

**Shri Shahu Shikshan Prasarak Mandal's
Late H.G. Alias B.G. kharade college of education,
kolhapur, Maharashtra, India**

Code of conduct

Teacher -Educators Responsibilities

Teacher - Educators should:

- 1) Foster a student-centered approach to teaching and learning.
- 2) Stay updated with the latest pedagogical methods and educational research.
- 3) Create an inclusive classroom environment that respects diversity.
- 4) Provide timely and constructive feedback to students.
- 5) Encourage critical thinking and problem-solving skills.
- 6) Act as mentors and support students' academic and personal growth.
- 7) Promote ethical behavior and professionalism among students.
- 8) Collaborate with colleagues to improve curriculum and teaching practices.
- 9) Participate in ongoing professional development and training.
- 10) Serve as role models for aspiring educators in upholding the college's values and code of conduct.

Teacher - educator & students

Teacher - educators should :

For Teacher-Educators:

- 1) Demonstrate professionalism and ethical behavior in all interactions.
- 2) Provide fair and equal opportunities for all students.
- 3) Maintain a respectful and inclusive classroom environment.
- 4) Be punctual and prepared for classes and meetings.

- 5) Uphold academic integrity and discourage plagiarism.
- 6) Foster open communication with students and colleagues.
- 7) Act as mentors and support students' academic and personal growth.
- 8) Engage in continuous professional development and stay updated with best practices.
- 9) Adhere to the college's policies and guidelines.
- 10) Serve as role models for students, embodying the values of the institution.

For Students:

- 1) Show respect for teachers, peers, and staff at all times.
- 2) Attend classes regularly and participate actively in learning.
- 3) Submit assignments and projects on time.
- 4) Avoid cheating, plagiarism, and any form of academic dishonesty.
- 5) Contribute positively to the classroom and campus community.
- 6) Embrace diversity and promote inclusivity.
- 7) Seek help and guidance when needed.
- 8) Follow the college's rules and regulations.
- 9) Engage in extracurricular activities and personal development.
- 10) Strive for excellence in academics and character.

Teacher -educator and colleagues

Teacher - educator should:

- 1) Foster a collaborative and supportive work environment.
- 2) Share knowledge, resources, and best practices with colleagues.
- 3) Communicate openly and professionally with fellow educators.
- 4) Offer assistance and mentorship to new or less experienced colleagues.
- 5) Collaborate on curriculum development and improvement.
- 6) Respect diversity of perspectives and approaches among colleagues.

- 7) Engage in constructive dialogue to resolve any conflicts or issues.
- 8) Maintain confidentiality when necessary, respecting colleagues' privacy.
- 9) Participate in professional development opportunities with peers.
- 10) Work together to enhance the overall quality of education at the institution.

Teacher -Educator and Authorities

Teacher -Educator should :

Teacher-Educators when it comes to their interactions with authorities or administrators:

- 1) Follow the policies, rules, and regulations set by the institution and its authorities.
- 2) Maintain open and respectful communication with administrative staff and superiors.
- 3) Provide necessary documentation and reports as requested by authorities.
- 4) Participate in meetings, committees, or initiatives led by the institution's leadership.
- 5) Collaborate with administrators to implement educational policies and improvements.
- 6) Advocate for the best interests of students and the institution.
- 7) Manage resources efficiently and responsibly.
- 8) Support the institution's goals and vision in their teaching and actions.
- 9) Be receptive to feedback and guidance from authorities.
- 10) Uphold a positive and professional image of the institution in the community.

Teacher -Educator and Non - Teaching staff

Teacher -Educator should :

Teacher-Educators when it comes to their interactions with non-teaching staff:

- 1) Treat non-teaching staff with respect and courtesy.
- 2) Collaborate with non-teaching staff to ensure the smooth functioning of the institution.
- 3) Communicate effectively with non-teaching staff to address any logistical or support needs.
- 4) Acknowledge and appreciate the contributions of non-teaching staff to the learning environment.
- 5) Maintain a cooperative and friendly atmosphere in the workplace.
- 6) Provide assistance or information when requested by non-teaching staff.
- 7) Report any issues or concerns related to facilities or logistics promptly.
- 8) Foster a sense of teamwork and unity among all staff members.
- 9) Support initiatives or events involving non-teaching staff.
- 10) Uphold a professional and inclusive work culture that values all members of the institution's staff.

Teacher -Educator and Guardians

Teacher -Educator should :

Teacher-Educators when it comes to their interactions with guardians or parents:

- 1) Establish open and regular communication channels with guardians.
- 2) Provide updates on students' progress, performance, and behavior.
- 3) Be approachable and responsive to parents' inquiries or concerns.
- 4) Conduct parent-teacher conferences to discuss students' development.
- 5) Collaborate with parents to address any academic or behavioral challenges.
- 6) Encourage parental involvement in their children's education.

- 7) Share resources and strategies for supporting learning at home.
- 8) Respect the privacy and confidentiality of students and their families.
- 9) Seek parental input and feedback on educational matters.
- 10) Foster a positive and trusting relationship between educators and guardians for the benefit of the students.

Teacher -Educator and Society

Teacher -educator should :

Teacher-Educators play an important role in society. Here are some responsibilities they should consider:

- 1) Foster a sense of social responsibility and citizenship in students.
- 2) Promote community engagement and volunteerism.
- 3) Address societal issues and current events in the curriculum.
- 4) Encourage critical thinking about social challenges and solutions.
- 5) Model ethical behavior and respect for diverse cultures and backgrounds.
- 6) Collaborate with local organizations and institutions to benefit the community.
- 7) Advocate for educational policies that benefit society as a whole.
- 8) Stay informed about social issues impacting students and families.
- 9) Engage in lifelong learning to stay updated on evolving societal trends.
- 10) Inspire students to become active and responsible members of society.



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Code of conduct for Students

- 1) Attend classes regularly and punctually.
- 2) Be prepared and attentive during lectures.
- 3) Complete assignments and homework on time.
- 4) Avoid cheating, plagiarism, and academic dishonesty.
- 5) Respect teachers, fellow students, and staff members.
- 6) Contribute positively to the classroom environment.
- 7) Follow the institution's rules and regulations.
- 8) Use technology and resources responsibly.
- 9) Maintain a clean and organized learning space.
- 10) Participate in extracurricular activities and campus life.
- 11) Show kindness and empathy towards peers.
- 12) Resolve conflicts and disagreements peacefully.
- 13) Promote diversity and inclusivity.
- 14) Use respectful language and communication.
- 15) Refrain from disruptive behavior in class.
- 16) Respect the privacy and property of others.
- 17) Report any concerns or issues to appropriate authorities.
- 18) Embrace a commitment to learning and self-improvement.
- 19) Support a safe and inclusive learning environment.
- 20) Uphold the values and reputation of the institution with pride.



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Code of conduct of the Administrators and their responsibilities

Code of Conduct for Administrators

Responsibilities of Administrators

- 1) Leadership: Demonstrate effective leadership in guiding the institution towards its educational objectives.
- 2) Transparency: Maintain transparency in administrative processes and decision-making.
- 3) Fiscal Responsibility: Manage financial resources prudently and with accountability.
- 4) Student Welfare: Prioritize the welfare and development of students, providing them with a conducive learning environment.
- 5) Staff Support: Support and mentor faculty and staff, fostering professional growth and collaboration.
- 6) Compliance: Ensure compliance with all relevant laws, regulations, and policies.

7) Communication: Maintain open and effective communication with all stakeholders, including students, faculty, staff, and the community.

8) Conflict Resolution: Resolve conflicts and disputes impartially and in a timely manner.

9) Resource Allocation: Allocate resources efficiently to meet the academic and operational needs of the college.

10) Continuous Improvement: Strive for continuous improvement in administrative processes and services.



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Code of conduct for Non – Teaching Staff

Code of Conduct for Non-Teaching Staff

Responsibilities of Non-Teaching Staff

- 1)Professionalism: Conduct ourselves with professionalism, courtesy, and respect towards students, colleagues, and visitors.
- 2) Punctuality: Arrive at work on time and adhere to the designated work hours.
- 3) Diligence: Carry out our duties with diligence, efficiency, and a commitment to excellence.
- 4) Confidentiality: Safeguard sensitive and confidential information related to the institution, its students, and staff.
- 5) Safety and Security: Help ensure the safety and security of students, staff, and facilities by following established protocols.
- 6) Teamwork: Collaborate effectively with colleagues and other departments to promote a harmonious work environment.
- 7) Resource Management: Use institutional resources responsibly and efficiently.
- 8) Problem Solving: Identify and report issues or concerns promptly to the appropriate authorities.

9) Professional Development: Pursue opportunities for professional growth and skill enhancement relevant to our roles.

10) Customer Service: Provide excellent customer service to students, parents, and other stakeholders.

11) Compliance: Adhere to all institutional policies, guidelines, and regulations governing our roles.

12) Adaptability: Be adaptable and flexible in response to changing institutional needs and priorities.




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