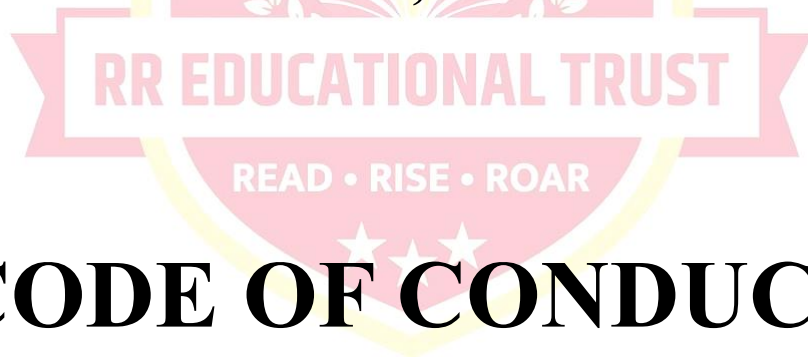
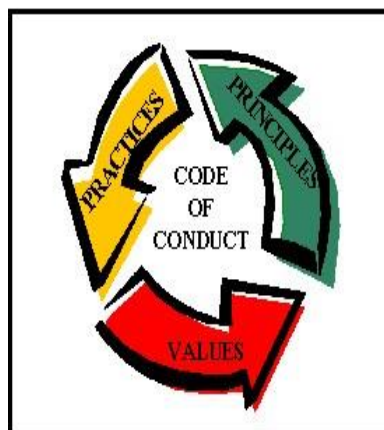




**R.R. EDUCATIONAL TRUST'S B.Ed.
COLLEGE, MULUND**

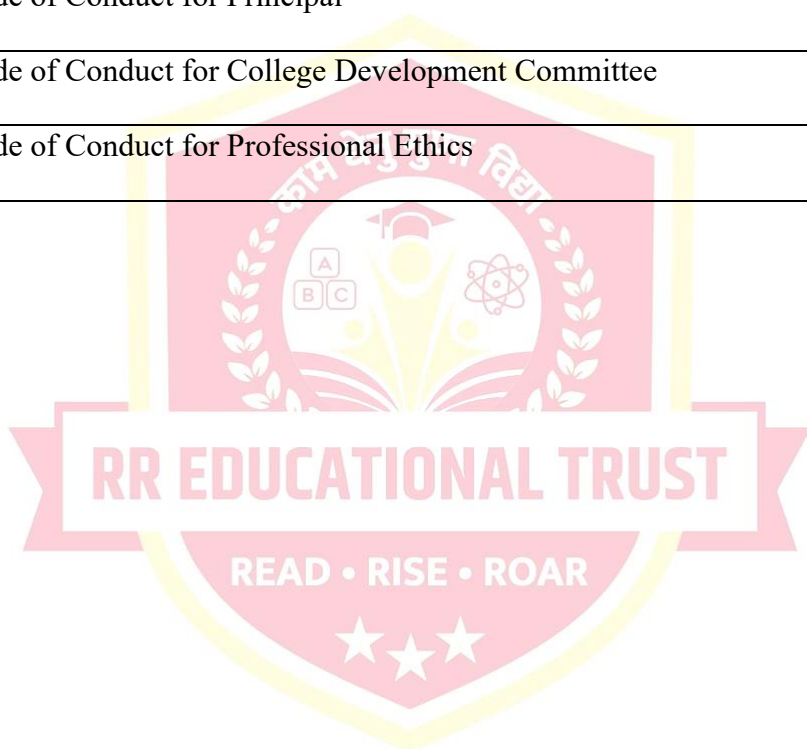


CODE OF CONDUCT



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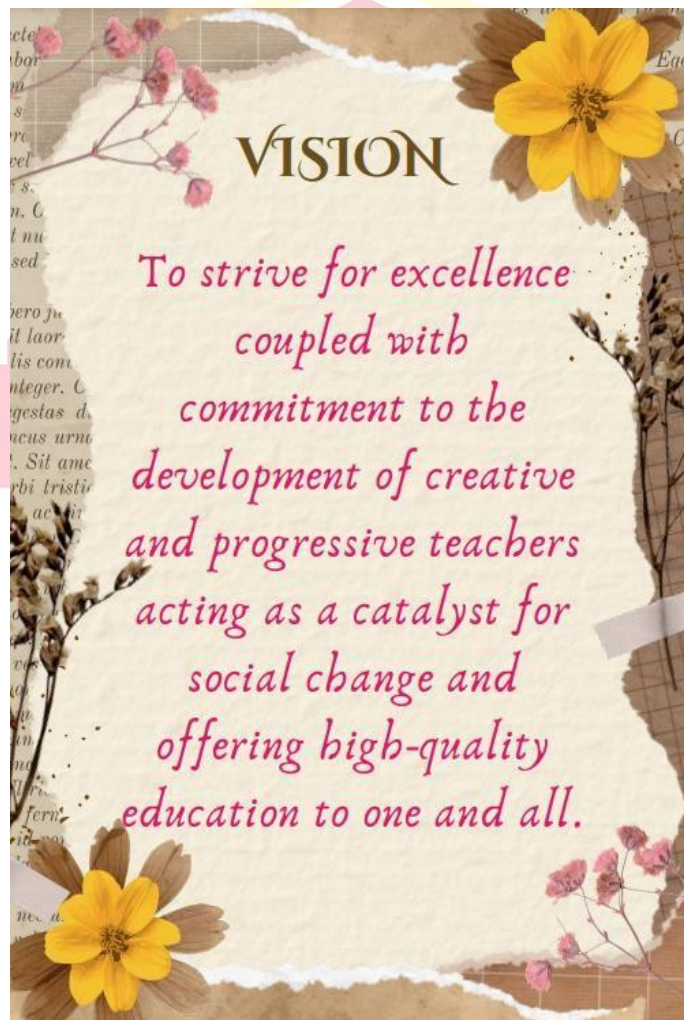


R. R. Educational Trust's B. Ed. College

Mhada Colony, Eastern Express Highway, Mulund Mumbai 400081.

Affiliated to University of Mumbai, Recognised by NCTE

NAAC Accredited



Code of Conduct for Students

As a student of R.R. Educational Trust's B.Ed College, you are expected to uphold the highest standards of integrity, respect, and responsibility. This Code of Conduct outlines the expectations for student behavior, ensuring a conducive learning environment for all.

❖ Core Values:

1. Respect: Treat others with dignity and respect.
2. Integrity: Act with honesty and transparency.
3. Responsibility: Take ownership of actions and decisions.
4. Inclusivity: Embrace diversity and promote equality.

❖ Academic Integrity:

1. Maintain academic honesty (no cheating, plagiarism, or falsification).
2. Adhere to assessment and evaluation policies.
3. Seek permission for leave or absence, extension of assignments.

❖ Behavioral Expectations:

1. Respect college property and facilities.
2. Maintain a clean and tidy environment.
3. Refrain from harassment, bullying, or discriminatory behavior.
4. Follow college rules and regulations.

❖ Professional Conduct:

1. Demonstrate professionalism in teaching practices.
2. Maintain confidentiality (student and institutional information).
3. Adhere to dress code and decent grooming standards.

❖ Communication:

1. Be respectful and courteous in interactions.
2. Use college email and communication channels appropriately.
3. Respond promptly to official communications.

❖ Disciplinary Actions:

1. Verbal warning
2. Written warning
3. Suspension
4. Expulsion

❖ Grievance Redressal:

1. Report concerns to the designated authority.
2. Follow established procedures.

Code of Conduct for Teachers

The Code of Conduct for teaching staff at R.R. Educational Trust's B.Ed. College outlines the professional standards and responsibilities expected from faculty members. Key components include:

❖ **Discipline:**

1. Adhere to scheduled working hours and be present at the designated place of duty.
2. Maintain decorum both inside and outside the classroom, setting a positive example for students.
3. Refrain from engaging in any form of discrimination or harassment.

❖ **Leave Policy:**

1. Obtain prior permission before availing leave, except in emergencies.
2. Ensure that leave does not disrupt academic responsibilities or the institution's Functioning.

❖ **Classroom Teaching:**

1. Handle subjects assigned by the Director or Principal and complete the syllabus on time.
2. Engage classes regularly and punctually, imparting lessons effectively.
3. Encourage and assist students to ensure that the teaching-learning process is effective and successful.

❖ **Appraisal and Professional Development:**

1. Participate in performance appraisals to assess teaching effectiveness and identify areas for improvement.
2. Engage in continuous professional development through workshops, seminars, and research activities.

❖ **Additional Responsibilities:**

1. Serve as good counsellors and facilitators, helping, guiding, encouraging, and assisting students.
2. Carry out other academic, co-curricular, and organizational activities assigned from time to time.
3. Maintain high standards of punctuality, honesty, and professional ethics.

By adhering to this Code of Conduct, faculty members contribute to a positive academic environment and uphold the institution's commitment to excellence in education.

Code of Conduct for Support Staff

The Support Staff at R.R. Educational Trust's B.Ed. College play a vital role in ensuring the institution's smooth and efficient operation. To maintain a professional and harmonious work environment, the following Code of Conduct has been established:

❖ Punctuality and Attendance:

1. Support staff are expected to be punctual, as their presence is essential for the commencement and smooth functioning of daily college activities.
2. Leave should be availed with prior intimation whenever possible. In cases of unforeseen circumstances, information regarding absence should be promptly communicated to the college authorities.

❖ Professional Responsibilities:

1. Perform assigned duties sincerely, diligently, and with accountability.
2. Refrain from engaging in any other employment or business during office hours or within college premises.
3. Avoid participation in political or non-secular activities that could disrupt the college's functioning.

❖ Workplace Conduct:

1. Maintain a respectful demeanor towards colleagues, teaching staff, and students, avoiding any remarks or behavior that could be considered disrespectful.
2. Ensure the proper use and maintenance of college equipment and furniture.

❖ Confidentiality:

1. Respect the confidentiality of information related to examinations and other official matters.
2. Do not disclose personal or financial information about any staff member without explicit consent or authorization.

❖ Gifts and Hospitality:

1. Do not accept gifts, rewards, or hospitality that could influence professional decisions or actions. Any such offers should be reported to the college authorities.

❖ Professional Development:

1. Strive for continuous improvement by engaging in relevant training and development opportunities to enhance skills and knowledge.

By adhering to this Code of Conduct, support staff contribute to a positive and effective educational environment, upholding the college's values and reputation.

Code of Conduct for the Principal

The Principal of R.R. Educational Trust's B.Ed. College serves as the academic and administrative leader, upholding the institution's mission and fostering a conducive learning environment. The following Code of Conduct outlines the ethical and professional standards expected:

❖ Ethical Leadership:

1. Demonstrate honesty, integrity, and fairness in all actions, serving as a role model for faculty, staff, and students.
2. Uphold and promote the institution's values, ensuring inclusivity and respect for all individuals.

❖ Academic Excellence:

1. Encourage and support faculty in their teaching and research endeavors, fostering a culture of continuous learning and innovation.
2. Ensure the implementation of effective teaching methodologies and the timely completion of curricula.

❖ Administrative Responsibilities:

1. Oversee the efficient management of college resources, ensuring transparency and accountability in all administrative processes.
2. Implement policies and procedures that align with institutional goals and regulatory requirements.

❖ Student Welfare:

1. Create a supportive environment that prioritizes student development, addressing their academic and personal needs.
2. Promote extracurricular activities to enhance students' holistic growth.

❖ Professional Development:

1. Pursue ongoing professional development opportunities to stay abreast of advancements in education and leadership.
2. Encourage faculty and staff to engage in continuous learning and skill enhancement.

❖ Community Engagement:

1. Foster positive relationships with the local community, contributing to societal development and upholding the college's reputation.
2. Promote outreach programs that benefit both the institution and the community.

❖ Conflict Resolution:

1. Address conflicts promptly and fairly, maintaining a harmonious campus atmosphere.
2. Implement mechanisms for grievance redressal for students, faculty, and staff.

❖ **Upholding Institutional Values:**

1. Protect the collective interests of all sections of the institution, ensuring that each individual can perform freely and contribute to institutional building.
2. Maintain and promote academic activities, encouraging exploration of new avenues for further academic pursuit.

By adhering to this Code of Conduct, the Principal ensures the college operates with integrity, excellence, and a commitment to the holistic development of its academic community.



Code of Conduct for the College Development Committee

The College Development Committee (CDC) at R.R. Educational Trust's B.Ed. College plays a pivotal role in steering the institution's academic, administrative, and infrastructural growth. To ensure effective governance and uphold the institution's values, the following Code of Conduct is established for CDC members:

❖ **Composition and Tenure:** The CDC shall comprise members as outlined in the Maharashtra Public Universities Act, 2016, including:

- Chairperson of the management or their nominee.
- Secretary of the management or their nominee.
- One Management Representative
- One Member, nominated by the Principal.
- Three teachers elected by full-time faculty, with at least one being a woman.
- One non-teaching employee elected by regular non-teaching staff.
- One local member nominated by the management in consultation with the Principal, from fields such as education, industry, research, and social service,
- Coordinator of the Internal Quality Assurance Committee.
- One Alumnus, nominated by the Principal
- President and Secretary of the College Students' Council.
- Principal of the college, serving as Member-Secretary.

❖ **Meeting Protocol:**

- Members are expected to attend all meetings punctually and actively participate in discussions.

❖ **Roles and Responsibilities:**

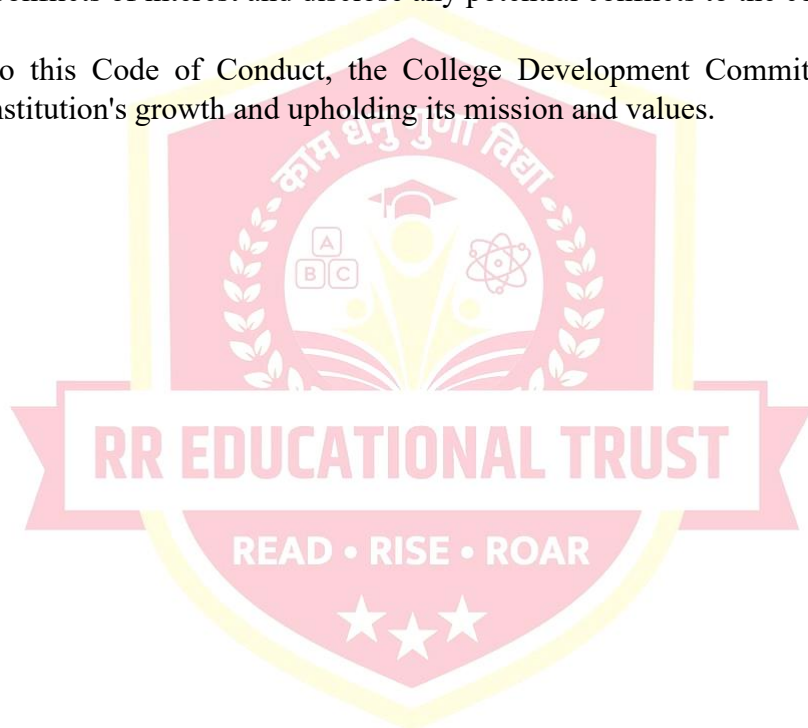
- Develop a comprehensive plan for the college's academic, administrative, and infrastructural growth, promoting excellence in curricular, co-curricular, and extracurricular activities.
- Determine the academic calendar and teaching programs.
- Recommend the introduction of new academic courses and the creation of additional teaching and administrative positions.
- Review self-financed courses and suggest improvements.
- Encourage research culture, consultancy, and extension activities.
- Promote academic collaborations to enhance teaching and research.
- Advocate for the use of information and communication technology in teaching and learning.
- Recommend improvements in teaching and suggest suitable training programs for employees.
- Prepare annual financial estimates and statements for management approval.
- Propose new expenditures not included in the annual budget.
- Make recommendations regarding student and employee welfare activities.
- Discuss Internal Quality Assurance Committee reports and provide recommendations.
- Establish admission procedures for various programs, adhering to statutory norms.

- Plan major annual events, such as annual day, sports events, and cultural programs.
- Advise on discipline, safety, and security issues within the college.
- Consider and respond to inspection reports, audit reports, and accreditation assessments.
- Recommend the distribution of prizes, medals, and awards to students.
- Prepare an annual report on the committee's activities and submit it to the management and university.
- Perform other duties as assigned by the management and university.

❖ **Ethical Conduct:**

- Maintain transparency, integrity, and accountability in all committee activities.
- Ensure decisions are made in the best interest of the college and its stakeholders.
- Uphold confidentiality regarding sensitive information discussed within the committee.
- Avoid conflicts of interest and disclose any potential conflicts to the committee.

By adhering to this Code of Conduct, the College Development Committee commits to fostering the institution's growth and upholding its mission and values.



Code of Conduct for Professional Ethics

Professional ethics in education serve as a foundational framework guiding the behavior and decision-making processes of all stakeholders, including educators, administrators, students, parents, and the community. Adherence to these ethical standards ensures a respectful, fair, and effective educational environment. Key Principles of Professional Ethics for Educational Stakeholders:

❖ **Integrity:**

1. Uphold honesty and transparency in all academic and administrative matters.
2. Ensure accuracy and truthfulness in communication and documentation.

❖ **Respect:**

1. Honor the dignity and rights of every individual within the educational community.
2. Foster an environment that values diverse perspectives and backgrounds.

❖ **Responsibility:**

1. Fulfill one's duties diligently and in accordance with institutional policies.
2. Be accountable for one's actions and their impact on the learning environment.

❖ **Fairness:**

1. Apply policies and procedures consistently to all individuals.
2. Ensure equitable access to resources and opportunities for all students.

❖ **Confidentiality:**

1. Protect sensitive information related to students, staff, and institutional matters.
2. Share information only with authorized individuals and for legitimate purposes.

❖ **Professionalism:**

1. Maintain appropriate boundaries in interactions with students and colleagues.
2. Commit to continuous professional development and staying informed about best practices in education.

❖ **Advocacy:**

1. Promote policies and practices that support the well-being and development of students.
2. Engage with the community to foster a supportive educational environment.

By embracing these principles, all stakeholders contribute to a culture of ethical excellence, enhancing the quality and integrity of the educational experience.