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Policy for Code of Conduct

Arihant college of Education organizes activities for giving quality education to students. Along with educational activities, AEF intends to inculcate higher Human and Social Values among students. Arihant College of Education believes in developing responsible and skill based teachers for the society. For this, college has decided to adopt Code of Conduct Policy for Students, Teachers and Admin members.

AEF has a strategy for implementing Code of Conduct Policy. Therefore, AEF has decided to constitute a committee for monitoring the Code of Conduct. This policy is compulsory for all the Students, Teachers and Admin staff.

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Code of Conduct

Code of Conduct for Students:-

General Instructions:-

- Students should attend all class regularly
- 75% Attendance is mandatory to appear in the examination
- Students should complete all academic , co-curricular and social activities given in curriculum in given time

Discipline:-

- Students are advised to maintain decorum during their presence in the campus.
- Students are encouraged to be a part of green initiative adopted by institution
- Students are strictly prohibited from involving in any anti-institutional, anti- national, anti-social activities within the campus.
- Students are strictly warned not to indulge themselves in ragging, harassment. In any such case indiscipline action will be taken against the students.
- Students have to take care of college properly any kind of damage to college properly due to negligence, students have to compensate for the loss.
- Using mobile phone in the classroom and library is strictly prohibited

I-Card & Library card:-

- Students are instructed to wear I -Card regularly
- Without library card students are not allowed to issue library books.
- In case of loss of I -Card library card, it should be informed immediately to principal and librarian.

Instructions For Practice Lessons

- 1) All students should purchase textbooks from std 6th - 12th either individually or in group for lessons.
- 2) Check the notice board regularly for next phase lesson planning.
- 3) If any student get two lesson parallel (i.e at same time) on the same day, immediately contact practice lesson department.
- 4) Guidance for the practice lesson should be taken according to the dates displayed.
- 5) All the students should be present 30 min. before the lesson.
- 6) Using good & visible teaching aids is mandatory.
- 7) Student should go for the lesson with rough lesson note , fair lesson note, teaching aids, duster, chalk, temporary marker, lesson index, and textbooks for languages only.




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- 8) Dress code & I-card is mandatory for practice lesson.
- 9) Maps, flannel boards etc. issued from the library, should be returned on the same day.
- 10) Signatures of observer (teacher) should be taken immediately on the lesson note & lesson index & observation book.
- 11) Take signatures on the observation book on the same day from lesson observer and the student whose lesson is observed.
- 12) After lesson, enter your marks immediately in daily diary.
- 13) Do not remain absent for practice lessons. If student remain absent s /he will be responsible for her / his academic loss.
- 14) No students should loiter in the corridors of the school.
- 15) Not more than two students should sit in the class for observation.
- 16) For observation, students should enter the class along with the student who is going to take lesson & also leave the class with the same student.
- 17) Rules, regulations & discipline of the school should be followed.
- 18) No student will contact the school authority or school teacher directly.
- 19) Do not take teaching aids, duster, chalks, textbooks etc. from school.
- 20) Don't exchange phone numbers with school teachers & students.
- 21) No students will give any kind of punishment to school students.
- 22) At the time of lessons do not argue with school authority, teaching & non-teaching staff, school students, parents, college teachers and college students.
- 23) If any problem arises in the school, inform your teacher in-charge.
- 24) Mobile phone should be switched off in school campus.
- 25) Do not carry any valuable things to school, if lost, the responsibility will be solely of the students.

Instructions for Internship:-

General Instructions

1. Attendance is compulsory for all students during internship.
2. In any case students are not allowed to cancel their lessons.
3. Maintain proper discipline in school while conducting all activities.
4. Student teacher must be present in the class for lesson and observation before the period starts.
5. Dress code should be followed strictly as per instructions given in the college.
(Uniform is compulsory while conducting the lessons.)
6. Students are directed to stay in the school premises as per the school timings.



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7. Reports should be written only on water mark report papers provided by college.
8. Students should not celebrate any personal functions in the school premises during internship.

Attendance Sheet:

- Student teacher should sign on attendance sheet daily.
- If there is any holiday write holiday in the column given & don't sign for that day. Same will be case if any student take leave.
- On the last day of Internship you will have to take sign of the coordinator or principal on the attendance sheet.

Daily Activity report:

- To be written on water mark paper
- Write what you did per day in paragraph-wise manner.
- It has to be attached in the file

B 1. School teacher observation

Synchronous or Asynchronous or Blended Lessons

- Student teacher has to do observation of Experienced school teacher of their methods that is two from each method. (Total –4 observations).
- Write observation in the prescribed format provided by the college only.
- In the Index the B1 column will be signed by the concerned teacher whom you have observed.

B 2. Instructions for Development of Lesson Plan to cater to the Diverse needs of the students.

- Student teacher have to plan 4 lesson plans to cater to the Diverse needs of the students.
- Select small content for planning lessons based on diverse needs.
- Student teacher have to select appropriate teaching strategies, teaching methods and teaching aids according to the diverse needs.
- Student teachers have to include maximum lower order questions while planning lesson plan for slow learners and focus more on higher order questions while planning lesson plan for gifted students.
- Use the blank lesson notes provided by college.
- There is separate evaluation scheme for this lesson plan take marks on it only from the school teacher.

B-3. Instructions for Report writing of the observed co- curricular and Extra – curricular activities organized in the school.

Organisation of Co-curricular Activities

(Minimum five Activities: if possible each activity from each category):



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1. Celebration of Days
(Birth Anniversary, special days like chocolate day/colour day, Consumer's day etc.)
2. Celebration of student's/teacher's/non-teaching staff's birthdays
3. Celebration of Festivals
4. Competitions (Debate/ Elocution/ Essay/ Flower Decoration/Painting/Drawing)
5. Cultural Activities
6. Fun Games

B-4. Instructions for Essay reflecting on the activities in which the student teacher has assisted the school teacher in his /her works.

- Essays should be written only on pages provided by the college.
- Student teacher have to assist the school teacher in his/her day to day work and write essay reflecting on the same.
- Student teacher have to write experiences, opinion while writing the essay.

B 5. Conduction of lesson :

- Students have to conduct 2 lessons for each method (Total 4 lessons)
- Use lesson notes provided by the college.
- Before conducting the lesson the students will have to bring units from the school & take guidance from concern subject guide of the college. (No guidance has to be taken from school teacher for these lesson)
- Lessons should be conducted only after taking permission of the school authority. Lesson note should be made fair after guidance & duly signed (No lesson will be conducted based on rough lesson notes)
- Evaluation for these lessons will be done by school teachers.

B.6. PowerPoint presentation:

- 8 to 10 slides on activities- Name of the activities & photos & Explain verbally.
- Two slides on Essay on reflection. List of Essay on two slides should be presented (Don't write entire content on slides)
- lesson experience – one slide which will have points like how different it was from practice lesson, feedback from students, & self-reflection.
- Lesson note on diverse need – one slide in that the type of diverse need teaching strategy as per need & students , teacher experience
- Observation of experience teacher –two slides for four lessons in that they have to write general points about teaching methodology innovative practice, justification of like & dislike.
- Defense: In this, you have to defend any point or remark made by you which is questioned by other students or faculty teacher.
- PowerPoint Presentation will be considered as activity (B6) in Internship lesson Index.
- Students have to attach handout of PPT in Internship file with Evaluation tools.




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Code of Conduct for Teacher

- Teachers are expected to follow Professional ethics.
- Teachers should perform assigned duties with full dedication and honesty.
- Teachers should work for their professional development by attending seminars, conferences and research work.
- Teachers should always give their true opinion in the meeting for the development of organization
- Teachers should motivate and guide students for their achievements
- Cordial relation should be maintained with all the colleges.
- Should take leave with permission and adjustment of their responsibilities.
- Cooperation of teacher is expected towards all initiatives taken the institution

Code of Conduct for Principal

- The principal should plan activates and programmes for the academic session in advance.
- The Principal should take appropriate steps to maintain discipline in the college
- The Principal should conduct meetings of all the committees wherever required.
- The Principal should encourage faculties for professional development
- The Principal should prepare annual report on the progress of the institute.
- The Principal should consider the interest while allocating the subjects, departments and responsibilities.
- The Principal should make provision for taking feedback from the students, alumni, parents, teachers etc.

Code of Conduct for other staff

- All the staff members should aware about colleges policies and must implement them.
- All the staff members should be cooperative and should maintain cordial relation with all
- staff members should be dedicated and passionate about their work.
- The grievance of the students about admission examination or any other matter should be taken care of immediately.
- The staff should do all to work promptly by principal/ HOD and other staff members



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