



St. Joseph College of Teacher Education for Women Ernakulam



CRITERION VII

**7.1.9 Institution has a Prescribed Code of Conduct for Students, Teachers,
Administrators and Other Staff**

Policy Documents

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



7.1.9

Policy Documents

Sl. No.	Items	Page No.
1	Discipline Policy Document	3-8
2	Anti- Ragging Policy Document	9-11
3	Anti -Sexual Harassment Policy Document	12-14
4	Inclusive Policy Document	15-17

ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM

DISCIPLINE POLICY DOCUMENT



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DISCIPLINE POLICY

St. Joseph College of teacher education for women has its own unique discipline policy outlining the rules, regulations, and expectations governing student behaviour and Staff behaviour within the institution. It is designed to maintain a conducive and respectful learning environment, ensure the safety and well-being of the college community, and uphold the vision and mission of the college.

Objectives of the Policy:

1. to build a conducive learning environment in the Institution.
2. to develop peace and harmony in the institution.
3. to have a friendly atmosphere keeping to the values of equality, honesty and justice.
4. to maintain the order and decorum of the teacher education institution.

Code of Conduct for Student teachers

Acceptance of admission to the institution carries with it the obligation of every student teacher to abide by the rules and regulation put forth by the institution. The intention of this code of conduct is to clarify standard of behaviour essential for the institutions education mission. The code of conduct is applicable to all student teachers.

Student teacher

1. must consider it as her personal responsibility and duty to attend class daily.
2. must be in college five minutes before the morning assemble begins.
3. must seek the permission of the Principal to enter into the class if late to college.
4. must seek permission for leave.



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5. must seek permission from the teacher in charge in absenting oneself for an hour from the class and if the leave required is for a half day session then permission must be sought from the Principal.
6. will have her name automatically cut off from the rolls for unnotified continuous absence of more than 10 days.
7. will not entertain visitors in the college during working hours.
8. is expected to dress modestly. Tights, leggings, short tops, flimsy clothes, deep necked dresses are not allowed. College Uniform has to be strictly adhered to.
9. is not allowed to go out of the college campus for lunch during Lunch breaks.
10. may use electrical and electronic devices in the college only after seeking permission from the Principal.
11. will not resort to making any collections in money or kind for any purpose without the due permission of the Principal .
12. will have to pay a fine for dirtying the walls or furniture, or damaging the college property.
13. will need to take permission for conducting any meetings, gathering, or programme in the college prior to the function.
14. will have to seek prior permission of the Principal to publish any news or matter or article under the name of the college.
15. will have to seek permission from the principal to be exempted from internal tests and assessments.
16. resorting to malpractices during examination shall be seriously dealt with.
17. will take care to be courteous and respectful in her ways and shall not hurt the sentiments of any particular group of people.



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9. to abide by the Govt, rules and , Management policies in matters of services.
10. to be modest in their dressing and talk.
11. to maintain a cordial relation with the colleagues, seniors and juniors alike.
12. to act with honesty and dignity with their with colleagues, staff, and administrators.

Code of Conduct for Administrative Staff

The administrative staff's actions and attitudes can reflect the culture of the college. Hence to have a well groomed staff is of utmost importance.

The administrative staff

1. is to be courteous and polite in their behaviour and should maintain a decorum befitting the institution.
2. must be punctual and should not absent from duty without prior sanction from the authorities.
3. should perform his/her duties efficiently keeping to the Government, University and Institution's rules and regulations.
4. should maintain a welcoming atmosphere in the office and maintain a cordial relation with all for the smooth running of the institution.
5. should not discriminate any staff, student or public on ground of caste , creed, religion, sex, social or cultural background.
6. should keep themselves updated through training programme, workshops and skill development activities.
7. should not involve either directly or indirectly in any form of business /external assignments during their service.
8. should extend their whole hearted support in all the activities related to the academic and administrative matters.



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9. should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
10. should be loyal towards the management and should respect and maintain the hierarchy in the administration.

Disciplinary Action against the Offenders

The disciplinary action against the student offenders depending on the seriousness of the issue includes the following:

- i. Expelled from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Denied from appearing in any test/examination or other evaluation process.
- iv. Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.

The disciplinary actions against recruited teachers will be in line with the Mahatma Gandhi University Statutes 1997 (Part D- Disciplinary Actions against the teachers of Private Colleges). The disciplinary actions against recruited staff members will be in tune with Kerala government Servant's Conduct Rule 1960.



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ANTI-RAGGING POLICY DOCUMENT





ANTI-RAGGING POLICY

St. Joseph College of Teacher Education for Women, Ernakulam is committed to providing a safe and healthy learning environment for her students. Ragging in all its forms and magnitude is prohibited in the campus, in all its premises within the campus or outside of St. Joseph College of Teacher Education for Women, Ernakulam. Anti-ragging policy and guidelines of the college is constituted under the UGC guidelines. The institution undertakes a policy of Zero tolerance towards any matter of Ragging major or minor and due punishment will be meted out to the offender.

Objectives of Anti-Ragging Policy

- i. To ensure a safe and student friendly campus conducive for learning.
- ii. To comply with the UGC (Prevention and Prohibition of Ragging in Higher Educational Institutions) Regulations, 2009.

Measures to prevent Ragging in the Campus

- i. Constituting an anti-ragging committee to monitor the campus
- ii. Conscientising students about the consequences of ragging
- iii. Promoting a culture of mutual respect and brotherhood by providing opportunities for healthy interactions
- iv. Making the freshers aware of the anti ragging policy of the institution
- v. The anti-ragging committee to design strategies and action plans for curbing the menace of ragging in the college
- vi. Having the National Anti-Ragging Help Line 24x7 Toll-Free number - 1800-180-5522, the email address and contact number of the Nodal Officer of the Anti-Ragging Committee published on the website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities, etc..





Measures to be undertaken against the offender

Depending on the seriousness of the issue the following punishments are meted out

- i. Expelled from attending classes and academic privileges
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Denied from appearing in any test/examination or other evaluation process.
- iv. Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
- v. Banned from the hostel



**ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
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ANTI- SEXUAL HARASSMENT POLICY DOCUMENT



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ANTI- SEXUAL HARASSMENT POLICY

The Anti-Sexual Harassment Policy of St. Joseph College of Teacher Education for Women outlines the institution's commitment to preventing and addressing sexual harassment and creating a safe and inclusive environment for its staff and students.

1. Introduction and Background:

The college, under the management of CMC Vimala Province, is committed to the empowerment and protection of women and children. The safety and security of staff and students are top priorities.

The Anti-Sexual Harassment Cell was established in compliance with UGC regulations for the prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions.

2. Objectives of the Policy:

The policy aims to:

- Establish a mechanism for preventing and addressing sexual harassment and gender-based violence.
- Create a discrimination-free environment.
- Foster a secure physical and social environment to deter harassment.
- Promote awareness about sexual harassment in all its forms.
- Ensure a work and educational environment free from sexual harassment.

3. Composition of the Anti-Sexual Harassment Committee:

The committee is responsible for implementing and overseeing the policy. It consists of the following members:

- Principal/Convener (Head of the institution)
- Faculty Member/Secretary
- Faculty Members (additional members for committee diversity)
- Senior Advocate (to provide legal expertise)



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- Student Representatives (one from B.Ed. I Year and one from B.Ed. II Year)

4. Measures to Prevent Sexual Harassment in the Campus:

The policy outlines various measures to prevent sexual harassment, including:

- Ensuring a safe, accessible, and sensitive mechanism for registering complaints.
- Taking action on complaints, including conducting inquiries, providing support to victims, recommending penalties, and taking necessary action against harassers.
- Advising the competent authority to issue warnings or seek legal intervention with the complainant's consent.
- Seeking medical, police, and legal intervention with the complainant's consent.
- Providing psychological, emotional, and physical support (counseling, security, and other assistance) to victims if desired.

The policy demonstrates a commitment to maintaining a safe and respectful educational environment while actively addressing and preventing sexual harassment. It also emphasizes the importance of involving both staff and student representatives in the Anti-Sexual Harassment Committee to ensure a holistic approach to this critical issue.



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INCLUSIVE POLICY DOCUMENT



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INCLUSIVE POLICY

In recognition of the imperative need for inclusive education, St. Joseph College of Teacher Education for Women, establishes this policy to foster an environment that embraces diversity and ensures equitable opportunities for all student teachers within the institution. This commitment stems from the belief that every individual, regardless of differences, deserves a supportive and accessible learning experience.

1. Objectives of the Policy:

The policy aims to:


- Promoting an inclusive and welcoming culture that respects and celebrates diversity.
- Ensuring equitable access for all students, faculty, and staff by identifying and addressing barriers.
- Committing to continuous improvement through regular assessment and updating policies based on emerging needs and challenges.

2. Composition of the Inclusive Committee:

The committee holds the responsibility for the implementation and oversight of the policy, comprising the following members:

- Chairman: Principal
- Faculty Coordinator
- Staff Advisor
- College Office Representative
- Student representatives (Members of the College Union)




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3. Measures for Inclusive Education:

The policy outlines various measures to promote inclusive education, including:

- Recognize the presence of inclusive students within the college community.
- Ensure physical accessibility by providing ramps, elevators, and other necessary infrastructure.
- Offer alternative formats for instructional materials to accommodate different learning styles.
- Provide training and workshops for faculty and staff on inclusive teaching methods and recognizing diverse needs.
- Establish support services such as counseling, tutoring, and assistive technology to address individual needs.
- Conduct regular assessments of inclusive practices and make necessary adaptations based on feedback.
- Establish a transparent mechanism for reporting and addressing concerns related to inclusive education.

This policy document serves as a commitment to the principles of inclusivity, diversity, and continuous improvement within the institution. It reflects the dedication to creating an environment where all student teachers can thrive and succeed, regardless of their abilities.



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