

## St. Joseph's College of Education for Women

Opp. Sambasivapet 2<sup>nd</sup> Lane, Naaz Center, GUNTUR, A.P., INDIA.  
(Under the Management of Society of Jesus Mary & Joseph)



**7.1.9**

**Link for additional information**



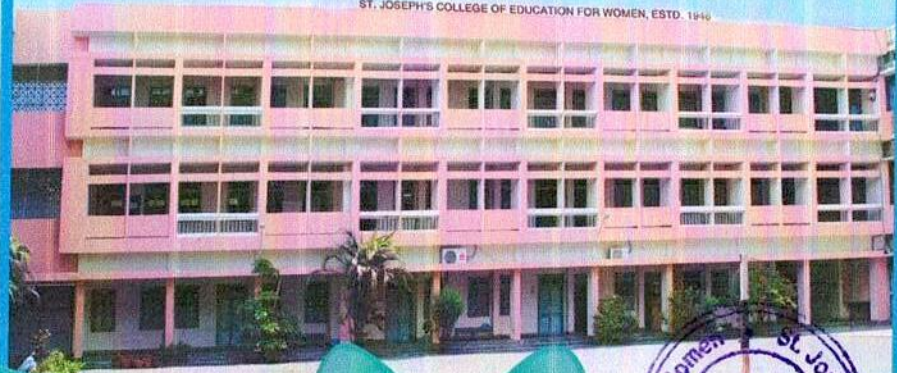
*T. Srinivas*  
PRINCIPAL  
ST. JOSEPH'S COLLEGE OF EDUCATION  
FOR WOMEN  
GUNTUR-522 001., A.P.

**St. JOSEPH'S COLLEGE OF  
EDUCATION FOR WOMEN**  
Autonomous, NAAC A  
**GUNTUR**



**REGULATIONS & SYLLABUS FOR**  
**M.Ed.**  
**(Two Years)**  
**2022 - 2024**

ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN, ESTD. 1949



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# St. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN

Autonomous, NAAC 'A'

GUNTUR



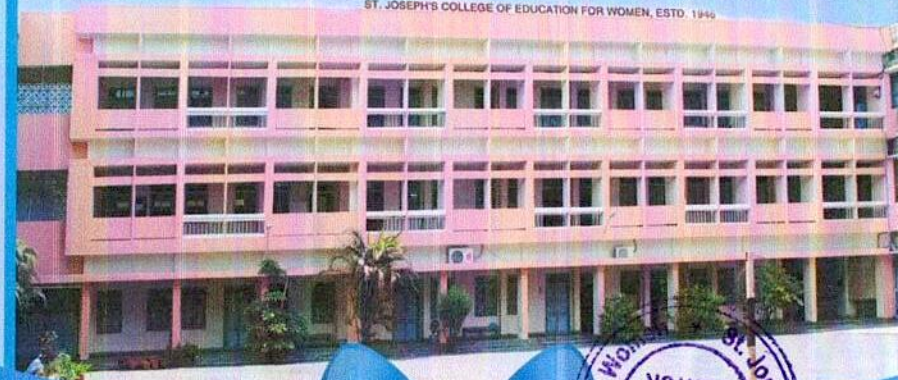
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## REGULATIONS & SYLLABUS FOR

### B.Ed.

(Two Years)  
2020 - 2022

ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN, ESTD. 1946



# St. Joseph's college of education

## B.Ed handbook

Sambasivapet, GUNTUR - 522001

Re-accredited by NAAC with 'A'

[www.stjosephbedcollege.ac.in](http://www.stjosephbedcollege.ac.in)

e-mail : [sjce.guntur@yahoo.co.in](mailto:sjce.guntur@yahoo.co.in)

Ph : 0863-2223090

Affiliated to Acharya Nagarjuna University, Nagarjuna Nagar.

Recognised by Govt. of India National Council for Teacher Education



REGULATIONS & SYLLABUS FOR

2020 - 2022 (Two Years)



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### **Vision of the College**

St. Joseph's College of Education for Women, a center of Excellence in realm of teacher education fosters an inclusive, innovative, and transformative hub of knowledge to grow as an exemplary seat of higher learning. It aims to be a resource center for community that renders selfless service to lead future generations with compassion, competence, and a global perspective.

### **Mission of the College**

"We train women teachers by imparting quality education for the holistic development with emotional integrity, intellectual ability and social commitment with high moral and spiritual standards, to prepare future citizens with global vision"



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GUNTUR-522 002

## Prayer

O God! You are the truth and origin of all knowledge, bless our studies which we consecrate to you, enlighten our minds, strengthen our memories and direct our will towards what is right. Grant us the grace to speak truth always and make us truly wise.

Our Father in Heaven. Holy be your name, your kingdom come, your will be done on earth as it is in Heaven. Give us today our daily bread forgive us our trespasses, as we forgive those who trespass against us Lead us not into temptation, but deliver us from evil. -- **Amen**


## PLEDGE

"India is my country  
All Indians are my brothers and sisters  
I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.  
I shall give my Parents, Teachers and all elders respect, and treat everyone with courtesy  
To my country and my people, I pledge my devotion  
In their wellbeing and prosperity alone lies my happiness"

## NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he Bharata-bhagya-vidhata.  
Punjab-Sindh-Gujarat-Maratha Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga Uchchala-Jaladhi-taranga.  
Tava shubha name jage, Tava shubha asisa mage, Gahe tava jaya gatha,  
Jana-gana-mangala-dayaka jaya he Bharata-bhagya-vidhata.  
Jaya he, jaya he, jaya he, Jaya jaya jaya, jaya he!



  
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## History of the Institution Beginning to Now

St. Joseph's College of Education for Women had its very humble beginnings on the 1<sup>st</sup> July in 1946, with just 12 students on rolls. It was the first of its kind in Andhra Pradesh, meant solely for the training of women teacher graduates and post-graduates of all creeds and communities in general and Christians in particular. Presently the College, offering B. Ed. and M.Ed. programmes is affiliated to the Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, and D.Ed. programme is affiliated to NCTE.

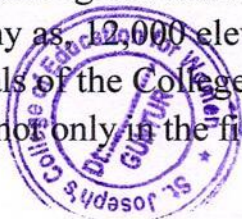
The College is a Roman Catholic Minority Institution, under the Management of the Society of Jesus Mary Joseph, registered under the Societies Registration Act of XXI of 1860. The College is recognized as a minority institution by the Minority Welfare Department and it has a permanent '**Minority Certificate**'. While Article 29 of the Indian Constitution protects the interests of the minorities in general, Article 30 safeguards their right to establish and administer educational institutions of their choice. Thus, the Supreme Court of India safeguards their Right to Admission, Right to Medium of Instruction, Right to Appointment of Staff and Right to Administer. The College imparts sound education stands for women empowerment, social service, social justice, equality of opportunities, integral development of personality and respect for religious moral and spiritual values enshrined in the Constitution of India.

The College was founded under the dynamic leadership of Rev. Sr. Stanislaus Swamikannu Pillai, who was the first Principal and Mother Angelina the first Correspondent. Sr. Stanislaus was primarily instrumental in setting the College on sound lines with her administrative acumen, vision and perseverance. Rev. Sr. Anna Maria who followed her was a prudent perfectionist and strove for the expansion of the institution. Rev. Sr. Theresalina's contribution as a principal had also been very noteworthy.

During her principal ship, Rev. Sr. Pauline Joseph, made a commendable contribution by introducing the M.Ed. Course in the College. Dr. Sr. Mary Thomas as the Principal had the privilege of organizing the Golden Jubilee of the College. The College experienced a short principal ship of Rev. Sr. Ignatius Loyola, followed by Rev. Sr. G. Theresamma who contributed her might to secure NAAC grade and Autonomous status. Dr. Mrs. D. Vijaya Bharathi was then the principal of the College for a couple of years, followed by Dr. Mrs. K. Jayasree. Presently Dr. Mrs. T. Swarupa Rani is the Principal of the College.

All the principals and correspondents worked to the best of their ability towards the existing status of the College. The College has also experienced very long and dedicated services of many staff members – both teaching and non-teaching. Almost all the teaching staff have Doctoral Degrees and the remaining are working for the same.

As many as 12,000 eleven thousand four hundred and sixty three students passed out from the portals of the College in flying colors and have taken up very responsible positions in the society, not only in the field of education but in other fields too



  
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## Our Emblem

Our emblem depicts our patron St. Joseph with Infant Jesus. St. Joseph was the foster father and protector of the Son of God. St. Joseph is described as a righteous man, most obedient, prudent, hardworking and faithful. Such qualities are essential for a teacher too. We wish our students to imbibe the qualities of St. Joseph. We sincerely and earnestly wish that everyone who enters our campus may receive the blessings of St. Joseph abundantly. Our ardent desire is that students should come to learn and leave to serve. With our patron St. Joseph guiding us and Jesus Christ our Lord blessing us, we are surging ahead year after year, for the cause of education, making commendable accomplishments.

## Our Motto – “Love, Joy and Service”

We are inspired and led by our Lord Jesus Christ who lived a life of love and service. As educationists, our service to the society is to provide quality education, an essential need of one and all. For us teaching is not a profession, but a vocation – a call. The College with its motto of Love, Joy, and Service has been inculcating in the students the truth that we must find Love and Joy in the Service that we render to the society, that Service rendered with Love would bring Joy both to the giver and to the receiver.

## Goals and Objectives of the College

The vision of the founder of the Society of JMJ Rev. Fr. Mathias Wolff is reflected in our objective – Empowerment of women – specially the poor and the marginalized. Hence we strive:

- To mould the student teachers as women of character, with intellectual excellence and moral and spiritual values.
- To meet the needs and requirements of the oppressed women, a Women’s Cell was set up in the College, which provides guidance and counseling.
- To prepare women graduates and post-graduates as efficient and effective teachers by nurturing in them comprehensive knowledge through the conduct of curricular and co-curricular programmes.
- To endow the student teachers with knowledge and values which are productive and effective.
- To develop the personality of the student teachers by inculcating in them good convictions, sound principles and high ethical values, needed in their profession as teachers.
- To ensure the holistic development of the student teachers.



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## Mile Stones

- 24-02-1904 - College begins with the opening of St. Joseph's 1918 - St. Joseph's Primary School
- 1928 - St. Joseph's Primary School converted to St. Joseph's Girls High School
- 1936 - St. Joseph's High School received Grant in Aid
- 01-07-1946 - St. Joseph's College started - inaugurated by His Lordship Ignatius, Mummadi, Bishop of Guntur
- August 1956- Hostel building was inaugurated by Dr. D.S. Reddy, the then Director of Public Institutions
- 02-04-1956 - UGC - 2f and 12 b
- 01-11-1956 - Accorded permanent affiliation from Acharya Nagarjuna University
- 1971 - Silver Jubilee Year of the College
- 1974 - Holy Rosary Convent
- 1977 - College is permanently affiliated to Acharya Nagarjuna University
- 01-10-1986 - Building was constructed at hostel campus, Sambasivapet, Guntur, Inaugurated by Her Excellency, Kumudben Joshi - Then Governor
- 11-10-1988 - M.Ed. Degree course was inaugurated by Dr. Kodel Sivaprasada Rao
- 17-04-1994 - Minority Status
- 1995 - First Alumni Association meet was conducted 1996 - Golden Jubilee Year
- 30-08-2004 - Recognition of Research Center from the Academic Year 2003 - 2004 by Acharya Nagarjuna University
- 2004 - First Cycle of NAAC - B<sup>++</sup>
- 2004 - IQAC was constituted
- 07-07-2005 - College was granted an Autonomous Status
- 02-05-2006 - Registration of the Journal - Journal of Educational Endeavours
- 13-06-2006 - Title verification of the Journal - Journal of Educational Endeavours
- August 2006- Diamond Jubilee of the College (60 Years Celebrations)



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**St. Joseph's College of Education for Women, Guntur**  
**CODE OF CONDUCT**

As a member of St. Joseph's College of Education for Women, Guntur, you are an integral part of our academic community. Your conduct reflects not only on yourself but also on the reputation and values of our institution. You are expected to uphold the highest standards of professionalism, ethics, and responsibility. Therefore, we expect you to adhere to the following Code of Conduct with utmost diligence and integrity that expects your behavior and actions during your tenure as a student teacher.

Acceptance of admission to the institution carries with it, the obligation of every student teacher to abide by the rules and regulation put forth by the institution. The intention of this code of conduct is to clarify standard of behavior essential for the institutions education mission. The code of conduct is applicable to all student teachers.

**1. Professionalism and Integrity**

- ❖ Demonstrate professionalism in all your interactions with students, colleagues, authorities, and staff members. Demonstrate professional conduct at all times, both inside and outside the college premises.
- ❖ Uphold academic honesty and integrity in all your assignments, assessments, and interactions, avoiding plagiarism, cheating, or any form of academic dishonesty
- ❖ Respect the rights, opinions, and diversity of colleagues, students, and staff members, treating everyone with fairness, dignity, and courtesy.

**2. Classroom Etiquette**

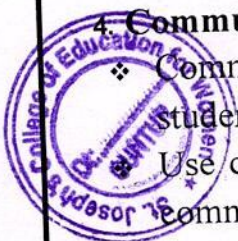
- ❖ Arrive punctually for all classes, prepared with lesson plans and materials as required and ready to engage with students.
- ❖ Create a positive and engaging learning environment by using varied teaching strategies and promoting student participation. Maintain a respectful and inclusive classroom environment conducive to learning.
- ❖ Maintain discipline and order in the classroom while fostering a culture of respect and cooperation among students.

**3. Dress Code and Appearance**

- ❖ Adhere to the prescribed college's dress code policy by presenting you in a modest manner, maintaining a neat and professional appearance.
- ❖ Avoid wearing attire that may be deemed inappropriate or distracting in an educational setting. Maintain personal hygiene and grooming standards that reflect a professional demeanor.

**4. Communication**

- ❖ Communicate effectively and respectfully with colleagues, authorities, parents, and students.
- ❖ Use clear and appropriate language and tone, in both written and verbal, in all communications.



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- ❖ Listen actively and empathetically to understand the perspectives and concerns of others.
- ❖ Communicate professionally and respectfully with colleagues, authorities, and students.

### 5. Confidentiality and Data Protection

- ❖ Respect the privacy and confidentiality of student information, academic records, and institutional data.
- ❖ Refrain from sharing sensitive or confidential information without proper authorization.
- ❖ Adhere to data protection laws and regulations to ensure the security of information.
- ❖ Do not disclose sensitive information without proper authorization.

### 6. Professional Development and Learning

- ❖ Engage in continuous professional development activities to enhance your teaching skills, pedagogical knowledge, and subject expertise.
- ❖ Seek feedback from mentors and authorities to improve your teaching practices and professional growth.
- ❖ Participate actively in workshops, seminars, conferences, and training sessions organized by the college.

### 7. Compliance with Policies and Regulations

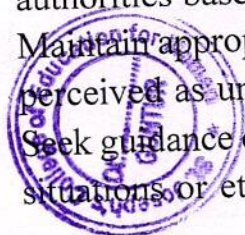
- ❖ Familiarize yourself with and adhere to all college policies, rules, and regulations.
- ❖ Seek clarification from authorities or authorities if you have any doubts or concerns regarding policies.

### 8. Ethical Conduct and Decision Making

- ❖ Familiarize yourself with and adhere to all college policies, rules, and regulations.
- ❖ Seek clarification from authorities if you have any doubts or questions regarding policies.
- ❖ Report any violations of policies or unethical behavior to the appropriate authorities.
- ❖ Avoid engaging in any form of plagiarism, cheating, or unethical behavior.
- ❖ Maintain academic honesty and integrity in research projects, presentations, and examinations.

### 9. Health, Safety and Well-being

- ❖ Prioritize the health and safety of yourself, colleagues, and students in all activities and practices.
- ❖ Follow safety protocols and guidelines established by the college.
- ❖ Build positive and professional relationships with students, colleagues, mentors, and authorities based on mutual respect and trust.
- ❖ Maintain appropriate boundaries in all interactions, avoiding behaviors that may be perceived as unethical or unprofessional.
- ❖ Seek guidance or support from mentors or authorities if you encounter challenging situations or ethical dilemmas.



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## 10. Professional Relationships and boundaries

- ❖ Build positive and professional relationships with students, colleagues, and mentors.
- ❖ Avoid conflicts of interest and maintain appropriate boundaries in all interactions.
- ❖ Build positive and professional relationships with students, colleagues, mentors, and authorities based on mutual respect and trust.
- ❖ Maintain appropriate boundaries in all interactions, avoiding behaviors that may be perceived as unethical or unprofessional.
- ❖ Seek guidance or support from mentors or authorities if you encounter challenging situations or ethical dilemmas.

## 11. Technology Usage

- ❖ Use technology responsibly and ethically for educational purposes, following college guidelines on internet usage and digital resources.
- ❖ Protect sensitive data and intellectual property rights when using electronic devices, software, and online platforms.

## 12. Conflict Resolution

- ❖ Resolve conflicts and disagreements in a professional and constructive manner, seeking mediation or support from authorities if needed.
- ❖ Avoid gossip, rumors, or negative discussions that may harm relationships or create a negative atmosphere.

## 13. Cultural Sensitivity

- ❖ Embrace diversity and cultural sensitivity in teaching practices, curriculum development, and classroom interactions.
- ❖ Avoid stereotypes, biases, or discriminatory behaviors based on race, ethnicity, religion, gender, or other factors.

## 14. Collaboration and Teamwork

- ❖ Collaborate effectively with fellow student teachers, mentor teachers, and college staff to enhance teaching and learning experiences.
- ❖ Share resources, ideas, and best practices to support each other's professional growth and development.

## 15. Reflection and Self-Improvement

- ❖ Engage in reflective practices to evaluate and improve your teaching methods, strategies, and instructional delivery.
- ❖ Seek feedback from students, peers, and authorities to identify strengths and areas for improvement.

## 16. Community Engagement

- ❖ Participate in community service or outreach activities that align with the college's mission and values.
- ❖ Promote social responsibility and civic engagement among students through educational initiatives and projects.



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### 17. Environmental Responsibility

- ❖ Support sustainable practices and environmental conservation efforts within the college and local community.
- ❖ Reduce waste, conserve resources, and promote eco-friendly initiatives among students and colleagues.

### 18. Professional Conduct Online

- ❖ Maintain professional conduct and etiquette in all online interactions, including social media, emails, and discussion forums.
- ❖ Avoid posting or sharing content that may reflect negatively on yourself for the college.

### 19. Continuous Learning and Adaptation

- ❖ Stay updated with current trends, research, and developments in education through continuous learning and professional development.
- ❖ Adapt teaching strategies and approaches to meet the diverse needs of students and evolving educational contexts.

### 20. Accountability and Responsibility

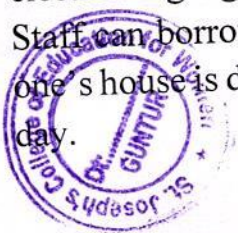
- ❖ Take ownership of your actions, decisions, and responsibilities as a student teacher.
- ❖ Accept feedback and constructive criticism gracefully, using it as an opportunity for growth and improvement.

By adhering to this comprehensive Code of Conduct, you contribute to fostering a culture of professionalism, integrity, and excellence at our College. Your commitment to these principles, professionalism, ethics, and responsibility reflects the values of our institution and prepares you for a successful career in education, prepares you for a successful and rewarding career in education while upholding the values and mission of our institution.

### Code of Conduct for Staff

St. Joseph's College of Teacher Education for Women expects her teachers to exhibit high standards of professionalism, ethical, and moral integrity, and ethical behaviour in their roles as educators and members of the academic community and has put forward the following code of conduct.


- ❖ They shall be Role Models to the students as they hold the 'noblest profession' in the Society.
- ❖ They should be punctual and regular. If any delayed for any unforeseen reasons, they can send SMS to the Principal and make necessary adjustment to their duties/classes.
- ❖ As per Government norms, they can avail leaves. They need to adjust their work and submit the leaver letter. Medical leave has to be sanctioned by the Correspondent.
- ❖ Each lecturer is expected to prepare ahead and be up-to-date in her subjects.
- ❖ Each lecturer is expected to have a minimum knowledge of computers and the use of electronic gadgets.
- ❖ Staff can borrow books from library and return them in time. Accumulating books in one's house is depriving others' use. Staff has to return all the books on the last working day.



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- ❖ Departmental Computer and Library must be used with utmost care. Nobody is allowed to take departmental/college laptop or any other equipment to his/her house. Any major repair has to be reported to the Management.
- ❖ In addition to classroom/academic activity, they are supposed to participate in co-curricular and extension activities.
- ❖ Any misunderstanding at the individual level has to be sorted out by a personal talk. It should not hamper any common work.
- ❖ To look into serious grievances, either the grievance cell or a special committee will be approached. The person concerned has to appear before the committee and cooperate with them to make proper recommendations.
- ❖ Students are our valuable 'customers'. Therefore, there is the need to keep up a good relationship with them. Any misbehavior from a student has to be counseled by the lecturer concerned.
- ❖ Corporate punishment is totally forbidden.
- ❖ Mobiles are not allowed in Class rooms. Talking over a mobile in the public place is discouraged.
- ❖ Bringing outsiders to the campus or taking them to the departmental room is prohibited.
- ❖ **Professionalism:** All staff members are expected to conduct themselves with professionalism, integrity, and respect towards colleagues, students, and parents.
- ❖ **Responsibilities:** Clear guidelines on job responsibilities, expectations, and performance standards for teaching, non-teaching, and administrative staff.
- ❖ **Communication:** Effective communication protocols within the staff community and with students, parents, and external stakeholders.
- ❖ **Compliance:** Adherence to college policies, procedures, and ethical standards in all professional activities.
- ❖ **Teaching Excellence:** Excellent Teacher contributes positively to the learning environment setting appropriate learning goals. Students to be well motivated to learn and exhibit a strong sense of commitment.
- ❖ **Effective Teaching Practices:** Encouragement of innovative and effective teaching methods, pedagogical approaches, and use of educational technology.
- ❖ **Professional Development:** Opportunities for continuous professional development, workshops, seminars, and training programs to enhance teaching skills and knowledge.
- ❖ **Student Engagement:** Strategies to promote active student participation, critical thinking, problem-solving, and experiential learning in classrooms.
- ❖ **Curriculum Development:** Collaboration in designing, reviewing, and updating curricula to meet academic standards and address emerging educational trends.



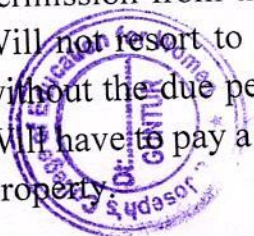
  
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### Staff are expected to .....

1. To arrive in college at least five minutes before the college assembly.
2. To consider it their sacred duty to be punctual in class and deliver the content with due preparedness.
3. To create a conducive atmosphere for learning in classrooms.
4. To be impartial and inclusive in their approach to student.
5. To respect their students and be approachable and available to their student.
6. To engage in professional development programmes and undertake research activities.
7. To maintain confidentiality in matters relating to students' records and personal information.
8. To seek permission for leave from the competent authority before the day of leave except for unexpected happenings
9. To abide by the Government rules and, Management policies in matters of services.
10. To be modest in their dressing and talk.
11. To maintain a cordial relation with the colleagues, seniors and juniors.
12. To act with honesty and dignity with their colleagues, staff, and administrators.

### Code of conduct for Student teacher.....

1. Must consider it as her personal responsibility and duty to attend class daily.
2. Must be in college five minutes before the morning assemble begins.
3. Must seek the permission of the Principal to enter into the class if late to college.
4. Must seek permission for leave
5. Must seek permission from the teacher in charge in absenting oneself for an hour from the class and if the leave required is for a half day session then permission must be sought from the Principal.
6. Will have her name automatically cut off from the rolls for un notified continuous absence of more than 10 days.
7. Will not entertain visitors in the college during working hours.
8. Is expected to dress modestly. Tights, leggings, short tops, flimsy clothes, deep necked dresses are not allowed. College Uniform has to be strictly adhered to.
9. Is not allowed to go out of the college campus for lunch during Lunch breaks.
10. May use electrical and electronic devices in the college only after seeking permission from the Principal
11. Will not resort to making any collections in money or kind for any purpose without the due permission of the Principal.
12. Will have to pay a fine for dirtying the walls or furniture, or damaging the college property.



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### **The Student teacher.....**

1. Will need to take permission for conducting any meetings, gathering, or programme in the college prior to the function.
2. Will have to seek prior permission of the Principal to publish any news or matter or article under the name of the college.
3. Will have to seek permission from the principal to be exempted from internal tests and assessments.
4. Resorting to malpractices during examination shall be seriously dealt with.
5. Will take care to be courteous and respectful in her ways and shall not hurt the sentiments of any particular group of people.
6. Is expected to put on the identity card while in the college.
7. Will not indulge in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus. Ragging in any form inside or outside the college campus and hostel is banned.
8. Will provide her whole hearted cooperation and will be present for all the activities organized by the college.

### **Code of Conduct for Administrative Staff**

Administrative staff members at St. Joseph's College of Education for Women, Guntur, play a crucial role in supporting the college's operations and fostering a positive work environment. Their actions and attitudes reflect the culture of the college. Hence to have a well-groomed staff is of utmost importance. The following code of conduct outlines expectations, responsibilities, and professional standards for administrative staff.

**Professionalism and Integrity:** Demonstrate professionalism, honesty, and integrity in all interactions and responsibilities. Uphold confidentiality and respect privacy rights of students, staff, and college stakeholders. Maintain a positive attitude, cooperation, and teamwork in fulfilling job duties.

**Communication and Collaboration:** Communicate effectively and courteously with colleagues, students, parents, and external parties. Collaborate with other departments and staff members to ensure smooth operations and service delivery. Respond promptly to inquiries, requests, and concerns in a professional and helpful manner.

**Adherence to Policies and Procedures:** Adhere to college policies, procedures, guidelines, and ethical standards in all administrative tasks. Ensure accuracy, completeness, and compliance in documentation, record-keeping, and data management. Seek clarification and guidance when encountering unfamiliar situations or policy ambiguities.

**Efficiency and Accountability:** Perform duties efficiently, accurately, and within designated timelines. Take ownership of assigned tasks, projects, and responsibilities, demonstrating accountability and initiative. Report any issues, discrepancies, or potential problems promptly to relevant authorities.



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**Customer Service and Support:** Provide excellent customer service to students, faculty, parents, and visitors with professionalism and courtesy. Offer support, guidance, and assistance in navigating college processes, services, and resources. Handle inquiries, complaints, and feedback in a constructive and solution-oriented manner.

**Conflict Resolution and Problem-Solving:** Handle conflicts, disagreements, and difficult situations with diplomacy, empathy, and professionalism. Use effective problem-solving techniques, communication skills, and mediation strategies to resolve issues. Collaborate with authorities and colleagues to address complex challenges and improve processes.

**Professional Development:** Participate in professional development opportunities, training programs, and skill enhancement workshops. Stay updated with industry trends, technological advancements, and best practices relevant to administrative roles. Seek continuous learning and improvement to enhance job performance and contribute to organizational goals.

**Respectful and Inclusive Environment:** Foster a respectful, inclusive, and diverse work environment free from discrimination, harassment, or bias. Treat all individuals with dignity, fairness, and sensitivity, Regardless of differences in background or beliefs. Contribute to creating a positive and supportive atmosphere that values teamwork, collaboration, and mutual respect.

**Safety and Security Awareness:** Adhere to safety protocols, security measures, and emergency procedures to ensure a safe work environment. Report any safety hazards, incidents, or security concerns promptly to designated authorities. Cooperate with safety audits, inspections, and compliance checks to maintain a secure workplace.

**Continuous Improvement and Innovation:** Proactively identify opportunities for process improvement, efficiency gains, and innovation in administrative functions. Implement suggestions, feedback, and best practices to enhance service delivery and operational effectiveness. Contribute ideas, initiatives, and projects that support the college's mission, vision, and strategic objectives.

By adhering to this code of conduct, administrative staff members at St. Joseph's College of Education for Women, Guntur, contribute to a harmonious, efficient, and professional work environment that supports the college's educational mission and goals.

#### **Non-Teaching Staff Responsibilities:**

**Workplace Professionalism:** Expectations for professionalism, teamwork, cooperation, and customer service among non-teaching staff members.

**Efficient Task Execution:** Clear guidelines for completing assigned tasks, responsibilities in maintaining facilities, and supporting academic operations.

**Support Services:** Providing support and assistance to students, faculty, and parents in administrative matters, inquiries, and operational needs.



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**Congenial Work Environment:** Positive Interactions: Encouraging a culture of mutual respect, collaboration, inclusivity, and open communication among all staff members.

**Conflict Resolution:** Protocols for resolving conflicts, addressing grievances, and promoting a harmonious work environment.

**Supportive Atmosphere:** Creating a supportive atmosphere that values diversity, recognizes achievements, and fosters personal and professional growth.

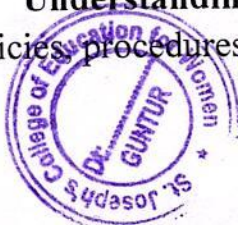
1. Is to be courteous and polite in their Behaviour and should maintain a decorum befitting the institution.
2. Must be punctual and should not absent from duty without prior sanction from the authorities.
3. Should perform his/her duties efficiently keeping to the Government, University and Institution's rules and regulations.
4. Should maintain a welcoming atmosphere in the office and maintain a cordial relation with all for the smooth running of the institution.
5. Should not discriminate any staff, student or public on ground of caste, creed, religion, and sex, social or cultural background.
6. Should keep themselves updated through training programme, workshops and skill development activities.
7. Should not involve either directly or indirectly in any form of business/ external assignments during their service.
8. Should extend their whole hearted support in all the activities related to the academic and administrative matters.
9. Should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents or receipts. They must not intercept or misappropriate college resources.
10. Should be loyal towards the management and should respect and maintain the hierarchy in the administration.

### **Parental Engagement:**

**Communication Channels:** Establishing effective communication channels between the college and parents for updates, feedback, and involvement in their child's education.

**Participation in School Activities:** Encouraging parental participation in school events, parent-teacher meetings, educational workshops, and volunteer opportunities.

**Understanding College Policies:** Providing information to parents about college policies, procedures, academic requirements, and support services available for students.



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## **Student Behavior and Responsibilities:**

**Academic Integrity:** Emphasizing the importance of academic honesty, ethical conduct, and integrity in student learning and assessments.

**Respectful Interactions:** Guidelines for respectful behavior, communication, cooperation, and teamwork among students, faculty, and staff.

**Adherence to College Rules:** Expectations for students to follow college rules, policies, codes of conduct, and disciplinary procedures.

## **Support for Student Success:**

**Counseling Services:** Offering counseling, guidance, and support services to address academic, personal, and emotional challenges faced by students.

**Academic Support Programs:** Providing tutoring, academic workshops, study skills development, and resources to enhance student learning and performance.

**Career Guidance:** Assisting students in career exploration, goal setting, internships, job placements, and professional development opportunities.

**Collaborative Partnerships:** Community Engagement: Collaborating with local communities, organizations, and industry partners for educational initiatives, community projects, and outreach programs.

**Volunteer Opportunities:** Encouraging staff, parents, and students to participate in volunteer activities, social causes, and community service projects.

**Networking Events:** Organizing networking events, guest lectures, panel discussions, and collaborative forums to facilitate knowledge sharing and partnerships.

**Safety and Security Awareness:** Emergency Procedures: Ensuring awareness of emergency protocols, evacuation plans, first-aid procedures, and crisis management strategies among all stakeholders.

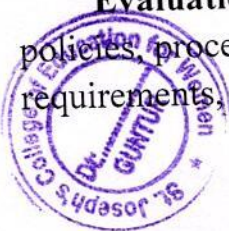
**Reporting Safety Concerns:** Providing channels for reporting safety concerns, suspicious activities, hazards, or incidents to relevant authorities promptly.

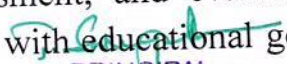
**Campus Security Measures:** Implementing security measures, access controls, surveillance systems, and safety precautions to maintain a secure campus environment.

## **Continuous Improvement:**

**Feedback Mechanisms:** Collecting feedback, surveys, and evaluations from stakeholders to assess satisfaction levels, identify areas for improvement, and implement necessary changes.

**Evaluation of Policies:** Regular review, assessment, and evaluation of college policies, procedures, and practices to ensure alignment with educational goals, regulatory requirements, and best practices.



  
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**Adaptation to Evolving Needs:** Flexibility and responsiveness in adapting to evolving educational trends, technological advancements, student demographics, and societal changes to meet the needs of stakeholders effectively.

These detailed categories encompass the specific responsibilities, expectations, and support mechanisms tailored for each stakeholder group within St. Joseph's College of Education for Women, Guntur, fostering a collaborative and conducive educational environment for all.

### Other Rules

The medium of instruction shall be in English and Regional Language.

The course of study will consist of class lectures, tutorials, assignments, periodicals, special projects, teaching practice and practical examinations.

1. All the student activities will be closely monitored mentor wise.
  2. The dress code for students is saree / salwar kameez which should be clean and decent.
  3. Students are strictly forbidden to organize unauthorized meetings in the college or collect money for any purpose without the permission of the Principal.
  4. No notice of any kind shall be circulated among students or displayed on the notice board without the permission of the Principal.
  5. In all matters affecting the reputation of the college, students must conduct themselves with dignity and decorum.
  6. Every student is required to go for a field trip / picnic / education tour.
  7. Every student is responsible for her belongings.
- Say 'No' to Plastic bags in the college campus.



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## Library Rules and Regulations

The St. Joseph's College for Women Library houses a vast collection of books, periodicals, audio-video resources, and more that caters to the needs of the staff and students. The College Library also contains a valued collection of old books and other reference materials for its users. Staff and students can borrow books from the Library's Collection under the following Conditions :

1. Each student may borrow up to 3 books for a period of 15 days.
  2. Lent books may not be retained for more than 15 days under any circumstance.
  3. They may be renewed, if there are no reservations.
  4. If books are retained beyond 15 days lending period, the student will be fined.
  5. Current periodicals aren't available for lending.
  6. Referred books, periodicals and newspapers should be returned to their original shelves and places.
  7. The books are the property of the St. Joseph's College of Education for Women and students are advised to handle the books with immense care and respect.
    - a) No marks of any kind can be made on/in the books.
    - b) If the book is lost/damaged, the student will have to replace the book or pay twice the cost of the book to be replaced.
- The student who borrows the book(s) from the library will be solely responsible for the book(s) till it is returned under no circumstance is he/she is allowed to transfer the book(s) to another student.
8. All bags, cases, files, folders, etc., should be left in the designated luggage area outside the college library.
  9. Use of mobile phones is strictly prohibited inside the library.
  10. Computers are available in library only for academic and research purposes only. Internet guidelines must be followed.



  
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