



## **Meston College of Education**

(Autonomous)

Royapettah, Chennai – 600 014.

### **INSTITUTIONAL POLICY**

Meston College of Education has established systems and procedures for maintaining and utilizing physical, academic and support facilities. They provide guidance to members in a number of academic areas. The College has regular maintenance and periodic replenishment of essential facilities. College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

### **PHYSICAL INFRASTRUCTURE AND FACILITIES MAINTENANCE POLICY:**

Our college has 1. Principal's chamber 2.College office 3.Staff room (7 numbers) 4.Library 5.Computer cum language laboratory 6.Media centre 7.Main hall / Mathematics room 8.History room 9.English room 10. Physical science classroom cum laboratory 11. Biological science classroom cum laboratory 12. Seminar hall / Tamil room 13. M.Ed. room 14. M. Phil. room 15. Psychology laboratory 16. Department of Extension Services 17. Visitor's room 18. Office of the Controller of Examinations 19. Department of Physical Education 20. Women's waiting room 21. Record room 22. Store room 23. Counselling Room 24.Lobbies / Verandah 25. Rest rooms (for men) 26. Rest rooms (for women) are well maintained and cleaned by the menial workers.

Toilets are cleaned on a periodical basis during the day, at regular intervals, the relevant cleaning materials have to be supplied to the workers by the office officials. The cleanliness and tidiness of the college campus is monitored by the Office Superintendent and the Principal.

### **LABORATORIES:**

Biological Science laboratory with various items such as Specimens (plants and animals), Skeleton, Microscopes, Aquarium, Charts, Photographs of Scientist and Clay models

etc. are utilized effectively for the clear understanding of the lessons. Practical classes are conducted regularly. Students are allowed to utilize the materials for their teaching purposes. Maintained by the department staff.

Laboratories for Mathematics help to develop proper mathematical attitude among the students, with the recent learning materials such as rotational symmetry, Geo board, types of parallelogram, etc. Students are allowed to utilize the materials for their teaching purposes. Maintained by the department staff.

Physical Science laboratory consists of instruments / materials like moving coil, galvanometer, meter bridge, physical balance, test tubes, conical flasks along with acids and salts, etc. to make practical sessions effective. These laboratories were utilized with a provision of one period per week in the timetable for practical sessions in the B.Ed. curriculum. Students are allowed to utilize the materials for their teaching purposes, maintained by the department staff.

A modern psychology laboratory consisting of latest verbal and performance tests helps to provide our teacher trainees with laboratory based experiences and to translate into relevant skills for effective interaction in their classroom practices. Students practice and learn various psychology experiments. Scholars are also allowed to utilize the lab for their research purposes.

An air conditioned computer laboratory with 30 terminals is utilized to increase the computer literacy. LAN facility together with Wi-Fi and broad band internet facility is also available. A language laboratory loaded with softwares on the theme 'Tell me more English' and 'Express Pro' are useful to develop communication ability of the students. Audio-visual room with modern equipment such as interactive white boards, five overhead projectors, LED TV, professional video camera is well utilized to provide hands-on training for effective use of audio-visual equipment. The separate policy for computer and Language Laboratory is explained in detail in the following pages.

### **ICT ENABLED SMART CLASSROOMS:**

All ICT enabled smart classrooms are maintained by the staff appointed by the management. The classrooms are well maintained and cleanliness is checked by the full time helpers. Classrooms are well ventilated and essentials such as tube lights, fans, benches and desks for the students are provided and maintained from time to time. Maintenance and repair work of the classrooms are timely undertaken and done under the supervision of the management.

## **VERIFICATION OF STOCK:**

Stock verification of the laboratory, furniture, computer language laboratory, library books is done regularly by the staff members.

The college office ensures essential stationary required by the staff members under the supervision of the staff secretary and principal.

The examination essential stock requirement is managed under the supervision of the exam committee and principal.

## **ELECTRICAL INFRASTRUCTURE**

1. Fixing/ maintenance of all minor electrical problems are carried out by the electrician whom will be employed on the time of any demand or need raised in the college during the working days.

2. During electrical load shedding, the office assistant is assigned the task of running the diesel generator set; he is in charge of monitoring and maintenance of this generator set.

3. Staff of all departments are required to inform the Principal orally about any malfunctioning of electrical equipment within their jurisdiction and the Principal undertakes necessary rectification steps accordingly.

4. If electrical accessories/ parts are required to be purchased from the market, the office and the staff in charge shall arrange to purchase the same.

5. For matters of higher task of maintenance, the electrician shall give a tentative estimate of required electrical accessories/ parts to the Principal who shall get it purchased through official procedure.

## **SPORTS FACILITIES & INDOOR STADIUM:**

### **SPORTS POLICY:**

- Physical Director will identify the students who are talented and efficient in sports by observing their performance
- The committee shall promote sports activities by motivating students and members of faculty.
- Healthy competitions should be organized for the promotion of team spirit.

- Regular sports events were organised in order to train students for inter college state and national level competitions.
- Proper maintenance of sports accessories.
- Conducting of Sports day in a grand manner by organizing events between different houses, builds team spirit & unity.

Our college Physical Education Director Mr. R. Ruban John Thomas, monitors and maintains all the sports items.

#### Sports Materials Maintenance:

- The Physical Director shall be In-Charge of the Sports Materials.
- The Physical Director will be assisted by the students in day to day functioning of sports activities.
- Sports activities are carried out every day by following the regular time table. Sports Secretaries and other house captains support the Director in organizing Sports and games.
- Separate Stock Register of sports items will be maintained by the Physical Director.
- Indoor Games like Carom, Chess related materials are issued to students and they are maintained properly.
- Appropriate compensation will have to be borne by the users if any damage is caused during the period of usage; this shall exclude consumable items like shuttle cock.
- Indoor stadium is effectively used by the day scholar and hostellers. Special permission will have to be obtained from the In-Charge if the issued items are required to be kept under the custody of the intended users for more than 1 (one) day.

#### FIRST AID FACILITY

1. First Aid facility will be available on all the working days of the college from 09.00 am to 04:00 pm (College Hours).
2. In case of emergency, the distressed person or who are all with that person shall immediately approach the staff in charge.

3. In critical conditions, the suffering person will be transferred for better medical supervision to the nearest Royapettah, Government hospital.

4. Maintenance of essential medical facilities will be monitored by the Physical Director.

5. Keys of the FAF will be at the disposal of the Physical Director of Meston College of Education

6. Nodal person for monitoring and maintenance of the FAC is Mr. R. Ruban John Thomas, the Physical Director

#### **RECORDS ROOM – ADMINISTRATIVE:**

- Superintendent shall be in charge of the Records Room.
- Old files and records of the college office and very old ones are stored in this facility in a systematic manner for any probable future reference

#### **ADDITIONAL FACILITIES:**

Water purifier and Cold water storage is available for staff and students and is well maintained. Timely repair work for the same is carried out under the supervision of the staff secretary and principal.

Separate toilet is made available the male and female staff of the college.

A dedicated parking facility is available for students as well as for staff members. They are provided with a parking slot in order to ensure their security within the campus during college hours.

The College Campus is monitored by CCTV cameras.

Separate Hostel facilities for male and female students are managed and maintained by the Wardens, Principal and the management.

#### **LIBRARY AND ITS USAGE POLICY:**

The Meston College Library houses a vast collection of books, periodicals, audio-video resources, and more that caters to the needs of the staff and students. The College Library also contains a valued collection of old books and other reference materials for its users. Staff and

students can borrow books from the Library's Collection under the following Conditions:

1. Each student may borrow up to 7 books for a period of 15 days.
2. Lent books may not be retained for longer than 15 days under any circumstance.
3. They may be renewed, if there are no reservations.
4. If books are retained beyond the 15 days lending period, the student will be fined Rs.1 per book per day.
5. Current periodicals aren't available for lending.
6. Reference books can be borrowed at 4:30 pm and have to be returned before 9:15 pm the next morning. If not, a fine of Rs.5 will be levied and no reference books will be issued to the student until the fine is paid.
7. Referred books, periodicals and newspapers should be returned to their original shelves and places.
8. The books are the property of the Meston College of Education and students are advised to handle the books with immense care and respect.
  - a. No marks of any kind can be made on/in the books.
  - b. If the book is lost/damaged, the student will have to replace the book or pay twice the cost of the book to be replaced.
9. The student who borrows the book(s) from the library will be solely responsible for the book(s) till its return. Under no circumstances he/she is allowed to transfer the book(s) to another student.
10. The library card should be returned to the College Library at the end of the Academic Year.
11. All bags, cases, files, folders, water bottles etc., should be left in the designated luggage area outside the College library.
12. Use of mobile phones is strictly prohibited inside the library.
13. Library computers are available only for academic purposes. Internet guidelines should be followed.

#### LIBRARY COMMITTEE

To provide a forum for discussing library's needs and expectations.

- To act as advocates for the Library in wide decision-making

- To advise the library on policy matters concerning services, resources and facilities.
- To provide an opportunity to raise and discuss initiatives in the provision of library and information services.
- To facilitate communication between the Library and its users to advance knowledge and information.

## **COMPUTER LABORATORY AND LANGUAGE CENTRE**

### **Code of Conduct for Computer & Language Laboratory Usage:**

The computer labs are an academic resource. Privacy and concentration are important in computer labs. Students can speak with others in a way that does not disturb other users.

Students should make sure that they should take care of their belongings. The computers in the labs have been set up in such a way that it can be used by multiple people having differing needs. Changing or interfering the inbuilt configuration of the computers is not allowed. Software downloaded from the Internet is not to be installed on any lab computer for any purpose. Documents should be saved to your network drive, flash drive or to a cloud storage account. Users are not allowed to take print outs in the computer lab, instead they can utilize Library facility.

Attempting to damage or destroy information on the computers will not be tolerated. Students are expected to leave their computers workstation in the same condition as they found it. This includes putting chairs back in place and logging out when they leave. Sexual harassment of any type will not be tolerated in the computer labs. Examples of sexual harassment may include, but are not limited to: Displaying pornographic images, verbal harassment or abuse of a sexual nature, Subtle pressure for sexual activity. Students are responsible for reading and abiding by all signs posted in the computer labs.

## **ADMINISTRATIVE POLICIES**

### **ADMISSION POLICY:**

The Admission committee take up the following task during admissions every year.

- Preparation of advertisement and Brochure of every academic year.
- Assisting the student and to interact with the parents during admission.
- Check and verify the documents and certificates of the students.

- Maintain the Government reservation policy in admission.
- Provide counselling and orientation during the admission
- Work collaboratively with office administrative staff,
- Preparation of the list of students admitted.
- File and maintain the records of the admission.

#### Procedure of Admission:

Admission to B.Ed. course is carried out via centralized single window system by the Government of Tamil Nadu which will be held at Lady Willington Institute of Advanced Study in Education, Chennai

The faculty is the appointed nodal agency to give vide advertisements, call for applications, process the applications, prepare the merit list, conduct of counselling for the allotment of seats to various colleges of education in the State of Tamil Nadu. In the case of our college, being a minority institution, 50% of the seats are filled by the Government appointed nodal agency on the basis of merit and reservation policy of the state Government and another 50% of the seats are filled by the management.

The candidates selected for provisional admission will be intimated through phone or e-mail ID given in the application forms by the candidates. The candidates will be directed to report for admission by giving a time gap of 7 days from the date of dispatch of the intimation. In case of any subsequent change in address or postal delay, the institution will not be responsible on that account. The candidates called for provisional admission will have to report at the specified time and date with all the ORIGINAL CERTIFICATES and be ready to pay the college fees as directed. Otherwise the provisional admission will automatically stand cancelled. No Original Certificate should be sent along with the application form. The decision of the admission committee is final. Those who discontinue the B.Ed. degree programme after admission will not be readmitted.

#### Eligibility\* for the B.Ed. Degree programme (Co-education):

- i) The candidates should have undergone 10+2+3 (15) or 11+1+3 (15) pattern of study.
- ii) A pass in the Part III of the U.G. Degree with 50% for OC Candidates, 45% for BC/BCM, 43% for MBC/DNC and 40% for SC/SCA/ST. In the case of differently abled (Both physical and visual) a pass in the degree is enough. Candidates producing credit certificate with credit scores are to produce the equivalent mark sheet along with the application.
- iii) Candidates who have taken more than one main subject in Part III of the U.G. Degree have to choose and apply for any one of the main subjects as optional subject in B.Ed.



iv) Candidates who have done their U.G. Degree in Applied Physics, Geo-Physics, Bio-Physics, Electronics and Applied Chemistry can apply for Physical Science optional. Those who have done Bio-Technology, Plant Biology and Plant BioTechnology, Environmental Science and Micro-Biology can apply for Biological Science optional. Those who have done Applied Mathematics can apply for Mathematics optional.

v) Candidates, who have done their Bachelor's degree in Engineering or Technology with specialization in Science and Mathematics or any other qualification equivalent thereto, are eligible for admission to B.Ed. degree programme. \* Admission will be based on the latest guidelines for admission as prescribed by Government of Tamil Nadu.

### **RESEARCH POLICY:**

An essential component of Meston College of Education, is to create and sustain an atmosphere of research, inquiry and innovation among students and faculty and contribute to societal upliftment through teacher education. The purpose of this policy is to create excellence in research and education by establishing procedures for the conduct of research and to promote applied research and innovation.

The objectives are as follows:

- To promote teachers in strengthening their own research skills and working towards discovery of new ideas and concepts
- To ensure the maintenance of ethical standards of research in the college
- To make proposals for allocation of funds for research activities in the college
- To facilitate peer review of research works and enable their publications in reputed journals
- To create an academic culture that follows sustainable research work.

### **ADVANCEMENT OF RESEARCH AND INNOVATION**

Our research policy will extend to all persons conducting research and partaking in innovative activities under the auspices of the College. The college grants freedom to the scholars and faculty to carry out research in their chosen field with the consultation with research supervisors and to report their findings periodically.

The college operates policies to provide a conducive environment for research, by allocating the space, library facilities and other research enhancing resources for research programmes based on scholarly and educational merits of the proposed research. Our college aims to provide the staff and students with opportunities to attend seminars/ Webinars/ workshops/ Guest talks/ internship to teacher education institute/ data collection/ Faculty

development programmes and enhance their research skills. Students are encouraged to appear for NET/ JRF.

#### Publication of Papers in Journals:

Faculty are expected to publish their research in peer reviewed National and International journals.

#### Research Projects:

The faculty can submit a research project to any government or non-government agency with the approval of management. The college encourages students and faculty to report findings from a research project as a publication.

#### Award to the Research Supervisors:

College recognizes research activities and scholarly work of supervisors by gifting a laptop as appreciation when they produce their first PhD.

### **GREEN CAMPUS POLICY:**

Meston College campus composed of vast green and healthy serene atmosphere. Green campus aims to sweep away the wastes and maintain the real nature using conventional sources of energy. The campus encourages sustainable lifestyle by imposing proper disposal methods. Eco-friendly recycling measures are the tool of clean and tidy campus.

#### RAIN WATER HARVESTING RELATED:

Water conservation is implemented at different levels in the college in the form of rain water harvesting, tree plantation to maintain the underground water levels to recycling the water for gardening purposes and many more. Rainwater harvesting is a conservation process used for many drives and for the future needs.

#### ELECTRICITY RELATED:

Staff and students are encouraged to use natural light than electric bulbs wherever possible. Electricity needs are fulfilled partially by the installation of solar panels. Extension of solar power is to be arranged for the entire college in the future.

## **ENERGY POLICY STATEMENT:**

The Energy Policy of our college is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis.

- To sensitize the students and staff of our college about the importance of energy conservation and encourage them to maintain.
- To provide information and training opportunities on energy saving measures.
- To carry out energy auditing to assess the usage of Electricity by different electrical installations.
- Turn off lights and fans when not in use and use natural light whenever possible.
- To install LED bulbs to save energy.
- To take additional measures to continuously improve energy consumption.
- To ensure the availability of necessary resources to achieve the objectives.
- Turn off the computers when not in use.
- To fine tune the optimum temperature setting of Air Conditioners in computer lab and office.

## **WASTE MANAGEMENT POLICY:**

Focus on reducing waste by going paperless is achieved half the mark. Google class room is used as LMS to conduct quizzes, submission of assignment, sharing e-books, feedback assessment, etc. The faculty members manage College and class WhatsApp groups for the purpose of sending Communication and circulars.

Ban on single use plastic cups, straws, plates, by Tamil Nadu government is implemented throughout the campus. College organises various competitions and awareness programmes to

encourage students to reuse waste materials. Keeping dust bins in class rooms and campus makes the location neat. The waste water from RO System is directed to green plants in the ground floor.

The waste management policy of the college aims:

- To sensitize student community on Environment Protection and sustainability
- To provide a platform for students to participate in nature friendly activities
- To give awareness about reducing the quantity of waste
- To minimize waste generation and facilitate repairing, reusing and recycling over the disposal of wastes in a cost effective manner
- To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.
- To promote holistic approach of waste management in the campus.
- To classify waste into different types and sort it systematically
- To promote sustainable waste management by creating awareness through 7R's principles like Remove, Reduce, Resource, Re-use, Re-cycle, Recover and Return.
- To deploy eco-friendly technologies for cleaning and sanitation
- To encourage active research in technology that promote pollution free environment
- To implement green protocol in connection with 'Swachh Bharath Action
- To organize awareness programmes for students and staff to reduce pollution and manage waste properly.
- To protect biodiversity through Green Campus Clean Campus techniques like Agriculture, Planting new trees, Vegetable garden.

- To provide students the opportunity to explore and to glint the nature through sustainable waste management techniques

#### **SEGREGATION OF SOLID WASTE:**

Students are advised to use garbage bin in the classrooms. As per the guidelines given by Chennai Corporation the wastes are properly handled. Electrical Incinerator is used to remove the sanitary wastes which is installed in the women's hostel.

#### **E-WASTE RECYCLING**

When upgrading computer laboratory with higher configuration systems, the old systems are reused in libraries, staffroom and Meston and Emma Foulger hostel to serve basic needs like browsing.

#### **ALUMNAE POLICY:**

- Alumni Association should unite the old students of Meston College of Education under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the Association and country.
- MAA should conduct the academic related activities and also to keep in touch with other schools and college faculty, non-teaching staff and students.
- To bring out magazines, souvenirs and newsletters highlighting the activities of the College and its Alumni.
- Organization of cultural (Mestofez) and educational programmes and also to conduct Alumni Day celebrations every year.
- To help the Alumni to get advice from the College on various job and professional enrichment opportunities that they may obtain in their work and real life.

## **PREVENTION OF SEXUAL HARASSMENT POLICY:**

Our college is a co-education institution committed to create an environment in which students, teachers and non-teaching staff can work together in an environment free of violence, Sexual harassment and exploitation. Meston college fulfills the direction of the Supreme Court and respective UGC guidelines enjoying all employers to develop and implement a policy against Sexual Harassment at work place.

The committee shall be headed by a senior women faculty of the college and meet as and when any complaint is received.

## **STUDENTS WELFARE POLICY:**

Committee monitors code of conduct and ethics which the institution enshrines there by promoting the spirit of fellowship among students, teachers, administrators and other staff.

### **OBJECTIVES OF THE STUDENTS' WELFARE COMMITTEE:**

To guide the students with the various welfare schemes offered by the University/ College/Government for the benefit of students.

- To arrange scholarship, bus passes, medical checkup etc. for the students.
- To ensure coordination among the students, parents & college authority
- To analyze and solve the problems of students regarding academic & Institutional activities.
- To monitor the various amenities for the students.
- To assess and monitor the holistic welfare of the students.

The following are the supports provided by our college to the student teachers:

Mentor Mentee Meeting  
Grievance Redressal Cell  
Disciplinary Committee

## **MCE GRIEVANCE REDRESSAL COMMITTEE & ANTI-RAGGING CELL**

Meston College of Education promotes the spirit of fellowship among students, teachers, administrators and other staff by having cell to redress the raised issues then and there.

It is good to air a grievance rather than to bottled it up. Protection of human rights is essential for all round development of an individual's personality. To realize the primary needs

of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted.

The Committee is indented to find solutions for problems like,

- (i) Sexual harassment - any kind of physical or mental harassment
- (ii) Complaints regarding class room teaching - class room management, completion of syllabus, teaching methods, etc., if and when they arise.

The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

The function of the cell is to look into the complaints lodged by any student, and judge its merit This Committee is coordinated by Principal and executed by Academic Staff by Mentor Mentee Section. The Grievance cell along with anti-ragging cell were empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Students Council. In case, the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell in front of Extension service department.

### **OBJECTIVES OF THE GRIEVANCE REDRESSAL COMMITTEE**

- To listen to the grievances of the students and staff and to give assurance of remedial actions.
- To accept written grievances from students and staff of the college.
- To scrutinize the grievances submitted by the Staff and Students and take necessary steps immediately.
- To assess the authenticity of the grievance and take necessary action.
- To attend the grievances based on the gravity of the grievance.
- To take up the grievance to the concerned department person immediately and solve the issue.
- To report the grievance to the management if required.
- To follow up the grievance matter till final disposal.
- To maintain strict confidentiality as per requirement.

### **FOCUS OF THE COMMITTEE**

The focus of the Grievance Cell and Anti Ragging is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell is constituted for the Redressal of the problems reported by the Students of the College with the following objectives:

Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.

Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Suggestion /Complaint Box is installed in front of Extension service department, in which the students who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Advising Students of the College to respect the rights and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising all the Students to refrain from inciting Students against other Students, Teachers and College administration

Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

### **MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS AND STAFF**

The students are the main stakeholders in any institution imparting education and it is our endeavour to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the institute has decided to provide mechanism to students for Redressal of their grievances as under:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging of fees
- Grievance regarding conducting of Examinations

### **STAFF WELFARE POLICY:**

- ✓ To facilitate the teaching staff to attend training programmes like Conferences/Workshops/Refresher Courses/ Orientation Courses/Faculty Development Programmes, etc.



- ✓ To encourage and support the teaching staff for academic growth and career advancement.
- ✓ To encourage the teaching staff for presentation of research papers in conferences workshops
- ✓ To support the teaching staff to avail opportunities for discussing the novel developments of the emerging challenges and future perspectives in their fields of interest.
- ✓ Teaching and non-teaching staff can avail the following welfare schemes provided by the Government of Tamil Nadu
- ✓ Residential quarters for principal and warden

In addition to the above mentioned welfare measures, our management is also keen in promoting staff well-being, satisfaction and motivation in the following ways:

- ✓ Management releases part of the salary if there is delay by Government in pay disbursement.
- ✓ Staff members are encouraged to participate in the Annual Educational tours along with their family members.
- ✓ Staff is allowed to use college ICT facilities for their research work.
- ✓ Coffee and tea are provided to the staff every day in the morning and evening.
- ✓ Our staff members are encouraged to attend webinars/seminars, workshops and training programmes/FDP. On Duty leave is provided.
- ✓ Medical camps are conducted to staff members also.
- ✓ The college sponsors the staff for attending seminars, workshops and training.
- ✓ Allowances are provided to the staff for visiting schools during practice teaching.
- ✓ Teaching staff have been given laptops for their academic uses (online teaching).
- ✓ The management appreciates the staff members, who produce their first Ph.D., candidate by way of giving a laptop.
- ✓ Teachers are honored with a gift during Teacher's Day Celebration.
- ✓ Annual Salary Increment-The employee's salary increment for the management staff is calculated based on the number of years of service and disbursed in the month of July.

### **PROFESSIONAL ETHICS AND CODE OF CODUCT FOR TEACHER EDUCATORS TOWARDS STUDENT TEACHERS:**

- Treat all students with love and affection.
- Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language, physique and place of birth.
- Facilitate students' physical, social, intellectual, emotional, and moral development –all

round personality

- Respect basic human dignity of the student teachers in all aspects of school life.
- Make planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- Transact the curriculum in conformity with the values enshrined in the Constitution of India.
- Adapt the teaching to the individual needs of student teachers.
- Maintain the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Refrain from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- Keep a dignified demeanor commensurate with the expectations from a teacher as a role model.

#### **TOWARDS PARENTS, COMMUNITY AND SOCIETY**

- Establish a relationship of trust with parents/guardians in the interest of all round development of students.
- Desist from doing anything which is derogatory to the respect of the student or their parents/guardians.
- Strive to develop respect for the composite culture of India among students.
- Keep the country uppermost in mind, refrain from taking part in such activities as it may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

#### **TOWARDS THE PROFESSION AND COLLEAGUES**

- Strive for the continuous professional development.
- Create a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- Take pride in the teaching profession and treat other members of the profession with respect and dignity.
- Refrain from engaging in private tuition or private teaching activity.
- Refrain from accepting any gift or favor that might impair or appear to influence

professional decisions or actions.

- Refrain from making unsubstantiated allegations against colleagues or higher authorities.
- Avoid making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- Respect the professional standing and opinions of their colleagues.
- Maintain confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

#### **CODE OF CONDUCT FOR ADMINSTRATIVE STAFF MEMBERS:**

- Treat all students with love and affection and maintain the sanctity of institutional environment.
- Respect and be impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language, physique and place of birth.
- Maintain confidentiality of the information concerning each student and staff members. Reveal such information only to those who are legitimately entitled to it and when authorized to do so.
- Refrain from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, or mental and emotional harassment.
- Desist from any action that is derogatory to the dignity of the students or their parents/guardians.
- Abstain from physical contact and emotional attachment with students unless otherwise there is a clearly defined purpose that is positively oriented, while continuously ensuring their safety and well-being.
- Keep the love for our nation and loyalty towards it and refrain from any activities that may spread the feelings of hatred or enmity among different communities, religious or linguistic groups.
- Refrain from accepting any gift, or favour that might impair or appear to influence any significant decisions or actions.
- Refrain from making unsubstantiated allegations or derogatory statements against colleagues or others, especially in the presence of pupils, other teachers, officials, or parents.
- Maintain punctuality, honesty and commitment towards duties and responsibilities.
- Maintain discipline and follow rules and regulations of the institution.

- Proper maintenance of the records of respective portfolio and keep confidentiality of information concerning colleagues and students. Dispense such information only when authorized to do so.

## **CODE OF CONDUCT FOR STUDENT TEACHERS:**

### **GENERAL**

- Respect the national values of secularism, socialism, democracy and federalism.
- Respect the rights and never engage in any activity that affects the integrity and freedom of others.
- Respect the dignity of others irrespective of their caste, creed, language, and culture.
- Respect the rules of the institution and follow the rules with utmost care and do everything based on conviction.
- Respect the multi-ethnic and linguistic diversity of the nation and adapt in such a way that it is accommodative of the variety of lifestyles and practices.
- Wear modest dress that conforms to the expected appearance of a teacher never prompting the students to distract their attention to the learning experiences.
- Conserve nature and reduce pollution.
- Use water and power judiciously and encourage others to follow sustainable practices.
- Keep the surroundings of the campus clean
- Maintain a teacher personality in all aspects of life with a vision of social engineering.
- Maintain a culture of give and take policy whenever interacting with staff and other students.

### **IN COLLEGE**

- Student teachers should assemble for morning devotion at 9.00 am in main hall without fail
- Student teachers those who are coming late will be monitored by discipline committee and marked in the calendar as 'late'.
- Student teachers should maintain dignity in appearance, attire and attitude.
- Teacher trainees should adhere to the dress code of the institution. Teacher trainees should maintain punctuality in attending classes.
- They should maintain clean environment inside and outside the classroom

- Teacher trainees must conserve electricity and water. They should ensure that the electrical gadgets are switched off before they leave their classroom. They should not leave the campus without getting prior permission from principal and teacher educators of their respective pedagogy.
- Student teachers are expected to get prior permission to avail leave. Student teachers are expected to make use of all the learning experiences provided in the college.
- Teacher trainees should stick to the time frame given by teachers and complete the expected assignments in time.

### **IN TEACHING PRACTICE**

- Student teachers should abide by the rules and regulations of their respective practicing schools.
- Teacher trainees should maintain discipline and punctuality.
- They should wear uniform daily with their ID cards and Girl students should put up their hair neatly. Boys should go clean shaven and wear tie and black shoes.
- Trainee teachers should maintain proper discipline in the schools.
- All records and lesson plans should be completed on time.
- Trainees should avoid taking leave.

### **ROLE OF COLLEGE FELLOWSHIP IN COLLEGE ACTIVITIES**

The aim of the College Fellowship (CF) is to serve as a bridge between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, College Fellowship acts as an important body facilitating the primary level of communication. It also assists in planning and developing various cultural, sports, social, recreational and other educational needs of students in the institution. It also provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

#### **Constitution of Student representatives**

**The Students council of our college consists of the following student representatives, namely:**

1. General Secretary 2. Assistant General Secretary 3. Prayer Secretary 4. Assistant Prayer Secretary 5. Sports Secretary 6. Assistant Sports Secretary 7. Camp Secretary 8. Assistant Camp Secretary 9. Community Service Secretary 10. Assistant Community Service

Secretary 11. Cultural Secretary 12. Assistant Cultural Secretary 13. Women's Cell Secretary.  
14. Placement Cell Secretary 15. Anti- Ragging Cell Secretary 16. Assistant Anti- Ragging  
Cell Secretary 17. Media Secretary 18. Asst. Media Secretary 19. Biological Science  
Department Secretary 20. English Department Secretary 21. History Department Secretary  
22. Mathematics Department Secretary 23. Physical Science Department Secretary  
24. Subject Secretary for M.Ed. 25. Subject Secretary for M.Phil.

### **Faculty Member:**

One Faculty member serves as the coordinator of the Students' Council, primarily acts as the advisor of the student members in the Student Council.

### **Selection Procedure**

All the student office bearers are nominated by the college. This nomination is purely based on the merits of leadership activities exhibited by the students. The Pedagogy-wise representatives are nominated by the Head of the Department. Cultural Secretaries and Sports Secretaries are nominated by respective coordinators and the final decision will be made by the Principal of the college, being the convener of all committees.

### **COLLEGE FELLOWSHIP: ROLES AND RESPONSIBILITIES**

The role of the college fellowship shall be:

- To promote a conducive environment for educational and personal development
- To support the management, administrative officials and faculty in the development of the institution by means of sharing the opinion/suggestion/feedback of the council.
- To represent the views of the students on matters of general concern
- However, in any situation, College fellowship shall not and cannot influence/force/alter the decision making procedure of the administrative officials /management.

### **Key Functions**

The functioning of the College Fellowship should be adhered to the objectives of the council. They shall work with the administration in planning and carrying out the developmental activities of the students.

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution.

## **The responsibilities of the Student - Office bearers:**

### **The General Secretary & Assistant General Secretary**

The Responsibilities of General secretary and Assistant General Secretary are:

- To represent the needs and issues of the students.
- To convey the information regarding academic and non-academic activities of the students.
- To monitor student activities.
- To organize student activities.
- To develop a rapport among the secretaries.
- To bridge the gap between students and teachers.
- To assist the teachers in college program.
- To promote cordial relationship among students.
- To take part as a student representative in academic meeting.

### **Prayer Secretary & Assistant Prayer Secretary**

The duties of Prayer secretary and Assistant prayer secretary are

- Building and training a Prayer team for morning assembly.
- Organizing all religious functions like Founder's day Prayer service and Christmas celebration. etc.
- Arranging value education and scripture classes
- Organizing the choir team.
- Conducting Quiz to build spiritual values

### **Sports Secretary & Assistant Sports Secretary**

Sports Secretary and Assistant Sports Secretary duties are as follows

- Organizing physical education programs, competitions, inter and intra College sports competitions and university zonal meet and district meet under the guidance of Physical Director.
- Encouraging the students to participate in sports meet.

### **Camp Secretary & Assistant Camp Secretary**

- The Camp Secretary and Assistant Camp Secretary duties are as follows:

- Arrangement of citizenship camp, inviting chief guest and maintaining discipline in camp site.
- Organizing Camp fire and cultural events during camp.

### **Community Service Secretary & Assistant Community Service Secretary**

The duties of Community service secretary and Assistant Community service secretary are

- Working with communities to eradicate illiteracy
- Creating social awareness and helping underprivileged individuals
- Campus cleaning, maintaining greenery campus.
- Creating awareness on social issues.
- Participating in community development programs

### **Cultural Secretary Assistant Cultural Secretary**

The duties of Cultural Secretary and Assistant Cultural Secretary are as follows:

- Showing a strong interest in cultural events like dance, drama, music, debate, and elocution.
- Organizing cultural events.
- Encouraging students to participate in inter and intra college cultural events.
- Conducting Subject quiz.
- Serving extra hours in close association with teachers in charge and keen in promoting cultural activities.

### **Women's Cell Secretary**

The duties of the Women's cell Secretary are as follows:

- Conducting Women's Day programmes.
- Arranging guest lecture on women empowerment.
- Monitoring issues related to women students of the college.

### **Placement Cell Secretary**

The duties of Placement Cell Secretary

- Assisting Placement cell in-charge staff in conducting campus interviews for the recruitment of the teachers.
- Being a bridge between student teachers and schools.
- Encouraging students to participate in campus interviews.
- Arranging lectures to enlighten students to face interviews and preparing curriculum vitae or Resume writing.
- Involving in 'Follow up' work in terms of appointments.



### **Anti- Ragging Cell Secretary& Assistant Anti- Ragging cell Secretary**

The duties of Anti –Raging cell and Assistant Anti- Ragging cell are as follows

- To create awareness on anti – ragging
- To conduct periodical meetings.
- To ensure anti ragging instructions are displayed at prominent places in their areas of control.
- To maintain cordial relationship between juniors and seniors

### **Subject Secretaries for B.Ed., M.Ed. M.Phil. Programmes**

The duties of subject secretaries are monitoring and executing subject related matters, such as:

- In - charge for class discipline
- Maintaining class cup-boards
- Representing the departments in college meetings.
- Conducting subject association meetings.