Ph.No.- (02567)252920

RURAL FOUNDATION'S SHIKSHANSHASTRA MAHILA MAHAVIDYALAYA,

Akkalkuwa Dist. Nandurbar-425415

(Affilated To SNDT Women's University, Mumbai)
NCTE Code- WRC/APW00457/123063/2015/145832

Email- 141bedakkalkuwa@gmail.com
Website- www.rfnswomensbed.in

Date-

Code of Conduct :-

1. Uniform for Female Student Teachers :- Saree code

(Monday to Saturday Uniform code is Compulsory & on Thursday can wear formal dress.)

Teaching Staff (Assistant Professors) :-

1. Female Teachers :- No Saree Code

2. Male Teachers :- No Dress Code

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Code of Conduct for different Stakeholders

Code of conduct for governing body and administration

1. The administrative professional shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
2. Shall familiarize themselves with Institute policies that are relevant to their responsibilities.
3. Shall maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the Institute.
4. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation
5. Administrative staff will abide by all copyright laws, which applies to the internet as well as paper.
6. Staff wishing to copy original work shall receive written permission from the copyright owner prior to copying.
7. The administrative professional shall strive to maintain and enhance the dignity, status, competence, and standards of the profession.
8. Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them.
9. Shall meet all deadlines
10. Shall practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of college funds
11. Shall respect the dignity of all stakeholders of an organization.

Code of conduct for RF's Shikshanshastra Mahila Mahavidyalaya Akkalkuwa Teacher Educator

Code of conduct form an integral part of culture of the institution. Faculty should follow code of conduct strengthening duties, responsibilities towards colleagues, students, parents, government and general populace.

Followings are the different aspect of code of conduct described in details.

1. All Teachers need to follow the policy prepared by RF's Shikshanshastra Mahila Mahavidyalaya Akkalkuwa very strictly
2. Treating students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
3. Protecting students from harm.
4. Being committed to students and their learning.

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5. Organizing learning to take account of the diverse social, cultural and special learning needs of their students.
6. Working in partnership with parents and guardian.
7. Acting against any form of harassment or unlawful discrimination.

Teachers demonstrate a high standard in teaching and learning by:

1. Engaging students in their learning.
2. Working to achieve high level outcomes for all students.
3. Maintaining records to manage, monitor, assess and improve student learning.
4. Using research and student achievement data to inform professional practice.
5. Engaging in reflective practice and developing their professional knowledge and teaching skills.
6. Providing constructive feedback to colleagues that are considered and helpful.
7. Assisting in developing and mentoring beginning teachers.
8. Working cooperatively and collaboratively with others to achieve institutes and its system goals.
9. Accepting responsibility for their own professional learning and development.
10. Mentoring meeting need to be conduct for each week to monitor attendance and academic performance of the students.

Teachers should also:

1. Accept responsibility for high quality teaching.
2. Act with probity in their daily work activities and decision-making.
3. Exercise efficient and effective resource management.
4. Teachers' relationships with pupils/ students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honest.
5. Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.
6. Teachers' practice is motivated by the best interests of the pupils/students entrusted to their care. Teachers show this through positive influence, professional judgment and empathy in practice.

Code of conduct for Students

The College expects every student to abide by the following Code of Conduct:

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1. Every student must always be decently and neatly dressed, befitting the academic environment.
2. In the college premises Students must wear their identity card.
3. Students must take proper care of college property, and help in keeping the premises neat and clean. Students must not disfigure walls, tables or benches. Any wilful damage to the property of the college will be dealt with as a breach of discipline.
4. Students are not allowed to invite any outsider to the college or to the college canteen.
5. No student should, without the permission of the Principal, write to the Press or communicate any information to it about matters relating to college administration.
6. All Students are required to report 15 minutes before the actual college timing.
7. Completions of Academic and Practical task are mandatory for all the students.

Attendance Policy for Students

1. It is expected that students should come 15 minutes earlier of the schedule of first lecture and be there up to the end of the last lecture.
2. The monitoring of attendance is started from the beginning of the college.
3. At the end of each month the attendance report is displayed, and given to the mentor teacher. Students having 100 percentage attendance be appreciated
4. For monitoring attendance of students, 90% should be considered as the reference. Counselling should be the mode of action till the attendance is between 85 and 90%.

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/she engage himself/herself in any trade or business within college premises.

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5. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
6. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
7. They should also be responsible for the proper use and maintenance of college equipments and furniture.
8. No support staff should be under the influence of drugs or alcohol during office hours.
9. The support staffs often have 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.
10. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
11. The support staff should show no discrimination on basis of gender, caste or religion.

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