

Sanjay Gandhi College of Education

RGC CAMPUS, CHOLANAGAR, BENGALURU – 32

Code of Conduct

Preamble

The code of conduct for the teachers/students/non-teaching staff is prepared in accordance with UGC code of conduct guidelines. This document intends to support a safe and healthy and inclusive campus community which is conducive to productive learning where students and staff act with integrity, dignity, and civility to respect themselves and others. The code of conduct facilitates the fulfillment of the vision, mission and objectives of the institution.

Code of conduct for teachers:

- Teacher shall discharge the duties assigned by the management with utmost sincerity, devotion, discipline and maintain absolute integrity and dignity.
- Teacher shall abide by the rules and regulations of the institution. In case of violation of the same shall be subjected to disciplinary action by the institution.
- Teachers should transact the curriculum in conformity with the values enshrined in the constitution of India.
- Teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
- A teacher shall not absent himself/herself without permission of the head of the institution.
- Wearing formal dresses as a dress code is must for all the teachers.
- Biometric attendance is compulsory for teachers.
- Teachers are expected to respect basic human dignity of the students in all aspect.
- Teachers shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/governing body of the college and the university.
- Teacher should maintain the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Teacher should refrain from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, mental and emotional harassment.
- Teacher shall not make use of resources and/or facilities of the institution for personal, commercial, political or religious purpose.

- A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching/examination/ administration/promotion.
- Teacher shall not use inappropriate or offensive language.
- Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable.
- A teacher should maintain active membership in professional organization and strive to improve educational and professional standards.
- Teacher shall not carry mobile phones to the classroom and attend any telephone while in the class.
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative manner.
- Teacher should adhere to responsible and judicious code of conduct on social media platforms.

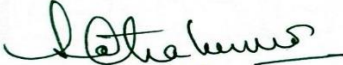
Code of conduct for student teachers:

- Students shall be regular and punctual to the college.
- Students shall participate in all the academic and co-curricular activities whenever arranged by the college.
- Students are required to attend morning assembly compulsorily.
- Biometric attendance is made compulsory for students
- Students should follow the dress code prescribed by the institution.
- Damage to, or destruction of, any property of the college, or any property of others on the campus premises is punishable
- Every student in the institute is expected to be involved only in activities that are likely to maintain the prestige of the institute. Each student should behave respectfully with all.
- Students are expected to maintain minimum 85% of attendance to appear for semester end university examination.
- Use of mobile phones during college hours is strictly prohibited.
- Students are expected not to interact, on behalf of the college, with media representatives or invite media persons on to the campus without the permission of the college authorities
- Students are not permitted to record either audio or video lectures in class room or actions of other students, faculty, or staff without prior permission.

- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They must not post derogatory comments about other individuals from the college on the social media or indulge in any such related activities having grave ramifications on the reputation of the college.
- Theft or abuse of institutional assets and property is punishable.
- Ragging or any act by a student as an individual or group of them whether by words spoken or written, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be entitled for disciplinary action.
- Smoking/Drugs/ Alcohol/ Tobacco/Weapons., are strictly prohibited in the campus.
- Any behavior obstructing teaching-learning activities in the campus are entitled for punishment.
- Malpractices during test/examination or knowingly furnishing false information are prohibited and strictly dealt.
- Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behavior towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.

Code of conduct non-teaching staff

- The non-teaching faculty will be governed by the general conditions of service made by the governing council of the institution.
- Every employee at all-time shall serve efficiently, act in a disciplined manner and maintain complete integrity in duty.
- No employee shall absent himself or herself from his or her duties without the permission of the concerned authority.
- Any unfair practice and raising question of caste, creed, religion race or sex in his/her dealings within the institution is prohibited.


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