

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, supervisors, 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, supervisors, parents, and students.
- ❖ Use clear and appropriate language and tone, in both written and verbal, in all communications.
- ❖ Listen actively and empathetically to understand the perspectives and concerns of others.
- ❖ Communicate professionally and respectfully with colleagues, supervisors, 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 supervisors 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 supervisors 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 supervisors 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 supervisors if you encounter challenging situations or ethical dilemmas.

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 supervisors 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 supervisors 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 supervisors 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 supervisors 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.

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 or 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 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.

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:

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.

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 Govt. 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 unnotified 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.

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.

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 supervisors 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.

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, 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 of 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.

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.

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.