transforming futures Renuka college of education mission.
- To provide a dynamic and enriching learning environment for aspiring educators enrolled in our NCTE approved B.Ed. Program affiliated with SRTMU.
- We are dedicated to equipping our students with the highest pedagogical knowledge teaching strategies and practical skills that enable them to excel in the diverse and evolving educational landscape.
- We nurture personal social and emotional growth fostering empathetic and well-rounded educators.
- We train educators who can adapt their teaching methods to cater to the diverse needs of all learners ensuring equity in education.
- Its mission is to provide a conducive learning environment that nurtures intellectual growth critical thinking and ethical values. RCE strives to empower our students with knowledge and skills that prepare them for future challenges, enabling them to become responsible global citizens.
- Renuka College of Education, Renapur is one of the best Teacher Training College in Maharashtra. That is committed to empower the students with the wings of knowledge which will give them the holistic development in their life along with a effective contribution to nations building.
- To contribute to National Development by providing quality education which helps in building opportunities for National social and religious integration and to propagate innovative practices among students, teachers does empowering them leading to Liberation in thoughts ideas and actions.

INDEX

1. INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1. Discipline
2. I-Card
3. Humane Values
4. Dress Code
5. Mobile Phone
6. Ragging
7. Attendance
8. Examination
9. General
10. Code Of Conduct For Project

2. INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

1. Discipline
2. Leaves
3. Continuous Assessment
4. Classroom Teaching
4. Class-Test/Assignments/Essay
5. Appraisal Report

3. INSTITUTIONAL CODE OF CONDUCT FOR SUPPORTING STAFF

1. Administrative Staff
2. Accountant
3. Student Section
4. Lab Assistant – Computer
5. Clerk
6. Peon

4. INSTITUTIONAL CODE OF CONDUCT FOR PRINCIPAL

5. INSTITUTIONAL CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

6. The Professional Ethics For The Teachers (As per UGC Notification-2018)

7.. PROFESSIONAL ETHICS

(a) Teacher. (b) Teachers and the students (c) Teachers and Colleagues (d) Teachers and authorities (e) Teachers and non-teaching employees (f) Teachers and guardians (g) Teachers and Society

	The Professional Ethics For The Teachers (As per UGC Notification-2018)
TEACHERS AND THEIR RESPONSIBILITIES:	<p>I. Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.</p> <ul style="list-style-type: none"> (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the Community; (ii) Manage their private affairs in a manner consistent with the dignity of the profession; (iii) Seek to make professional growth continuous through study and research; (iv) Express free and frank opinion by participation at professional meetings, seminars, Conferences etc. towards the contribution of knowledge; (v) Maintain active membership of professional organizations and strive to improve education and profession through them; (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication; (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and (viii) Participate in extension, co-curricular and extra-curricular activities including community service.
	<p>II. TEACHERS AND THE STUDENTS</p> <ul style="list-style-type: none"> (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, political, economic, social and physical characteristics; (ii) 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 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 themselves available to the students even beyond their class hours and help and guide students 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.

III. TEACHERS AND COLLEAGUES

- (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; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures 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) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (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 through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

- (i) Try to see through teachers' bodies and organizations, that institution maintain contact with the guardians, their students, send reports 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.

	<p>VII. TEACHERS AND SOCIETY</p> <p>(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;</p> <p>(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;</p> <p>(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;</p> <p>(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;</p> <p>(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, religions or linguistic groups but actively work for National Integration</p> <p>Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018</p>
<p>HUMAN VALUES AND PROFESSIONAL ETHICS</p>	
<p>1 Human Values & Professional Ethics for Management</p>	<ol style="list-style-type: none"> 1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps though their own institutional bodies, professional organizations for change of any such rule detrimental to the professional interest. 2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand. 3. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession. 4. Give and expect due notice before a change of position takes place.
<p>2 Human Values & Professional Ethics for Principal</p>	<ol style="list-style-type: none"> 1. Provide inspirational and motivational value-based academic, executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability. 2. Conduct him/ she with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college. 3. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas 4. Manage their private affairs in a manner consistent with the dignity of the profession. 5. Discourage and not indulge in plagiarism and other non ethical behavior in teaching, research.
<p>3 Human Values & Professional Ethics for HOD</p>	<ol style="list-style-type: none"> 1. To prepare Annual Departmental Academic Calendar at commencement of the session and one copy of it should be submitted to the principal and organize the planned events accordingly. 2. To prepare the Semester wise Time Table of the faculty Department. 3. To guide the faculties of the department to prepare semester /subject wise teaching plan and keep one copy of this plan with departmental file and submit one hard copy to the principal. 4. To manage the lectures & keep watching for smooth conducting. 5. Any program not be organized by any department without permission of the principal.

<p style="text-align: center;">4 Human Values & Professional Ethics for Teachers</p>	<ol style="list-style-type: none"> 1. Four points from eleven point oath for teachers by Hon. Ex President Late Dr. A.P.J. Abdul Kalam1. First and foremost, I will love teaching. Teaching will be my soul. 2. I realize that am responsible for shaping not just students but ignited youths who are the most powerful resource, earth, on the earth and above the earth. I will be fully committed for the great mission of teaching. 3. As a teacher, it will give me great happiness, student of the class to perform exceedingly well. 4. All my actions with my students will be with kindness and affection mother, like a sister, father or brother.
<p style="text-align: center;">5 Human Values & Professional Ethics for Librarian</p>	<ol style="list-style-type: none"> 1. Their private affairs in a manner consistent with the dignity of the Manage profession. 2. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research. 3. Participate in extension, co-curricular and extra-curricular activities, including the community service. 4. All final year students should return their library token and library book based on library circular and obtain “NO DUE CERTIFICATE” from the library for getting Hall ticket of University Examination. 5. Students can use well equipped Library study room from 12.00 to 5.00 p.m. with kind permission of the Principal/Librarian.
<p style="text-align: center;">6 Human Values & Professional Ethics for Non-Teaching</p>	<ol style="list-style-type: none"> 1. Every one of non-teaching staff of the college shall discharge duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time. 2. Maintain their professional knowledge & skills updated professionally for the proper discharge of duties assigned to faculty. 3. Must join/attend the duty punctually every day. 4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission. 5. Advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
<p style="text-align: center;">7 Human Values & Professional Ethics for Colleagues</p>	<ol style="list-style-type: none"> 1. Treat other members of the profession in the same manner as they themselves wish to be treated 2. Speak respectfully of other teachers and render assistance for professional betterment 3. Refrain from making unsubstantiated allegations against colleagues to higher Authorities 4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
<p style="text-align: center;">8 Human Values & Professional Ethics for Students</p>	<ol style="list-style-type: none"> 1. Respect the rights and dignity of the student in expressing his/her opinion. 2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics. 3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs 4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare 5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace

<p style="text-align: center;">9 Human Values & Professional Ethics for Parents</p>	<p>Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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.</p>
<p style="text-align: center;">10 Human Values & Professional Ethics for Alumni</p>	<p>The following tenets of our code of conduct when engaging with any college offering activity or communication.</p> <ol style="list-style-type: none"> 1. College values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate. 2. These values into its education, research, health care and its business practices. 3. We hope that all members of the college community take responsibility in sustaining the high ethical standards of the college. 4. That all students and alumni feel they are welcome at all college activities in any way in which they choose to participate.
<p style="text-align: center;">11 Human Values & Professional Ethics for Society</p>	<ol style="list-style-type: none"> 1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided 2. Work to improve education in the community and strengthen the community's moral and intellectual life 3. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public offices 4. 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, religions or linguistic groups but actively work for national integration.