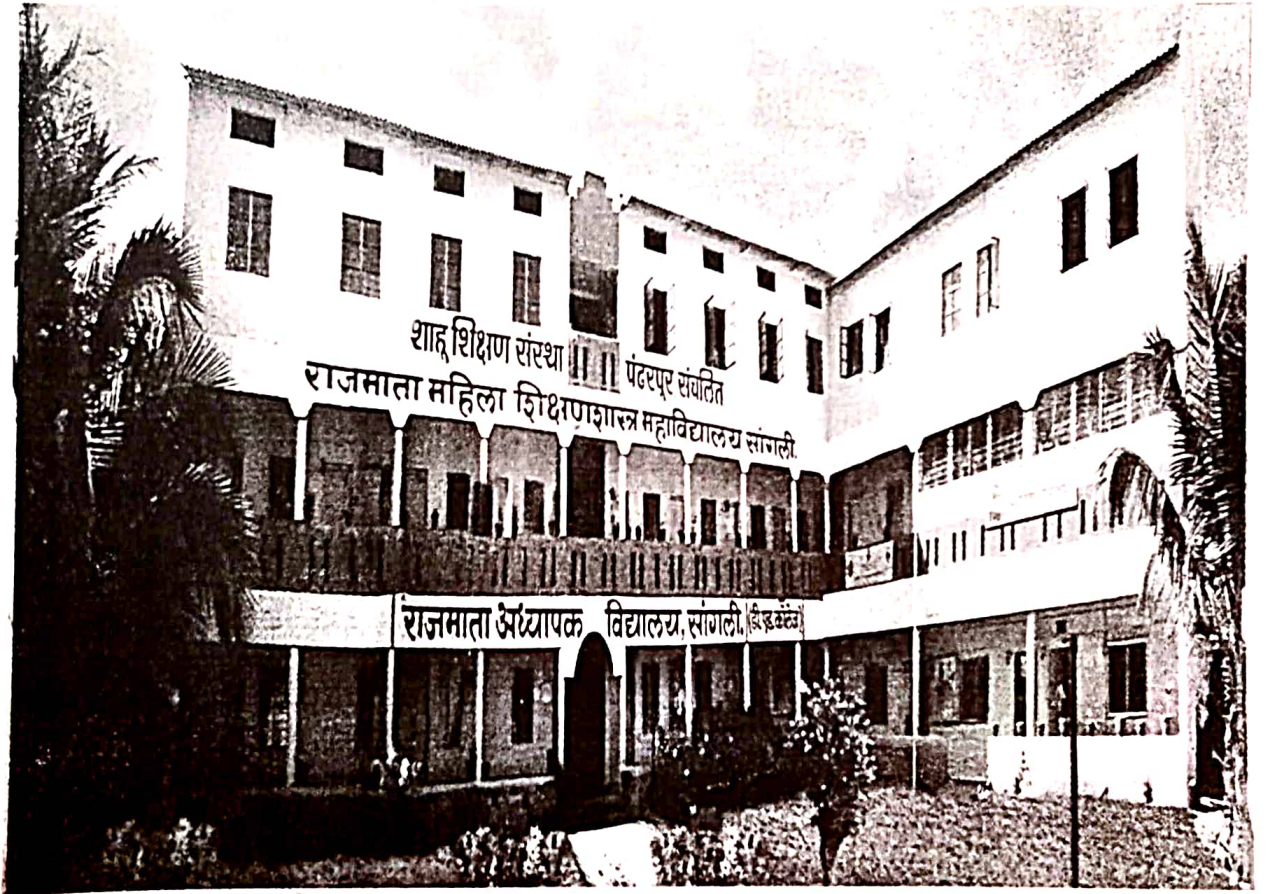


SHAHU SHIKSHAN SANSTHA, PANDHARPUR

RAJMATA WOMEN'S COLLEGE OF EDUCATION, SANGLI

Sangli-Miraj road, Vijaynagar, Wanlesswadi, Sangli Pin-416416

S.N.D.T. Women's University, Mumbai Affiliated



Criteria : 7.1.9 - Code of Conduct

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IQAC Coordinator
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Ashir Sagar
Principal,
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Abhishek
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Code of Conduct

1. Code of Conduct for the Principal -

The Principal of the Institution as an administrative, academic leader and head of the college shall be responsible for the following:

Ethical Leadership:

Principal should commit to working and continuously leading for harmony, honesty, fairness and transparency in every element of the organization. Principals are expected to follow ethical principles while making decisions.

Respect and Inclusivity:

Principal should commit for creating an environment of respect and inclusiveness for the diverse perspectives, backgrounds, and experiences of students, staff, and faculty. Principals should not engage in any form of discrimination, harassment or favoritism under their leadership.

College work Culture

The principal should commit for fostering a collaborative, collaborative and consultative work culture in the college, paving the way for innovative thinking and ideas.

Professionalism:

Principals should maintain the highest level of professionalism by demonstrating dedication, diligence and competence in their duties. They must hold themselves accountable for their own actions, self-discipline, and strive for continuous personal and professional development

Academic Excellence

Principal should promote and uphold academic excellence as a fundamental goal of the institution. They must encourage innovative teaching methods, research initiatives, and a curriculum that prepares students to excel in their chosen fields.

Student Welfare:


Principals should give priority to students' welfare and overall development. It should be constantly active to create a safe and nurturing environment conducive to their intellectual, emotional and social growth.

Faculty and Staff Empowerment:


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Principal,
**Rajmata Women's College of
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Principal should empower faculty and staff by providing them with opportunities for growth, recognizing their contributions, and promoting a collaborative and supportive work culture. Principal should provide necessary support to colleagues for participate in various activities such as workshops, seminars, Refresher Courses, MOOC Courses and CAS Promotion.

Transparent Communication:

Principal should maintain open and transparent communication channels with all stakeholders, keeping them informed about important decisions, policies, and developments within the institution.

Administrative Head

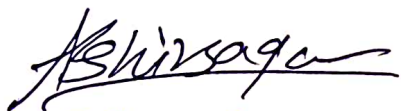
The Principal Should the administrative authority to take appropriate action against misconduct in all disciplinary matters. Its decision will be final and binding on the students as well as all Institution Associated human being.

Conflict Resolution:

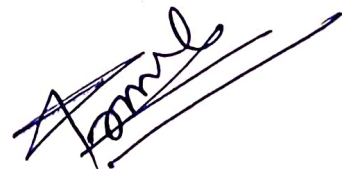
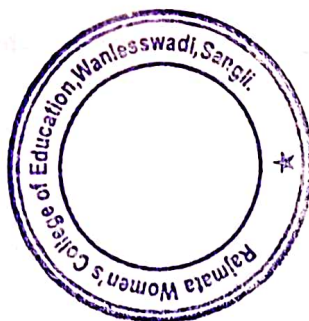
The Principal should handle conflicts and disputes in a fair, unbiased, and timely manner, seeking resolution through open discourse and intervention whenever possible.

Student Services:

The Principal Should provide student Academic Advising facilities, Counselling Services, Career Services, Tutoring and Learning Centers, Housing and Residential facility, Student Organizations and Activities, Student clubs, Disability Support Services, International Student Services, Library and Research Support, Technology Support, Diversity and Inclusion, Environmental Responsibility etc.



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2. Code of Conduct for the Teacher Educator -

All Teacher Educators in RWCE College of Education for Women must follow the following rules-

Commitment to Education:

Teachers Educator should work to create a nurturing and intellectually stimulating environment that promotes students' academic needs, intellectual needs, emotional needs, and moral development.

Exemplary Teaching:

Teachers Educator should strive to provide quality education by encouraging creative thinking of students by using innovative teaching methods in their teaching and actively involving them in the learning process.

Respect and Inclusivity:

Teachers Educator treat all students, colleagues, and staff members with respect, dignity, and fairness, regardless of their background, beliefs, or identities. I will create an inclusive and welcoming atmosphere that values diversity.

Professional Excellence:

Teacher Educator should keep the selves updated by preparing necessary trainings, workshops, seminars, refresher courses, SWAYAM courses; MOOC courses to acquire high level skills in their subject for maintain a high level of expertise in the subject area.

Integrity and Honesty:

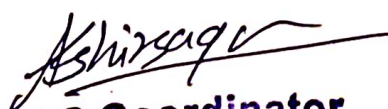
Teacher Educator should uphold academic integrity by promoting trustworthiness, citing sources properly, and discouraging plagiarism or any form of academic dishonesty among students.


Student Support:

Teacher Educator should accessible and approachable to students, offering guidance, mentorship, and support to help them overcome challenges and realize their full potential.

Collaboration:

Teacher Educator should collaborate with colleagues to enhance the overall educational experience, sharing visions, resources, and best practices for the benefit of both students and the institution.


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Continuous Learning:

Teacher Educator should actively engage in professional development opportunities, conferences, workshops, and research endeavors to enhance my teaching skills and contribute to the advancement of knowledge in my field.

Promotion of Critical Thinking:

Teacher Educator should encourage students to think critically, question assumptions, and engage in thoughtful discourse, fostering an environment of intellectual curiosity and open dialogue.

Participation in Academic Activity

Teacher Educator should be able to express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge. Even Teacher Educator should actively subordinate, include, and participate in extension, co-curricular and extracurricular activities, including the community service and programs.


Participation in Administrative Work:


Teacher Educator should assist in conducting university and college examinations including evaluating applications for admission, advising and counselling students as well as supervision, observation and evaluation.

Leave rules and code of conduct

Teacher Educator should strictly follow leave rules and code of conduct. While taking leave it is mandatory to get prior permission or proper application by going to Samarth portal. In case of medical leave, it is necessary to know whether it is recorded in the service book or not.




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3. Code of Conduct for Students Teacher

Code of Conduct for students' sets out a standard set of expectations, rules, duties and roles. Student should commit to abiding by the following Code of Conduct:

Respect for Others:

Students Teacher Should treat fellow students, faculty members, staff, and all individuals with respect, kindness, and consideration, regardless of their backgrounds, beliefs, or identities.

Academic Integrity:

Student teachers must adhere to the principles of academic honesty and integrity. Student teachers shall not engage in any unethical work, plagiarism, cheating or any form of academic dishonesty and shall be responsible for any damages resulting therefrom.

Diversity and Inclusion:

Student teachers should maintain value and embrace diversity, creating an inclusive environment that welcomes individuals from all walks of life and perspectives. They should not refrain from discriminatory or offensive language and actions.

Attendance and Participation:

Student teachers must attend classes regularly, arrive on time and actively participate in discussions and activities. 85 % attendance is compulsory for appearing in the exam and will be barred from taking leave with prior permission. Practical work must be submitted on time if not submitted. You will not be able to attend the exam.

Personal Responsibility:

Student teachers must take responsibility for their own learning, completing assignments and assessments to the best of my ability and seeking help when needed. Student teachers must manage time effectively to balance academic commitments and personal activities.

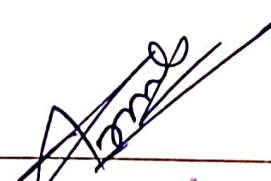
Ethical Conduct:

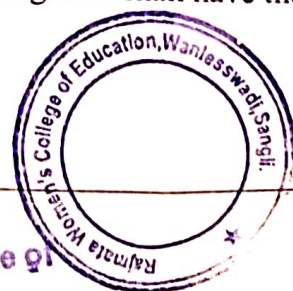
Student teachers should behave with integrity and honesty in all aspects of college life and should be careful not to engage in any form of cheating, theft or other unethical behavior.

Disciplinary Responsibility

Student teachers should wear their identity cards in the College Premises, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the


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right to peruse it. Radha of that alone invites disciplinary action. Strict adherence to the rules of the Student Teachers College should be his priority

Environmental Responsibility:


Student teachers should contribute to the college's efforts towards environmental sustainability by adhering to responsible use of resources and supporting eco-friendly initiatives.

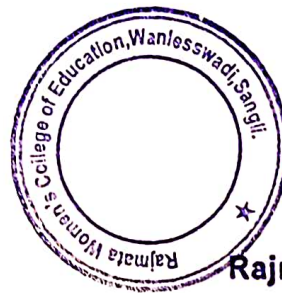
Use of Technology:


Student teachers should use technology responsibly and ethically, refraining from engaging in cyberbullying, harassment, or any other harmful online behaviors. Student teachers allow to use computer lab.

Health and Well-being:

Student teachers prioritize physical and mental well-being, seeking help when needed and promoting a healthy lifestyle for myself and my peers. Every year college organized Blood Donation and Health Check Up camp for students.


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4. Code Of Conduct for Non-Teaching Staff -

All Non-Teaching Staff in RWCE College of Education for Women must follow the following rules-

Collective Responsibility:

All members of the Non-Teaching Staff should expect to accept collective responsibility and work as a team to achieve the institutional core values and objectives as directed by SNDT Women University and RWCE College of Education Principal from time to time.

full- fledged support to colleagues:

Non-Teaching Staff should extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.

Leave:

Non-Teaching Staff should not be absent from the duties without the prior permission of the authorities. He/she should proper apply for leave one day before.

Punctual:

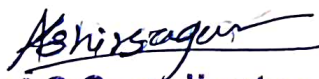
Non-Teaching Staff should punctual as their timely presence is required daily for the origination and smooth functioning of college activities.

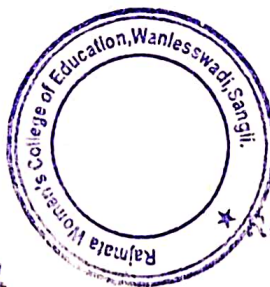
Committed proper use and maintenance


Non-Teaching Staff should responsible for the proper use and maintenance of college equipment's and furniture.

Confidentiality

Non-Teaching Staff should access to confidential information regarding examination matters and other matters relating to other staff, through official records. They should expect that they respect the confidentiality of such matters.


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5. Committee to Monitor Adherence to the Code of Conduct-

Purpose:

Committee to Monitor Adherence to the Code of Conduct has been constituted to ensure that all members including students, faculty and staff of RWCE College of Education for Women adhere to the principles laid down in the Institute's Code of Conduct. The committee shall promote a culture of respect, integrity and ethical behavior within the college community.

Responsibilities:

The committee's responsibilities may include:

Policy Development:

Committee to Monitor Adherence to the Code of Conduct should create and revise the college's code of conduct to reflect the institution's values and evolving needs.

Communication:

College through a committee to monitor compliance with the Code of Conduct Efforts should be made to make all the members aware of the code of conduct and the consequences if anyone violates the code of conduct.

Education and Training:

Organizing workshops, seminars, or training sessions to educate students, faculty, and staff about the code of conduct and its importance.

Enforcement:

Investigating reported violations of the code of conduct, conducting hearings if necessary, and recommending appropriate sanctions or disciplinary actions.

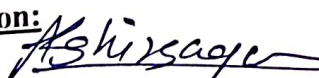
Monitoring and Reporting:

Regularly assessing the college community's adherence to the code of conduct and providing reports to college administrators or relevant bodies.


Conflict Resolution:

Mediating disputes and conflicts that arise due to violations of the code of conduct, striving to maintain a harmonious environment.

Review and Revision:


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Periodically reviewing and updating the code of conduct to ensure its relevance and effectiveness.

Support:

Providing resources and support to individuals who have concerns about potential code of conduct violations or who may have faced such violations.

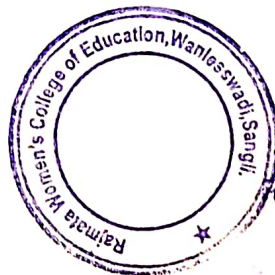
Collaboration:


Collaborating with other college departments, such as student Affairs, Human Resources, and Academic Affairs, to address code of conduct issues comprehensively.

Promoting of Positive Culture:

Working to foster a culture of respect, inclusivity, and ethical behavior within the college community.


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