FAZLANI AISHABAI & HAJI ABDUL LATIF CHARITABLE TRUST'S

AISHABAI COLLEGE OF EDUCATION

(Affiliated to S.N.D.T. Women's University)

<u>Address</u>: Municipal School Building, J. J Hospital Compound, Gate no. 14, Byculla, Mumbai – 400008.

Criterion VII
Institutional Values & Best Practices

7.1

7.1.9
Copy of Code of Conduct

CODE OF CONDUCT

A code of conduct within an institution typically outlines the expected behavior and ethical standards for students, teachers, administrators, and other staff. This code of conduct ensures that everyone involved in the institution's activities understands their responsibilities and the consequences of any misconduct.

The College conducts regular reviews and organizes workshops to ensure that all members are aware of the Code of Conduct and adhere to it consistently. These initiatives reinforce the College's commitment to fostering a disciplined, ethical, and supportive environment for all.

By following this Code of Conduct, the Aishabai College of Education community works together to maintain an atmosphere of respect, integrity, and excellence.

1. Code of Conduct for Students

- **Respect and Integrity**: Students are expected to treat peers, faculty, and staff with respect and integrity, fostering a positive and inclusive learning environment.

- **Academic Honesty**: All students must adhere to principles of academic honesty, avoiding plagiarism, cheating, and other forms of academic misconduct.

- **Attendance and Punctuality**: Regular attendance and punctuality are mandatory, reflecting a commitment to learning and responsibility. Rules about punctuality and regular attendance.

- **Discipline**: Students must abide by the College's rules and regulations, contributing to a safe and orderly campus environment.

- **Behavior:** Guidelines on respecting peers, teachers, and staff; prohibitions on bullying, harassment, and discrimination.

- **Dress Code:** Specifications on appropriate attire.

- **Academic Integrity:** Expectations regarding honesty in assignments, tests, and other academic activities (e.g., no plagiarism or cheating).

- **Use of Technology:** Rules regarding the use of electronic devices in class, internet usage, and social media conduct.

- **Disciplinary Actions:** Consequences for violating the code, including warnings, suspensions, or expulsions.

- **Environmental Responsibility**: Students are encouraged to participate in sustainability initiatives and practice responsible waste disposal.

2. Code of Conduct for Teaching Staff

- **Professionalism**: Teaching staff are expected to uphold professionalism by treating all students fairly and respectfully, avoiding favoritism, and maintaining ethical behavior both inside and outside the classroom.

- **Academic Integrity**: Faculty must uphold the principles of academic integrity, ensuring fairness and transparency in teaching, assessment, and research.

- **Continuous Development**: Educators are encouraged to engage in continuous professional development to enhance their teaching skills and stay updated with educational trends.

- **Student Support**: Teachers should be approachable and supportive, providing guidance and encouragement to students in their academic and personal growth.

- **Instructional Integrity:** Commitment to delivering curriculum effectively, staying updated with educational best practices, and assessing students fairly.

- **Communication:** Guidelines for interactions with students, parents, and colleagues, including maintaining confidentiality.

- **Role Modeling:** Teachers are often expected to act as role models for students in terms of behavior, ethics, and attitudes.

- **Disciplinary Role:** Teachers may have a role in enforcing the code of conduct among students, with clear guidelines on appropriate disciplinary actions.

3. Code of Conduct for Administrators

- **Leadership:** Ethical leadership and decision-making practices, ensuring policies are fairly implemented.
- **Accountability:** Administrators are typically held to high standards regarding the management of school resources and personnel.
- **Confidentiality:** Respecting the privacy and confidentiality of student and staff information is paramount for administrators.
- **Efficient Management:** Administrators should ensure that all college operations are conducted efficiently and in accordance with established policies and regulations.
- **Transparency:** Transparency in decision-making and communication is essential to maintain trust within the College community.
- **Conflict Resolution:** Handling disputes or issues involving students, teachers, or staff in a fair and transparent manner.
- **Support:** Providing adequate support to teachers, students, and staff, and ensuring a safe and conducive environment for education.
- **Compliance:** Ensuring the institution complies with legal and educational regulations.

4. Code of Conduct for Other Staff

- **Respectful Workplace**: All staff members must contribute to a respectful and inclusive workplace, treating colleagues and students with kindness and respect.

- **Commitment to Excellence**: Staff are expected to perform their duties with dedication and excellence, supporting the College's mission and values.

- **Adherence to Policies**: All staff must adhere to college policies, including those related to safety, conduct, and environmental responsibility.

- **Collaboration and Teamwork**: Staff should work collaboratively with colleagues across departments to ensure smooth and efficient college operations.

- **Professional Behavior**: Similar to teachers, non-teaching staff are expected to act professionally and respectfully in all interactions.

- **Job Performance**: Adherence to job responsibilities and maintaining a high standard of work.

- **Confidentiality**: Especially important for staff who handle sensitive information, such as student records or financial data.

- **Safety**: Ensuring the safety and well-being of students and staff, including following protocols in emergencies.

The code of conduct is usually a comprehensive document, regularly reviewed and updated, and is often part of the institution's policies that are accessible to all members.

Periodic Reviews and Awareness Programs

The College conducts regular reviews and organizes workshops to ensure that all members are aware of the Code of Conduct and adhere to it consistently. These initiatives reinforce the College's commitment to fostering a disciplined, ethical, and supportive environment for all.

By following this Code of Conduct, the Aishabai College of Education community works together to maintain an atmosphere of respect, integrity, and excellence.

Aishabai College of Education is committed to maintaining a respectful, professional, and ethical environment for all members of its community. The College's Code of Conduct provides clear guidelines for students, teaching staff, administrators, and other staff to ensure that the highest standards of behavior and integrity are upheld.

PRINCIPAL
Fazlani Aishabai & Haji Abdul Latif Charitable Trust
Aishabai College of Education, Mumbai