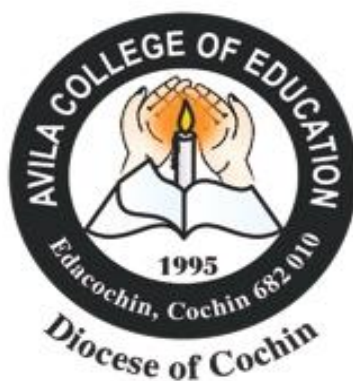




## **AVILA COLLEGE OF EDUCATION, EDACOCHIN**



## **CODE OF CONDUCT**

## **CODE OF CONDUCT FOR STUDENTS**

1. The class time will be 9.15 am to 3.30 pm. Student teachers should be present in the college by 9:15 am; no student is allowed to leave the college without prior permission from the Principal before 3:30 pm.
2. The day commences with a morning assembly that includes prayer, readings from holy books, pledge, news reading, thought for the day, and message from the Principal. All student teachers are required to attend and maintain silence until the assembly concludes, with no movement permitted on campus during this time.
3. Student teachers are expected to dress neatly, wear uniform as insisted by the college, attend classes punctually and regularly, and focus sincerely on their studies.
4. Student teachers are expected to adhere to secular views within the campus.
5. Student teachers should not avail leave unless it is absolutely necessary to do so.
6. Every student must take care of college property and maintain cleanliness in buildings and furniture.
7. Unauthorized entry of outsiders is strictly forbidden unless permitted by college authorities, and Student teachers must not bring or host outsiders on campus.
8. Any immoral, antisocial, communal, or anti-national activities are strictly prohibited.
9. Student teachers should show respect to teachers, seniors, and others, and behave courteously and decently at all times.
12. During free periods, student teachers should not play outdoor games or linger in the verandahs; instead, they can use the indoor games facilities or the library. Those studying in classrooms should avoid disturbing nearby classes.
13. No fundraising, meetings, protests, or circulation of notices or petitions is allowed without specific permission from the principal.
14. Student teachers must cooperate with college authorities to maintain a peaceful environment conducive to academic activities and overall development.
15. Megaphones and loudspeakers are not allowed; mobile phones should be used only for academic purposes. Posters, banners, or boards require permission from the principal before being displayed.
16. Student teachers may park their vehicles only in designated areas on a first-come, first-served basis.
17. Every student must carry and present their identity card upon request by authorized personnel.
18. Silence must be maintained in the reading room and library.

19. Student teachers with grievances should first approach their tutor; if unsatisfied, they can submit written complaints in the Grievance Redressal Box and may appeal to the Principal if necessary.
20. Neglect of duties or serious misconduct may lead to disciplinary action.
21. The principal has the final authority in interpreting college rules, and matters not covered by these rules are at the principal's discretion.
22. All student teachers are bound by the rules and regulations of the college upon enrolment.

### **CODE OF CONDUCT FOR TEACHERS**

1. Teachers are expected to exhibit a responsible conduct as deemed appropriate by the community.
2. They should actively participate in professional development programmes and take the lead in implementing innovative teaching methods and strategies.
3. Teachers must diligently fulfil their duties including teaching, tutorials, practical sessions, seminars, and research, with dedication.
4. Integrity, devotion to duty, and honesty in official dealings are paramount for every teacher.
5. Teachers are expected to embody virtues such as honesty, perseverance, respect, patience, and responsibility.
6. They should respect student teachers' rights and dignity in expressing their opinions.
7. Fair and impartial treatment of student teachers, irrespective of their religion, caste, political views, economic status, social background, or physical characteristics, is essential.
8. Teachers should maintain courteous interactions with management, colleagues, student teachers, and the public.
9. Adherence to scheduled work hours and presence at their duty station is mandatory for teachers.
10. Collaboration with colleagues, parents, and administrators is necessary to foster a conducive learning environment.
11. Upholding discipline as a top priority and adherence to institutional rules and regulations are mandatory for all staff members.
12. Teachers should align with and contribute to achieving the organization's goals.
13. They should make themselves available to student teachers beyond regular class hours for guidance and support without expecting any compensation.

14. Promoting basic manners and respecting all colleagues should be a fundamental part of their conduct.
15. Participation in extension activities, co-curricular, extracurricular activities, and community service is encouraged.
16. Teachers should avoid actions or words that may create communal disharmony.
17. They should assist student teachers in understanding our national heritage and goals.
18. Helping student teachers achieve holistic development to become responsible citizens is a crucial role for teachers.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. Maintain a high standard of professionalism in all interactions with students, colleagues, and visitors.
2. Use respectful and clear communication, both verbally and in written correspondence.
3. Protect confidential information related to students, staff, and institutional matters. Do not disclose such information to unauthorized parties.
4. Handle personal and academic records with the utmost care, ensuring compliance with relevant data protection regulations.
5. Perform assigned duties with diligence and accuracy. Adhere to schedules and deadlines.
6. Report any issues or irregularities to the relevant authorities in a timely manner.
7. Treat all individuals with respect and dignity. Avoid discriminatory or prejudiced behaviour and uphold ethical standards.
8. Follow all health and safety guidelines and protocols established by the institution.
9. Ensure that the work environment is safe and report any hazards or safety concerns promptly.
10. Work collaboratively with colleagues to support the institution's goals and objectives.
11. Assist in various institutional activities as required and contribute positively to team dynamics.
12. Use institutional resources, including equipment and facilities, responsibly and for intended purposes.
13. Report any misuse or damage of institutional resources immediately.
14. Adhere to the institution's attendance and punctuality policies. Notify in advance of any absences or delays.