



## CODE OF CONDUCT

### REGULATIONS OF THE INSTITUTE

#### A. GENERAL REGULATIONS

1. Students joining this College must observe all the rules and regulations of this College enforced from time to time and submit to the normal enforcement of the same to the satisfaction of the Principal, whose decision in this regard will be binding and final.
2. An undertaking would have to be signed by each student teacher stating the acceptance of the norms and regulations of the institute while seeking admission to the institute.
3. All students are responsible to the Principal and the Staff for their conduct in and outside the institute.
4. Insubordination and unbecoming language or conduct is strictly prohibited.
5. Student-teachers are expected to participate in all the events and programs organized during the course.
6. Daily attendance and punctuality are insisted upon. Attendance at every activity/celebration of the Institute is compulsory. Absence in any activity/celebration without prior intimation or without any valid reason will be viewed seriously.
7. Student teachers are required to sign on a general attendance register at the time of arrival at the Institute. Student teachers reporting late (upto 15 minutes from the beginning time of the day) to the Institution on any given day would be marked half day absent for the day.
8. Student teachers reporting late (upto 30 minutes from the beginning time of the day) to the Institution on any given day would be marked full day absent for the day.
9. Leave of absence will not normally be granted, other than for illness or any untoward circumstance. The Principal would be the final sanctioning authority for any leave of absence.
10. Leave notes for absence should be submitted to the Principal before attending the day's activities. Supporting documents need to be submitted as evidence if asked for by the college authorities.
11. Leave of absence due to medical reasons should be supported by authentic documents duly certified by appropriate medical officers. The institute reserves the right to scrutinize documents in case of suspected discrepancy.
12. Student-teachers are discouraged from involving themselves in commitments and activities other than those of the B.Ed. Programme. If they do take up other commitments then the institute will not make allowances or compromises on the rules and regulations of the institute.
13. Every student-teacher should shoulder the responsibility of taking care of college property. Any damage to the College property will have to be made good by those responsible for it. The decision of the Principal regarding the amount will be final.
14. Every student-teacher must carry the Identity Card with him or her, without which the student would be refused entry into the College premises.
15. Use of mobile phones is prohibited during lectures, unless permitted by teachers for academic purposes only.
16. The Institute does not accept responsibility for the loss of stationery or valuables. It is not advisable for the students to have with them large sums of money or other valuables.
17. The in-coming and out-going timing of the Institute should be strictly adhered to, in order to avoid any inconvenience to the personnel of the Institute. This is also essential for the safety and security of every individual in the Institute.
18. All rules and regulations laid down by the Institute for the safe use of the lift facility should be strictly adhered to.
19. Student-teachers should make themselves familiar with the University of Mumbai (UOM) Ordinances and Regulations concerning them, and with the Regulations and Notices which may, from time to time, be issued to them.
20. Student-teachers should study the regulations of the Institute and strictly abide by them.

## **B. EXAMINATIONS AND ASSESSMENT**

1. UOM regulations and ordinances regarding examinations and assessments would be strictly followed by the institute and the student-teachers should abide by them.
2. Student-teachers are required to be present in time for every Internal Assessment activity.
3. Attendance for all forms of Internal assessment activities is compulsory.
4. In the event of any absenteeism/failure at any Semester end examination or Internal assessment activity in any course including the Project Courses, he/she will get a grade point of "O" and a letter grade of "F".
5. Tutorials would be conducted for every course and attendance for the same would be compulsory.
6. Submissions of tasks and assignments would have to be done at the time allotted for the same. Fruitful use of the notional hours for completion of the assignments is expected of the student-teachers and the same would be monitored and considered for assessment.

## **C. INTERNSHIP REGULATIONS**

1. Every student-teacher is required to fulfill all Internship requirements as specified by the University of Mumbai for each Semester. The ordinances/regulations of the University of Mumbai regarding Internship is binding on all student-teachers. The Student-Teacher cannot choose to intern in any preferred Internship School.
2. Each student-teacher's practice lessons will be coached by a staff member. Lessons would be permitted to be delivered only after being approved by the respective coaches.
3. Lesson plans ought to be planned in keeping with the guidelines/format provided. Only complete lesson plans would be accepted by the respective coaches.
4. Draft Lesson plans should be submitted well in time to enable the coaches to check and provide guidance. Plans submitted just a day prior to the execution of the lesson will not be accepted.
5. Each practice lesson will be supervised and evaluated by a member of the staff. Constructive feedback will be provided on each lesson.
6. Student teachers are required to reflect upon each of their lessons on the template provided.
7. The entire weeks' time-table for Practice lessons of each school must be entered in the format provided. This will be handed in by the group leader to the faculty-in-charge of the school group. After the approval of the staff-in-charge the timetable should be submitted to the Internship coordinators, at least one week before the lessons are due to be given.
8. Student teachers are required to collect their units well in advance from the concerned school teachers, and at a convenient time. Collecting units during class hours is to be avoided.
9. No change in the time-table, the standard, division or subject may be made, once the time-table has been submitted to the Internship coordinators. In case of any change in the timetable due to unavoidable circumstances in the school, the same needs to be informed to the Internship coordinators, staff-in-charge of the school, the school authorities as well as the college supervisor for the given day.
10. If for some reason the practice lessons in a school are cancelled in advance of the given date, the group leader is expected to inform the Internship coordinators, staff-in-charge of the school, the school authorities and the college supervisor.
11. If for any reason lessons are suddenly cancelled on the day itself, student teachers are required to come to the college and engage in their academic work or any other task assigned by the Principal.
12. A unit once taken cannot be changed without the school teacher's consent. Similarly, no change in the class time table can be made without the consent of the school supervisor. The same needs to be brought to the notice of the staff-in-charge of the school as well as the college supervisor.
13. Under no circumstances should student teachers cancel lesson/s on their own. Cancellation of lesson/s would strictly be the decision of the Principal, the Internship coordinators and the respective Coach.
14. Student teachers are required to be involved in the activities assigned to them by the school authorities, besides fulfilling the Internship requirements expected of the B.Ed. Programme.
15. Each student teacher is required to observe peer lessons.
16. Details of each Internship day's activities should be recorded and duly signed by the college supervisor on the day itself to avoid any last minute issues.
17. All records should be maintained neatly in the respective formats duly signed by the concerned staff member and presented on the day assigned for Record checking.

18. Student teachers are required to follow an appropriate dress code as specified by the Institute. If the Internship School authority is particular, specific and strict about the secular dress code, then the Institute expects you to respect that, and follow it diligently, irrespective of your personal choices and beliefs.
19. All rules and regulations of the Internship school should be strictly followed.
20. Every student teacher is required to enter their respective time of arrival and departure in the register.
21. Student-teachers are required to be punctual at the Internship school. If running late to school due to any unavoidable circumstance, the student teacher is required to inform the Internship coordinators, Faculty-in-charge of the school, the school group leader and the college supervisor.
22. The school timings should be strictly adhered to. The rules for unpunctuality in Internship school would be as mentioned in **points 7 and 8 under General Regulations**.
23. Due permission needs to be taken from the Internship Committee (Principal and the Internship Coordinators) in case of any leave of absence.
24. Student-teachers should report to the group leader / any other member of the group and the college supervisor in case of going late or being absent. This is necessary in order to inform the school authorities and to make necessary alternate arrangements.
25. Courtesy and politeness is required of every student teacher while dealing with the school personnel. Under no circumstance should student teachers disrespect or be aggressive in the school. Problems/issues if any should be brought to the notice of the College Supervisor for resolving the same.
26. The student teachers should deal with students with full awareness of the POCSO Act. Student teachers should refrain from sharing their personal contacts (social media accounts, email ids, phone numbers, address, etc.). A professional approach in every situation needs to be maintained.
27. The Principal is the final authority for any decision/s regarding Internship.

## **LIBRARY REGULATIONS**

1. The Library remains open on all the working days except Sundays and notified public holidays. The working hours of the Library are **8.30 a.m. to 5.30 p.m.** (Monday to Saturday).
2. Every student is required to show the Library Card to the Library staff during entry into the library &/or on Demand. Every student is also required to sign in the **Library Visit Register**, during every visit.
3. Students are required to leave their Bags, Files, Folders & Personal Belongings in the lockers provided, before accessing the library resources.
4. The Library follows an open-shelf system. Students are required to leave their bags outside the Library before accessing the books.
5. Applications for books shall be made on special slips, available at the Librarians counter. The slip, clearly filled in, shall be handed over to the Librarian.
6. **Two Books for -Current Reference & Three Books for -Home Reading** will be issued against a Library ID card. Text Books are issued for 4 days only. Other Books are issued for one week. Books may or may not be renewed, as per the books "in demand".
7. Question Paper Set, Reference Book, Syllabus, Project, Lesson Plan, Newspaper, Journals & Periodical can only be used for **Current Reference**. Journals and books marked "For Reference" can only be used within the Library premises. Special permission of the Principal is required to take them out of the Library.
8. Text books for the B.Ed. course are issued for 3 days only, while books for General Reading are issued for one week. If a student wishes to keep a book or books for more than a week, he/she shall be required to apply for renewal for a further week, after showing the books to the Librarian, who may or may not renew the issue, at his/her discretion. Books which are „in demand“ by students will not be issued for Home Study or Reading.
9. Books should be examined by the borrower before leaving the library, and if the book is damaged the Librarian should be notified. Damage sustained by books while in the borrower's custody will be laid to the borrower's account and he/she will have to make good the damage. Writing of any kind in the books, tearing pages etc. will be punished with a fine.
10. Books shall ordinarily be returned by the same student to whom they were issued. On returning the books and teaching aids, students shall satisfy themselves that the entries against names are duly cancelled by the Librarian, for they will be held responsible for the books entered against their names.

11. All books must be returned immediately after the final examination.
12. Smoking and eating in the Library and Reading Room are forbidden. **Strict silence, decorum and discipline** must be maintained in the Library.
13. **Library Membership** can be obtained by regular students after showing the admission receipt. Guest Membership can be obtained by Post graduate students of other colleges & Alumni, with the permission of the Principal. The guest members would have to pay **Guest Membership** Fees of Rs. 60/- for 3 days, to use the library resources on the premises.
14. A fine of **Rs.2/- per day (including holidays)**, will be charged for books not returned within the specified time. A receipt for the same will be issued by the Library personnel.
15. In case of loss of a book the student shall replace it with a new book, (same edition or latest edition of the book) and pay 20% of the cost of the book as fine.
16. Students shall be entitled to collect their Mark Sheets and Leaving certificates only after all books issued against their names have been returned, replaced or paid for.
17. Students may avail of the photocopying facility at the prescribed rates. Readers may avail of the **Photocopying/Reprography facility** at Re. 1/- per page by submitting the requisition slip and after making an entry in the register maintained for the purpose.
18. No Library resource can be taken out of the Library without permission.
19. The Principal may temporarily or permanently suspend the Library membership of a student if he/she is found causing any damages to the library resources or violating the rules and regulations of the library. All are expected to treat the Library professionally and cooperate in its efficient and smooth running.
20. Any suggestions as to their general improvement, or to the addition of new books, magazines and teaching aids, will always be welcome.

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**ST. XAVIER'S INSTITUTE OF EDUCATION (AUTONOMOUS), MUMBAI.**

**UNDERTAKING FOR CODE OF CONDUCT**

I, Mr. / Ms. , from the Batch \_\_\_\_\_ of the **Two-year CBCS Bachelor of Education Program**, hereby declare that I have carefully read the **Code of Conduct** of the St. Xavier's Institute of Education (Autonomous), and pledge that I shall abide by all the rules and regulations laid therein. I further pledge that I shall stand accountable to the Institute in the event of violation of any of the rules and regulations of the Institute.

Yours sincerely,

Full Name of the Student : \_\_\_\_\_ Roll No.: \_\_\_\_\_

Signature of the Student : \_\_\_\_\_ Date : \_\_\_\_\_

Full Name of the Parent/Guardian of the Student \_\_\_\_\_

Signature of the Parent/Guardian of the Student \_\_\_\_\_ Date : \_\_\_\_\_

Place: St. Xavier's Institute of Education (Autonomous), Mumbai.

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