

CRITERIA 7

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



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. Professional ethics programmes for students, teachers, administrators and other staff are organized periodically





SHRI L. P. RAVAL COLLEGE OF EDUCATION AND RESEARCH

Affiliated to University of Mumbai

Recognized by NCTE

CODE OF CONDUCT

**SHRI L. P. RAVAL COLLEGE OF EDUCATION AND RESEARCH,
MIRAROAD (E), THANE – 401107**

Website: <https://ravalcollegebed.org/>

Tel: 8976169204




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INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the institute.
- The student should follow the Academic calendar as per instructions of the Principal.
- Any act of indiscipline or misbehavior by any student will be liable for severe punishment.
- Students are prohibited from indulging in anti- national, anti- social, immoral or political expressions and activities within the campus.
- All educational tours shall be accompanied by the faculty members after obtaining necessary undertaking from students or their parents and the written consent of the Principal.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college.

I -CARD

- Every student must carry with him/ her college I -Card every day while attending lectures and appearing for various examinations.
- The student should take his or her identity card and library card for home lending from the library at the beginning of the year.
- The student should carry identity card with him/her regularly and the I-Card should be produced when demanded by the authorized person of the institute.

ATTENDANCE

- Student should be regularly in attendance for all semesters.
- Students should have at least 75% attendance in the lectures of every subject.
- The student must report about the sickness to the Principal.
- On no account will students be allowed to remain absent for any mid -semester, Term -end examination conducted by the institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the practicals and term -work such as assignments and projects as prescribed in the syllabus and as per the subject teacher.




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- Students are instructed to follow the information and guidelines given by the project guide/method master from time to time and make the timely submission of their projects completed in all respect.

EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by the examination committee, it will not be returned in any circumstances.
- Candidates should not communicate, transfer and pass on any cheating/ copy /writing material to one another in any manner during the examination.

GENERAL

- Loud/ impolite talk/ use of abusive language which offends the listener would be dealt with serious action.
- Students are expected to spend their free time in the Library/ Reading room.

INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

- Teachers are expected to conduct themselves in accordance with the ideal of the profession.
- Teachers should express their free and frank opinion in the meetings for the betterment and upliftment of the organization.
- Teachers should perform their duties with full honesty and dedication, as given by the principal or head of the department.
- Apart from the regular duties like teaching, tutorials, practicals, teachers should work for their professional development by attending seminars/ conferences and conduct research work.
- Teachers must maintain a cordial relation with their colleagues.
- Teachers should participate in extension, Co curricular activities and community service.
- Teachers shall communicate with students impartially regardless of their religion, caste or economic characteristics.
- Teachers should motivate students to improve their academic and professional achievements.
- Teachers should refrain from availing leave except on unavoidable grounds, and as far as possible take leave with prior intimation, permission and adjustment of their responsibility.



- Teachers must be punctual, sincere and regular in their approach.
- Cooperation of teachers is expected towards the college's green initiative by adopting sustainable practices like switch off the lights/ fan when not required, communicate via e-mail, take print when it is very important, use both sides of papers, etc.

INSTITUTIONAL CODE OF CONDUCT FOR OTHER STAFF

- Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
- Every staff member of the college abides by the rules of the college and establish and maintain co-operative and congenial relationships with other administrative staff members.
- Staff should discharge their duties with full dedication.
- Staff should work diligently to ensure that the college provides faculty and staff with the necessary items to perform their assigned work.
- Staff should act promptly to solve the problems as and when faced by the faculty or other staff of the college.
- The grievance of students for matters related to admission, examination or any other matter related thereof should be taken care of immediately.




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Orientation to students about Code of Conduct

Every year in the orientation programme, newly admitted students are oriented about their proper conduct within the campus.

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RAVAL NAGAR, MIRAROAD (EAST) – 401107

Academic Year 2021-22

REPORT OF STUDENT ORIENTATION

DAY& DATE: Saturday, 29th January 2022

TIME: 2:00 to 5:00 pm

VENUE: Multipurpose Hall

TOPIC: F.Y. B.Ed. Course and Sem I Orientation

Report:

Students were given an overview of two year B.Ed. curriculum in terms of academic aspect, attendance and time table for classes by the Principal Mrs. Sunita Thakur and concerned teachers. Students were provided with individual course prospectus.

In the orientation programme, students were oriented about their attire, attendance, and other conducts in the college. Mrs. Sunita Thakur informed students about regularity and punctuality during the commencement of the course. She gave a glimpse of B.Ed. syllabus, its objectives, and importance in the teaching profession.

Students were briefed about School internship, community work and co-curricular activities.

Students were also informed about the University Exams as well as about the internal assessments, weightage and its various elements. All their preliminary queries were answered by the faculty members.




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STUDENT ORIENTATION PROGRAMME

F.Y. B.Ed. 2021-2022



Orientation to teachers about Code of Conduct

Every year in the orientation programme, newly appointed teachers are oriented about their proper conduct within the campus.

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RAVAL NAGAR, MIRAROAD (EAST) – 401107

Academic Year 2021-22

REPORT OF TEACHERS ORIENTATION

DAY& DATE: Wednesday, 5th January 2022

TIME: 1:30 to 2:30 pm

VENUE: B.Ed. Staffroom

TOPIC: F.Y. B.Ed. Sem I Orientation

Report:

Teachers were oriented about subject allocation by the Principal Mrs. Sunita Thakur on the commencement of Semester I.

In the orientation programme, teachers were oriented about their attire, attendance, and other conducts in the college. Mrs. Sunita Thakur informed teachers about regularity and punctuality during the commencement of the course.

Teachers were also oriented about the Teacher -in-charge of Attendance of students and co-curricular activities. Discussion about class tests, Assignments and Timelines for assignment submission was done well in advance.




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Professional Ethics Programme for Teachers and Staff

On 12th Feb, 2020, a discussion programme was organized on 'Professional Ethics in teaching and non-teaching staff of educational institutes'.

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NOTICE

Date: 10th Feb, 2020.

This is to inform all teaching and non-teaching staff that LPRCER is organizing a programme on 'Professional Ethics in Teaching and Non-Teaching Staff of Educational Institutes' on 12th Feb, 2020.

Venue: Multipurpose Hall

Time: 2:30 pm

All are requested to kindly attend the programme on the scheduled date and time.


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Mrs. Sunita Thakur

Principal (I/C)




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REPORT

Event: A discussion programme was organized on ‘Professional Ethics in Teaching and Non- Teaching Staff of Educational Institutes’

Date: 12th Feb 2020

L PRCER organized a discussion programme on ‘Professional Ethics in Teaching and Non- Teaching Staff of Educational Institutes’ on 12th Feb 2020. Teaching and non- teaching staff of LPRCER participated in this programme. Mrs.Sunita Thakur (I/C Principal) explained the importance of professional ethics for teaching and non teaching staff in an educational institution. She elaborated that for the success of any educational institute, cooperation of both teaching and non teaching staff are essential and without their mutual cooperation and integrity the academic goals cannot be achieved.

Mrs. Thakur further detailed out the code of conduct for the non teaching staff and stated that everyone in the institute shall conduct himself/ herself with absolute dignity and decorum in his/ her dealing with the superiors, colleagues and students every time. Teaching and non- teaching staff participated in the discussion and they came out with certain measures to implement code of conduct for everyone associated with the institution.




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An online session on 'Professional Ethics for Teachers' was conducted on 5th Oct, 2021.

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NOTICE

Date: 4th Oct, 2021.

This is to inform all B.Ed. faculties that an online session on 'Professional Ethics for Teachers' will be conducted on 5th Oct, 2021. All faculties are kindly requested to attend the session.

Time: 11 am

Zoom link will be provided later.


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Mrs. Sunita Thakur

Principal (I/C)




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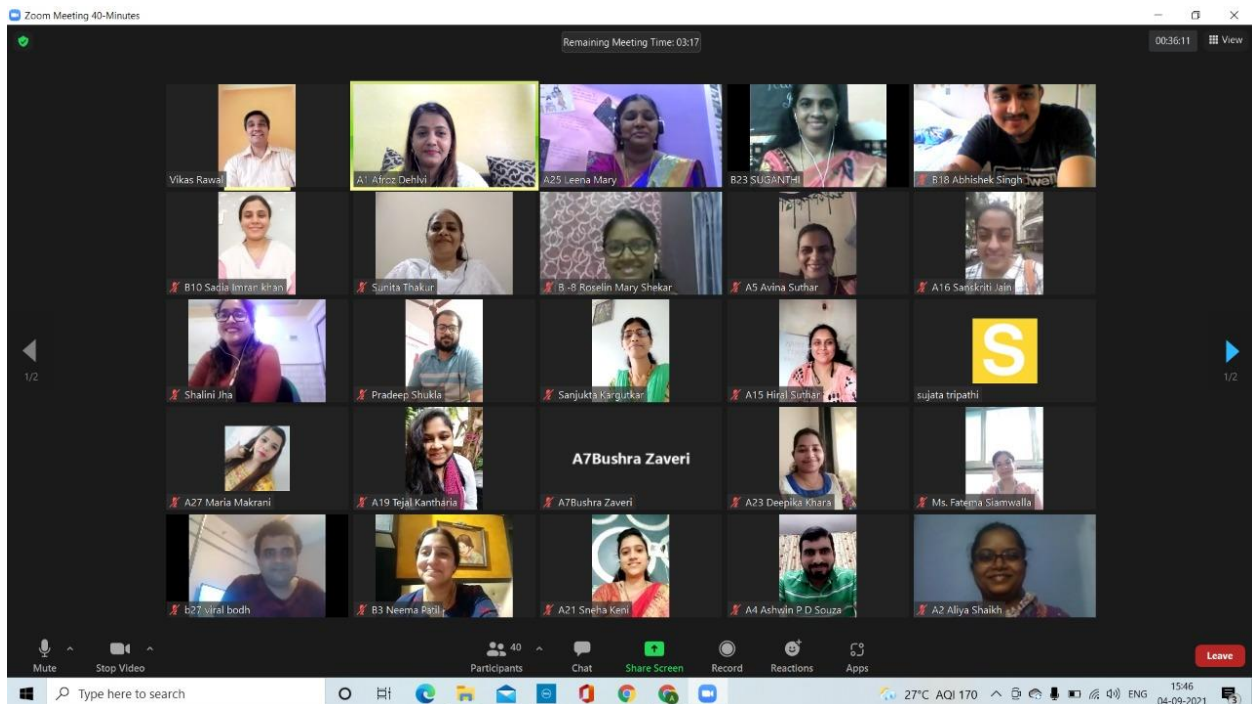
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REPORT

Event: An online session on ‘Professional Ethics for Teachers’

Date: 5th October, 2021

LPRCER organized an online session on ‘Professional Ethics for Teachers’ on 5th October, 2021. Mrs. Sunita Thakur (I/C Principal) explained the importance of professional ethics for teaching staff in an educational institution. She elaborated that faculty shall have cordial relationship with teaching and non-teaching faculties both for smooth functioning of the institute. Mrs. Thakur further detailed that the main objective of teaching profession is the holistic development of the students, and a teacher must work ethically for this objective without any discrimination of caste, creed, gender, etc. A teacher must know about the code of conduct of students in the college, monitor and guide about their proper conducts. The session ended with a vote of thanks to everyone and with a message to stay safe in pandemic time.



Sunita Thakur
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