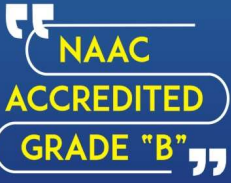


GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA, BORAWAN



TEH-KASRAWAD, DISTRICT-KHARGONE (M.P.)
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7.1.9

Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

PRINCIPAL

Digitally Sign S.K. Tiwari

GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA, BORAWAN

NAAC
ACCREDITED
GRADE "B"

TEH-KASRAWAD, DISTRICT-KHARGONE (M.P.)
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Code of Conduct Handbook for Students, Teachers, Governing Body, Principal-Officials and Support

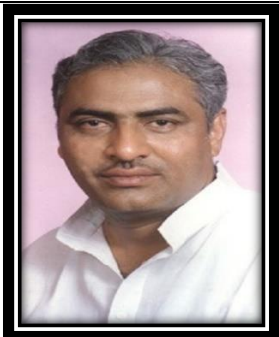


INDEX

S.NO.	Title Of the Document
1	Code of Conduct Copy

GULAB BAI YADAV SMRITI SHIKSHA MAHAVIDYALAYA, BORAWAN

BOARD OF MANAGEMENT



Late. Subash Yadav, Founder
(Ex. Dy. Chief Minister of Madhya Pradesh)



Shri Arun Yadav, Chairman
(Farmer State Minister Agriculture & Industries
Government of India)



Shri Sanjit Yadav
(CEO)



Shri L.L. Bhattad
(Secretary)



Prof. S.K. Tiwari, Principal

Address Detail

Gulab Bai Yadav Smriti Shikha Mahavidyalaya, Borawan,

Contact detail: 9425056999


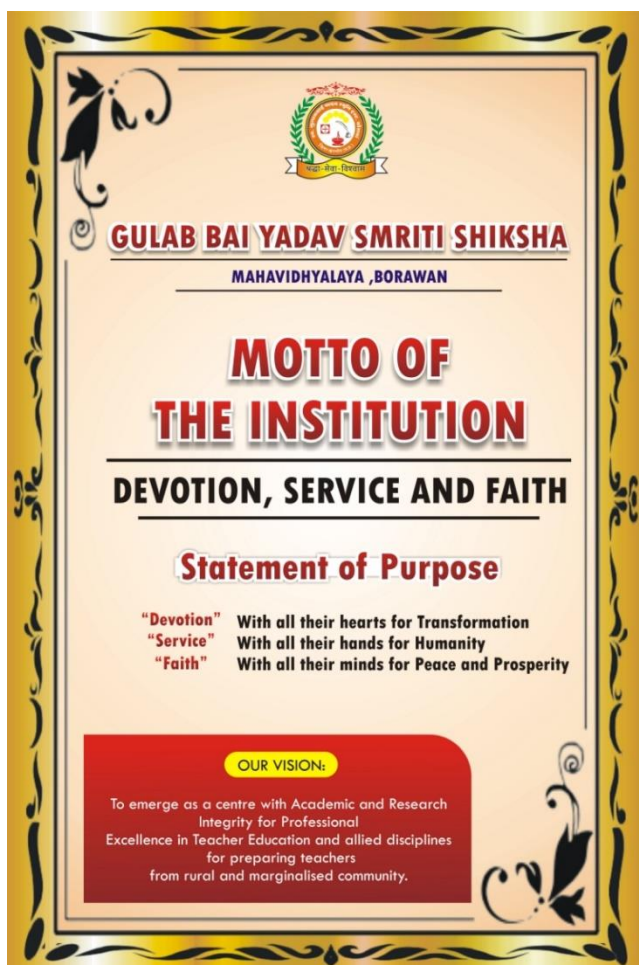
Website: www.gbyssm.com

Email Address: principal.gbyssm@gmail.com

THE COLLEGE

Swa. Gulab Bai Yadav Smriti Shiksha Mahavidyalaya (GBYSSM), Borawan is a Teacher Education Institute situated in rural area. It is established under Swa. Gulab Bai Yadav Smriti Trust, Borawan which came into effect in year 2002 under the aegis of Late Shri Subhash Yadav, Ex. Deputy Chief Minister, Government of India. The Vision of the College is “To emerge as a centre with Academic and Research Integrity for Professional Excellence in Teacher Education and allied disciplines for preparing teachers from rural and marginalized community”. The college is continuously working from last 21 years to achieve the set goals and rendering quality education in the field of Teacher Education. Since the inception GBYSSM, it is progressing steadily in academic as well as other areas.

VISION



GULAB BAI YADAV SMRITI SHIKSHA
MAHAVIDHYALAYA, BORAWAN

**MOTTO OF
THE INSTITUTION**

DEVOTION, SERVICE AND FAITH


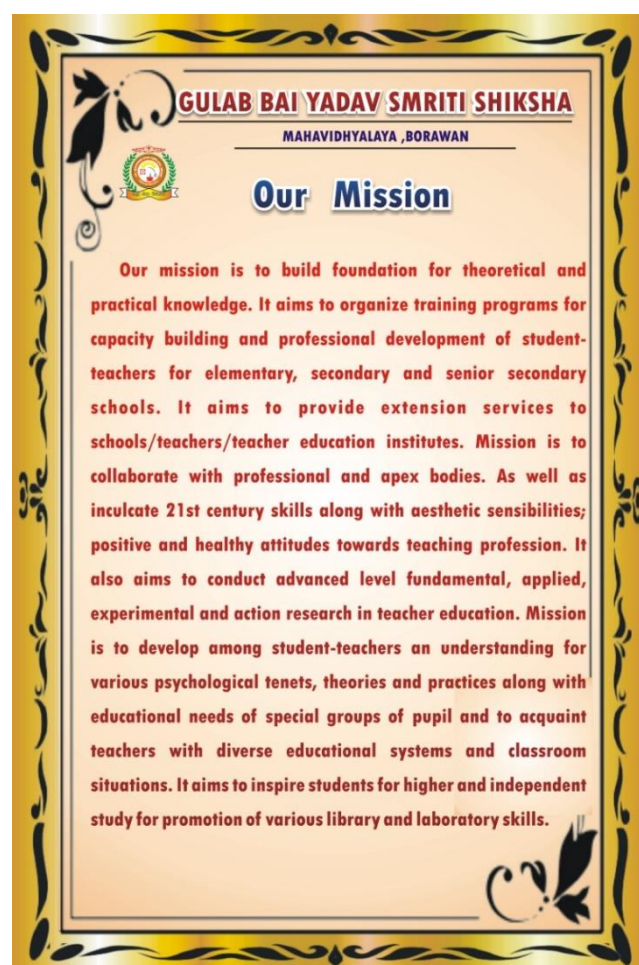
Statement of Purpose

"Devotion" With all their hearts for Transformation
"Service" With all their hands for Humanity
"Faith" With all their minds for Peace and Prosperity

OUR VISION:

To emerge as a centre with Academic and Research Integrity for Professional Excellence in Teacher Education and allied disciplines for preparing teachers from rural and marginalised community.

MISSION

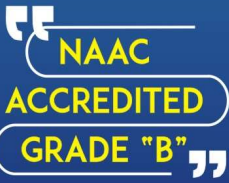


GULAB BAI YADAV SMRITI SHIKSHA
MAHAVIDHYALAYA, BORAWAN

Our Mission

Our mission is to build foundation for theoretical and practical knowledge. It aims to organize training programs for capacity building and professional development of student-teachers for elementary, secondary and senior secondary schools. It aims to provide extension services to schools/teachers/teacher education institutes. Mission is to collaborate with professional and apex bodies. As well as inculcate 21st century skills along with aesthetic sensibilities; positive and healthy attitudes towards teaching profession. It also aims to conduct advanced level fundamental, applied, experimental and action research in teacher education. Mission is to develop among student-teachers an understanding for various psychological tenets, theories and practices along with educational needs of special groups of pupil and to acquaint teachers with diverse educational systems and classroom situations. It aims to inspire students for higher and independent study for promotion of various library and laboratory skills.

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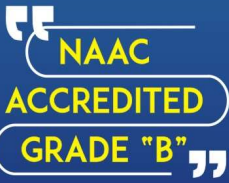


CODE OF CONDUCT FOR STUDENTS

The College expects the students to adopt a target-oriented, mature and professional approach to their studies and their general conduct in the college. We expect students to abide by the Code of Conduct as given below:

1. Every student is required to wear his/her Identity Card visibly/well-displayed at all times during college hours. Unable to produce the Identity Card, issued by the College or refusing to produce it on demand by Campus Security Guards or other authorities will be deemed an offence.
2. Students should dress in a dignified manner that is appropriate and suitable for an Academic Environment.
3. Students are not permitted to use the mobile phone within the Campus. Switch off mobile phones on the college campus and keep them out of sight in the classes.
4. Students are expected to keep the campus neat and clean. Do not drop or litter around the college campus and put it into the dust bins.
5. Students are expected to treat all members of the college community with honour, respect and courtesy.
6. Students are not allowed to bring Non-students/ Visitors on to the college campus. Unauthorized visitors should be immediately reported to a member of the staff/ College Security Guards.
7. Students should not loiter in the corridors/ outside the class-rooms during the classes.
8. Smoking, consumption of intoxicants (an alcoholic drink or drug), chewing of Tobacco, Pan Masala, Gutka etc. and Gums is banned in all spaces throughout the college and immediately outside the college entrances.
9. Students should not indulge in any anti-social or criminal activity within or outside college, which may tarnish the image of the college.

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10. Students are prohibited to use college facilities to send or view any obscene, offensive or illegal material.
11. Students are expected to switch off the lights, fans and other electric equipment's/ gadgets when not in use.
12. Organising Meetings and Processions on the campus and immediately outside the Entrances of the College without the written permission of Principal is strictly prohibited.
13. Stealing, Misusing, Defacing, Damaging or Destroying the college property will be severely dealt with.
14. Indiscipline during any Activity/ Functions of the college will be viewed very seriously subject to exemplary punishment.
15. Students are required not to interact on behalf of the college with media representatives or invite media persons on to the college campus without the written permission of the principal.
16. Students should read the College Notice Boards daily on entering and before leaving the college and open their Email account to get information regarding important instructions/ orders issued by the principal.
17. Students should not waste Drinking Water. Turn off the taps after use. Do not leave the taps dripping or flowing.
18. Bullying, assaulting, intimidating, or threatening any member of the college community will be treated as an offence.
18. Misbehaviour with girls will be considered as a serious case of Misconduct. Give them priority for Entering and Leaving the classes without any obstruction.
19. Students are expected to be Environment-friendly and conserve the greenery of the college campus.
20. Students are permitted to park their Registered Vehicles on the 'Parking Zone' reserved for them only during College Timings. Wearing of Helmet/Protective Headgear is for Two-Wheeler Riders. If any student fails to comply with the code of conduct or fails to observe any aspect of the code of conduct, strict disciplinary action may be taken against her/him by the principal.

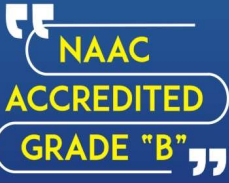


Principal is the final authority to suspend or to expel the student violating any of the rules of the College and instructions displayed on the Notice Boards or communicated through E-mail from time to time. Heavy penalty/fine will be imposed on the students violating the rules and regulations of the college. Mandatory Code of Conduct for Students Information Brochure 2021—2022

CODE OF CONDUCT FOR FACULTY MEMBERS

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
5. Maintain active membership of professional organisations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

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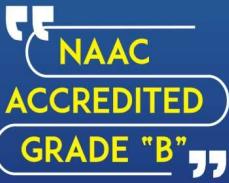


AND THE STUDENTS:

Teachers Should:

- I. Respect the right and dignity of the student in expressing his/her opinion.
- II. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- III. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- IV. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- V. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- VI. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- VII. Pay attention to only the attainment of the student in the assessment of merit;
- VIII. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- IX. Aid students to develop an understanding of our national heritage and national goals; and
- X. Refrain from inciting students against other students, colleagues or administration.

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TEACHERS AND COLLEAGUES:

Teachers Should:

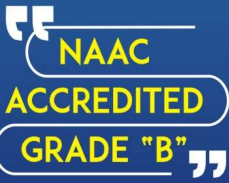
- I. Treat other members of the of the profession in the same manner as they themselves wish to be treated.
- II. Speak respectfully of other teachers and render assistance for professional betterment.
- III. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities. and
- IV. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES:

Teachers Should:

- I. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- II. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- III. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- IV. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

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- V. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- VI. Should adhere to the conditions of contract.
- VII. Give and expect due notice before a change of position is made; and
- VIII. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHERS AND NON-TEACHING STAFF:

Teachers Should:

- I. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- II. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS:

Teachers Should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

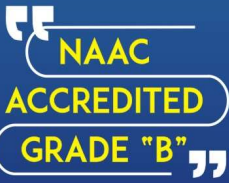


TEACHERS AND SOCIETY:

Teachers Should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b) Work to improve education in the community and strengthen the community's moral and intellectual life .
- c) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- e) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration. College Principal should:
- f) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- g) Conduct himself/ herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- h) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- i) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- j) Endeavour to promote a work culture and ethics that brings about quality, professionalism satisfaction and service to the nation and society.

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- k) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- l) Manage their private affairs in a manner consistent with the dignity of the profession;
- m) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- n) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- o) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Cond of Conduct for Principal:

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the principal. He/ She has to

1. Chalk out a policy and plan to execute the vision and mission.
2. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
3. Recommend and forward communication to the authorities
4. Execute any other qualitative and quantitative work for the welfare of the institution.
5. Listen to the student's ideas and set a supportive tone.
6. Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
7. Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.



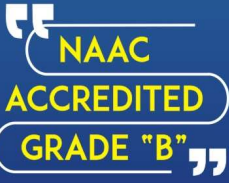
Administrative Staff / Supporting Staff: Teachers Should:

Actions of in-discipline and action:

The following are examples of unacceptable behaviour of administrative staff / Support staff

- Any form of physical/verbal violence towards students, teaching-non-teaching colleagues and visitors.
- Sexual offences, sexual insults or sexual discrimination against students, teaching non- teaching colleagues and visitors.
- Theft/damaging money/property of college, students, teaching-non-teaching colleagues and visitors.
- Unauthorized absence from work.
- Consuming alcohol or drugs and smoking.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post. Indulging in any of the above mentioned inappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken.

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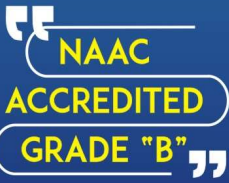


Code of Conduct Governing Body:

The Governing Body of every college shall be responsible for the power management of the affairs of the college and may exercise all such power and functions as may be necessary for the purpose. In particular, and without prejudice to the generally of the foregoing provision, the Governing Body of a college shall be responsible for ensuring:

1. That review is made of the results of the college and the University examinations and measures are adopted for academic improvement and maintenance of academic standards; and that working hours and actual teaching days of the college, workload and number of classes engaged for each course/subject taught are in conformity with university Acts and Statutes;
2. That steps are taken for creation of posts and appointment of Principal (or, in the absence of a Principal, of a Teacher-in-Charge) teachers and other staff in accordance with the provisions of any law or rule or order in force for the time being to provide the instructional and other services necessary for the efficient and effective operation of the college;
3. That the number of qualifications and the method of recruitment of the teachers and the conditions of their service are in accordance with the provisions of any law any rules or orders of Government of West Bengal and UGC, for the time being in force;
4. that the laboratory and other instructional facilities available are adequate for the instructional programme;
5. that the buildings in which the college is located are suitable for the purpose for which they are intended and are maintained at a satisfactory state of repair and sanitation;
6. that the library is properly equipped;
7. that the financial resources of the college are sufficient to ensure efficient and effective operation of the college;

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8. that all information, returns, reports and other materials required by the University and the State Government are promptly collected, prepared and made available to the University and the State Government;
9. that all books, registers, records and accounts required to be maintained are kept up to date;

Code of Conduct for Library:

1. All Bonafede students can be the members of the library. To secure her membership, student is required to fill up the prescribed Membership Application Form available at the Circulation Counter within one week of their admission in the college. Non-Members are not permitted to use the library.
2. Entry to the library is permitted only by showing valid I.D. Card issued by the College.
3. Books are issued against ID-cum –Library card which is non-Transferable.
4. Bags, files, personal books are not allowed inside the library. Students are required to leave their personal belongings at the Property-Counter at their own risk. Valuable items like money, calculators, cell-phones, jewellery, etc. should not be left at the property-counter.
5. Drinks and eatables are not allowed inside the library.
6. Mobile phones should be on Silent mode during your stay in the library.
7. The loss of Identity-cum-Library card is to be immediately reported in writing to the Librarian. Any loss that the Library may incur on account of the loss of a Library card will be the responsibility of the owner of the card.