

CODE OF CONDUCT



Central Academy
Teacher's Training
College Ajmer

NAAC 'B' Accredited
Recognised by NCTE
Affiliated to MDS University
Ajmer

What is Code of Conduct?

A set of rules that members of an organisation or here; people of teaching profession must follow. It includes what is and what is not acceptable or expected behaviour.

"Excellence is not a singular act but a habit."

Objective of Code of

Conduct?

- To clarify the vision mission value and principles of the institution.
- To determine the rules and regulation.
- To determine the professional ethics of teacher, student and other members.
- Defining desired behaviour.
- Determine benchmarks against which individual and organisational performance can be measured.
- Support day to day decision making.
- Encourage discussion on ethics and compliance.



Honesty



Protection



Integrity



Decision



Relationships



Regulations



Trust



Behavior



Commitment

Principal or Administrative Code of Conduct

- Principal is the head of Institution and he/she plays an important role for inspiration and motivation for all, and must lead by example.
- The principal should always be honest, impartial, have fair objectives.
- Principal should prepare plan and policies to execute the vision, mission and objectives of the college.
- The principal should ensure quality in education and academic activity.
- The principal should motivate and inspire teachers and students to enhance their knowledge, so as to promote professional development and up-skilling of teachers and students respectively.
- Principal should ensure that the teachers and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Principal should execute any other qualitative and quantitative work for the Welfare of the Institution /College.
- Principal must promote effective communication with governing body/management and report to the governing body on a regular basis and be bound by the decision of Governing Body.
- Principal should prepare committees and convene meetings for all committees and cells. Create and keep record for purposes of NAAC.

Faculty Code of Conduct

- Teacher or faculty is a pillar of Institution and responsible for the reputation of Institution.
- Teacher should maintain dignity and decorum of the teaching profession. They should be honest, devoted and disciplined to his/her duties.
- Teacher should be punctual for their duties and should report to duty at least 15 minutes in advance.
- Respect and maintain the hierarchy of administration.
- Maintain honesty, integrity, fairness in all activities.

- Deal positively with staff and students and the public at large.
- Teacher must wear decent and presentable outfits which is in tune with teaching profession and our culture.
- Teacher should be an impartial and nondiscriminative agent against students.
- Help, guide, cooperate, encourage, assist students in their learning and career. Avoid gossiping and criticism with colleagues and students.
- Strictly adhere to the rules and regulation of the college.
- Teacher Must not be absent from duty without official approval of leave and without prior permission from HoD.
- Must take up work assigned by the management/administration without refusal, in the interest of the institution, and must be willing to stay beyond college hours when the official work is important.
- Teacher should inculcate patriotism and values among students.
- Teacher should not involved in any illegal or anti-social activity.

Non-Teaching staff Code of Conduct

- During college hours adhere strictly to the laws and regulation of the college.
- Respect and maintain the hierarchy in the administration.
- Maintain honesty ,integrity and fairness in all activities.
- Exercise self discipline and restrain at all times.
- Deal positively with staff, students and the parents of students.
- Must keep official secret. Must not alter or forge official documents, receipts, must not interrupt are misappropriate college funds.
- Must be willing to stay beyond college hours when the nature of work is in the interest of the Institution.
- Financial accounting and all records should be maintained on time.
- Should be responsible and honest towards the privacy and security of the organization.
- They must report to duty at least 15 minutes in advance remain on duty. Must not be absent from duty without official approval and avoid applying for leave during examinations.

Support staff Code of Conduct

- Support staff or unskilled employees should maintain cleanliness and hygienic standards of the Institution and lend their time & hand to all chores assigned to them.
- Un-skilled employees should behave politely and compassionately with student, teachers, parents and administrative staff.
- Un-skilled employee should develop cooperative and friendly relationship with other staff.
- Unskilled employees should not get involved in any unethical/unruly practices.
- Unskilled employees should not remain absent from duty without prior information.
- Unskill employee should not engage directly and indirectly in any trade or business.

Student Code of Conduct

- Student should be regular, punctual and disciplined in the college.
- Student should be wearing proper uniform and display their identity card, during college hours, inside the campus.
- Students are required to check the notice board for important announcement and informations.
- If a student is absent for more than 2 weeks without prior permission, then his/her name is likely to be struck off the register.
- Student are expected to treat the faculty and their fellows students with courtesy both in and out of the college campus.

- College property, furniture, library books etc must be handled with due care.
- Smoking, drinking, chewing tobacco products, spitting, and use of polythene is fully banned in college.
- Any student found involved in ragging will be punished by administration.
- Students should not engage in behaviors that threaten the health or safety of others, and should report any concerns to a teacher or administrator.
- Participation in all academic and co-curricular activities in college is compulsory for all students.
- Student must be aware for their work and participation. Every activity, unit test, co-curricular activities, camps, internships, etc, are compulsory for marking.
- Students should maintain dignity and decorum of the college. And follow all rules and policies established by the college.
- Students should be honest in their studies. They should maintain academic honesty and integrity, and should not engage in academic misconduct, such as cheating or plagiarism.

Governing Body Code of Conduct

- The Governing Body sanctions and accepts the matters proposed and passed through the relevant department/cell/committee of the college.
- It has complete administrative autonomy and right of appointing administrative staff and teaching faculty.
- Governing body must have neutral and unbiased behavior for all its stakeholders.
- Provide effective academic and administrative leadership to the institution.
- Decentralization and participative management in institutional practices.
- Fulfill their lawful duties and obligations to government with integrity and loyalty.
- Ensure welfare of staff and students.
- Strictly follow strategy of mobilization and optimal use of funds.
- Maintain financial transparency and delivery.
- Keep the interest of institution above personal.
- Take responsible action to maintain educational ambience.

CODE OF CONDUCT FLOW

