

Code of Conduct

Mount Carmel College of Teacher Education aims resolutely at the optimum development of the potential of the prospective teachers coupled with the objective of achieving academic excellence. It concentrates on the goal of producing intellectually well formed, morally upright, socially concerned, emotionally mature and spiritually oriented women teachers, committed to the values of freedom and social equality.

A. SCOPE

The following Code of Ethical Conduct applies to Administrators, Faculty, Ministerial Staff and Students of Mount Carmel College of Teacher Education for Women, Kottayam.

The Code of Ethics may be amended or supplemented from time to time by the administrative bodies of the College, since it is not intended to be replaced.

B. PURPOSE

Mount Carmel College of Teacher Education for Women, Kottayam envisions a life- oriented education that empowers the trainees through a humanizing and liberative process.

The purpose for which the institution functions is as follows:

1. To be agents of transformation and development at different levels of life with a focus on the formative elements of their lives.
2. To focus on inculcating values of self-respect, tolerance, discipline, hard work and patriotism.
3. To promote the kind of learning which will contribute to the all-round development of the individual by enabling its students to become self-reliant.
4. To instill young women with human values and moral integrity to become agents of social transformation in their families and society.
5. To create a team of humane, noble and enthusiastic teachers having absolute commitment towards their profession.
6. To initiate programmes in order to create among students a sense of national consciousness, and to promote universal values of truth, righteousness and communal harmony.

7. To plan and undertake all its activities, curricular and co-curricular, with the vision to carve out the best in the student's mind, body and spirit.

C. BACKGROUND

The Code of Conduct for the various Stakeholders of Mount Carmel College is steered by the vision of Mother Teresa of St. Rose of Lima, the Foundress of the C.S.S.T. Institute. She had envisaged that education and enlightenment of women was a necessity for the progress and well-being of society and that education is the strong foundation for personal and professional development.

D. ADMINISTRATION OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS

- The Code of ethics has been displayed on the college website.
- Details regarding the code of behavior of students has been displayed in the College Handbook.
- The Vision and Mission of the College has been displayed in both the B.Ed. and M.Ed. Departments.

E. RESPONSIBILITIES OF THE CODE OF CONDUCT AND PROFESSIONAL ETHICS COMMITTEE

The Code of Conduct to be adopted within the institution are as follows:

1) Governing Body

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body shall frame the mission and vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- It will ensure adherence with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, and directives lay out by the State Government and Affiliating University.
- It guarantees equality of opportunity for staff members and students.

- The governing body shall regularly monitor that the Institution implements the requirements of National and State Governments for Reservations of Seats and provide required support to Minority Groups.

The Governing Body ensure that the organization accomplish its overall purpose in an efficient and ethical manner.

2) Principal

The Principal, as the academic head of the institution, is in charge for addressing and solving all issues concerned with the stakeholders of education, in accordance with the decision of the management.

The Principal of a college has got multifaceted roles to play as follows:

- Lead the institution in accordance with the vision and mission of the college.
- Protect the collective interest of different sections of the institution so that each and every member can perform freely and contribute their capabilities and expertise for the benefit of the institution.
- Ensure that the academic, co-curricular and extra-curricular activities of the college are properly functioning.
- Monitor the conduct of examinations, setting of question papers and evaluation of answer sheets at the proper time.
- Nourish a feeling of equality to all stakeholders of the College without any discrimination.
- Conduct free and fair admission of students in consideration with their required qualifications.
- Hold fast to the Statutes, Ordinances and other Orders issued by the Affiliating University and other monitoring academic bodies.
- Supervise the maintenance of true and authentic accounts.
- Initiate steps to maintain the proper updating of service books and other staff documents.
- Propagate the spirit of cooperation and we-feeling among all staff members so that they can work as a unified group.

3) Teaching Staff

The faculty have a pivotal role in influencing the student teachers to become better persons as well as professionals. For this, the teachers have to assume the following roles:

- Upholding the vision and mission of the college in ones words, behavior and actions.
- Exhibiting high moral standards, exemplary behavior and refinement in communicating with others.
- Expressing willingness to cooperate with the institutional requirements and to have a cordial relationship with the Management, superiors as well as one's colleagues.
- Maintaining impartiality and equality in the classroom situation and giving priority to inclusive education.
- Helping students to identify their strengths and weaknesses through counselling and mentoring.
- Motivate students to identify their innate capabilities by involving them in academic and co-curricular activities.
- Generate scientific and democratic outlook among the students in order to transform them into socially responsible citizens.
- Instill among the students the need to be committed to society and to be concerned about societal issues.
- Inspire students to generate interest and develop a sense of inquiry in the pursuit of knowledge.
- Inculcate human values, scientific outlook and concern for the environment among the students while transacting the curriculum.

4) Non-teaching Staff Members

The Administrative Staff of an institution have a significant role to play in carrying out systematically the administrative functioning of an institution. This can be made possible in the following ways:

- Work in communion with the requirements and needs of the Management, faculty, stakeholders and the student community.
- Maintain a conducive climate within the institution so that the academic and administrative procedure will progress in an effective manner.

- Ensure the confidentiality and safe-keeping of the records and documents within the institution.
- Focusing on the completion of accounting and upkeep of official requirements in a time-bound way.
- Facilitating a congenial and approachable climate within the institution as well as the willingness to cooperate with the faculty, stakeholders and students.
- Refraining from malpractices or corruption while dealing with financial transactions as well as documentation of accounts.
- Promoting team spirit and support while moving forward with the administrative goals of the institution.

5) Students

The students are an inevitable part of the institution and have to satisfy the following roles:

- Adhering to the vision, mission and the cultural practices of the institution, as well as the rules and regulations set by the institution.
- Giving proper importance to academic matters as well as participate actively in co-curricular and extra-curricular activities.
- Cooperating with the Head of institution, faculty and non-teaching staff in maintaining a conducive learner-friendly environment.
- Exhibiting modesty in appearance and practising courteous and polite behaviour.
- Displaying tolerance and friendly nature towards peers belonging to different socio-economic status, community, gender and linguistic variation.
- Reflecting professionalism during Internship programmes and during extension activities.
- Adopting the practices of being punctual, disciplined and regular while attending classes.
- Contributing towards cleanliness of the campus and safeguarding the institutional property and surroundings.
- Working hard for the sustainable development of the community, while utilizing the resources provided by the same.