

Mob : 7284983769

NAAC ACCREDITED 'B' GRADE

મો : ૭૨૮૪૯૮૩૭૬૯

COLLEGE OF EDUCATION, KHAROD

(Managed by The Ankleshwar Progressive Education Trust)

KHAROD, Tal. Ankleshwar, Dist. Bharuch

(Gujarat) Pin. – 394115 Email : kharode17@gmail.com

Website : www.coekharod.org (Grant-in- Aid college)



કૉલેજ ઓફ એજ્યુકેશન, ખરોડ

(બી અંકલેશ્વર પ્રોગ્રેસીવ એજ્યુકેશન ટ્રસ્ટ સંચાલિત)

મુ. ખરોડ, તા. અંકલેશ્વર, જી. ભરૂચ.

(ગ્રાન્ટ-ઇડ કોલેજ) પીન – ૩૯૪૧૧૫

Ref. No. :

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CODE OF CONDUCT

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. The administrative staff should familiarize themselves with College policies that are relevant to their responsibilities. They should adhere to those policies to the best of their ability.
2. Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer of the college and concerned authority.
3. All staff of the Institute is responsible for protecting and taking reasonable steps to prevent theft or misuse of, or damage to the Institute's assets including all kinds of physical assets, movable and immovable property.
4. All the staff members should follow the rules and regulations of the Institution as are prevalent from time to time.
5. Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender/sexuality/marital status, pregnancy or likelihood of pregnancy; physical features, disability or impairment (physical disability or medical status).
6. The administrative staff should not be engaged in any inappropriate relationship with students.
7. All the administrative staff shall follow the rules and regulations of the competent authority like the College, the University, UGC, NCTE, Govt. of Gujarat and Govt. of India.
8. Follow the guideline given by Government of Gujarat regarding different aspects time to time.



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CODE OF CONDUCT FOR TEACHERS

1. A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
2. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleague's Administration /Governing body of the college.
3. A teacher shall not remain absent from duty without proper sanction of leave in case of emergency. They should try to take leave in such a way the college work remains smooth.
4. A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
5. A teacher is not permitted to take tuitions.
6. Ban on Smoking and Consumption of Alcoholic Drinks
7. A teacher shall perform his/her academic duties and work related to examinations as assigned to them. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college. A teacher should maintain almost secrecy about the examination work.
8. A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.



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9. A teacher shall not make use of the resources and/or facilities of the College or personal, commercial, political or religious purposes.
10. A teacher shall not be partial in assessment of a student or deliberately over mark, undermark or victimize a student on any grounds.
11. A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.
12. All the teaching staff shall follow the rules and regulations of the competent authority like the College, the University, UGC, NCTE, Govt. of Gujarat and Govt. of India.
13. A teacher should try to create healthy ethos at college and maintain good human relationship among the staff.
14. Follow the guideline given by Gov of Gujarat regarding different aspects time to time.



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CODE OF CONDUCT FOR STUDENTS

1. All students shall be responsible to the Principal, faculty members and other designated persons for their conduct.
2. No student shall use unbecoming language or indulge in insubordination and / or violent behavior.
3. No student shall resort to any kind of demonstration on campus.
4. No student shall possess, use or circulate pornographic material in any form.
5. No student shall cause damage of any kind whatsoever to college property.
6. No students shall use cell phones at the campus.
7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
9. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.
10. No students shall resort to ragging at the college campus.
11. No students shall smoke or partake of alcoholic drugs at the college campus.
12. Every student shall wear his / her identity card while on campus.
13. Students shall be punctual in their timings and attendance.
14. All students shall strictly adhere to the dress code.



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15. Appropriate behavior during Practice Teaching, Block Teaching, Internship, Annual Lesson and any visit to the school for training purpose.
16. All the students shall follow the rules and regulations of the competent authority like the College, the University, UGC, NCTE, Govt. of Gujarat and Govt. of India.
17. Follow the guideline given by Government of Gujarat regarding different aspects time to time.



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Code of Conduct for Support Staff

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or ant secular activities.
6. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
7. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
8. They should also be responsible for the proper use and maintenance of college equipment and furniture.
9. No support staff should be under the influence of drugs or alcohol during office hours.
10. The support staff often has access to confidential information regarding Examination matters and other matters relating to other staff, through official Records. It is expected that they respect the confidentiality of such matters.



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11. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
12. The support staff should show no discrimination on basis of gender, caste or Religion.
13. All the support staff shall follow the rules and regulations of the competent authority like the College, the University, UGC, NCTE, Govt. of Gujarat and Govt. of India.
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