



# WEST GUWAHATI COLLEGE OF EDUCATION

Estd : 1992

Templeghat, Pandu, Guwahati - 781012, Assam

☎ : 9957179148 (M) # E-mail : wgcebed3@gmail.com # Website : www.wgce.org



Ref. No. ....

Date : .....

## CODE OF CONDUCT FOR STUDENT-TEACHER TRAINEES

All the teacher trainees must abide by the following:

- ❖ Be punctual and regular in attending classes, tutorials, examinations etc.
- ❖ Help to keep the campus neat and clean.
- ❖ Refrain from mishandling and tampering with library books or college computer systems.
- ❖ Turn off all the electrical equipments and lights before leaving their classroom.
- ❖ Take part in different co-curricular activities (cultural programme, sports, quiz, debate etc) Organized by the institution.
- ❖ Attend all college functions and activities during the entire session.
- ❖ Should not misuse or make unauthorized use of the college premises or items of property on the campus.
- ❖ Maintain academic integrity by not cheating or using unfair means during exams.
- ❖ Consumption of intoxicants or psychotropic substances in any form or smoking etc is strictly prohibited.
- ❖ Respect differences in relation to gender, race, nationality, disability and religion.
- ❖ Breaking of peace inside and around the college campus is strictly prohibited.
- ❖ Engagement in any violent or threatening behavior is strictly prohibited.

Dr. Gitama  
Principal  
West Guwahati College of Education,  
Templeghat Pandu, Guwahati-12



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## CODE OF CONDUCT FOR THE TEACHER EDUCATORS

All the Teacher Educators must comply with the following:

- Report in time to duty as per the working hours.
- Maintain honesty, integrity and fairness in all the activities.
- Maintain decorum both inside and outside the classroom and set a good example to the students.
- Exercise self-discipline and restrain at all times while dealing with other faculty members, students and staff.
- Willing to execute Qualitative and Quantitative work for the welfare of the college.
- Carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Must not divulge official secrets, mutilate, expunge, conceal or forge any official document.
- Barred from using cell phones while taking classes.
- Expected to volunteer, to take up extra classes for remedial teaching and Other Career Oriented Programs.
- Remain in the campus till the end of the college hours.
- Continuous absence from duty should not exceed ten days.
- Punctual and well mannered.
- Sign the attendance register and give biometry while reporting for duty.
- Keep abreast with latest information.

  
Dr. Gitanjali Choudhury  
Principals  
West Guwahati College of Education  
Templeghat Pandu, Guwahati-12





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## CODE OF CONDUCT FOR NON-TEACHING STAFF

All Non-teaching staff should

- Abide by norms and job details assigned by the college to the member from time to time with dedication.
- Work in the college office or departments should remain on duty during college hours.
- Avoid unethical practices.
- Work closely with the faculty of the college in day to day activities, the staff should respect the prerogative of the faculty members.
- Keep the Labs clean assigned to Laboratories.
- Perform all the exam duties as assigned to them.
- Maintain a stock register for all the articles, equipments, chemicals etc. It shall be submitted to the HOD and the principal at the end of each year/semester and their signatures obtained.

  
Dr. Chandra K. Prasad  
Principal  
West Guwahati College of Education  
Templeghat, Pandu, Guwahati - 781012



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## CODE OF CONDUCT FOR ADMINISTRATORS

*The Administrators must comply with the following:*

- 1.) Supervise of administrative affairs of the institution.
- 2.) Constructively contribute towards the development of the Institution and students.
- 3.) Maintain sensitivity of academic environment.
- 4.) Maintain and supervise the construction of campus building.
- 5.) Must be completely conservant with the policies, rules and regulations of the institution and should be prepared to implement them.
- 6.) Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employees.
- 7.) Provide inspirational and motivational value- based academic and executive leadership to the institution.
- 8.) Conduct himself/herself with transparency and decision making in best out of institution.
- 9.) Act as supervisor of the institutions assessed in managing the resources responsibly.
- 10.) Promote collaborative, shared and consultive work.
- 11.) Endeavour to promote quality professionalism.
- 12.) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.

  
Dr. Gitanjali Choudhury  
Prin. & HOD  
West Guwahati College of Education,  
Templeghat Pandu, Guwahati-72



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## Reports/ Minutes of the Periodic programmes

The institution has a prescribed code of conduct for all the stakeholders with periodic programmes-

- The codes of conduct are displayed on the college website.
- Student trainees are informed about the rules and regulation before starting the formal class.
- Teachers are advice to adhere to the code of rules of the college in which they teach the student for the future.
- Newly appointed staffs are given orientation about the code of conduct by the principal and rest of the staff members are appraised about code of conduct during staff meeting.
- The students are also informed about the rule and regulation of the college through college website as well as and the same is also informed to the students by the principal during induction programmes.

  
Dr. Gitanjali Choudhury  
Principal  
West Guwahati College of Education  
Templeghat Pandu, Guwahati-12

**LINK FOR INSTITUTION'S WEBSITE FOR  
VISITING CODE OF CONDUCT AND  
MINUTES**



<https://wgce.ac.in/>