



**COLLEGE OF TEACHER EDUCATION
ANDHRA MAHILA SABHA
(Affiliated to Osmania University)
AUTONOMOUS**



Founder President Late Dr (Smt.) Durgabai Deshmukh

Durgabai Deshmukh Vidyapeetham, Osmania University Campus, Hyderabad-500 007.

Ph: 040-27098573, Fax: 040-27098573 e-mail: cte_ams@yahoo.co.in [url:www.amsteachereducation.com](http://www.amsteachereducation.com)

Smt. Usha Reddy
President

Dr. GLK Durga
Vice-President (Hyderabad)

Smt. Prema Dhatri Rao
Vice-President (Chennai)

Dr. M. Lalitha Kameswari
General Secretary, AMS

Sri T.K. Ranganathan

Addl. Secretary, AMS (Chennai)

Prof. M. Sulochana

Chairperson

Dr. M. Vani

Secretary & Correspondent

Dr. G. Indira

Principal i/c

Code of Conduct for Students

- CTEAMS is committed to helping our students navigate in a manner that exposes them to all the Institute has to offer. We will provide opportunities to them to consider different perspectives and try new experiences as they progress toward teaching. Our Goal is to promote individual growth, facilitate constructive engagement in our community, and encourage the development of life skills that will help them to be successful well beyond their time on campus.
- Students are expected to uphold appropriate standards of behaviour and to respect the rights and privileges of others by following guidelines as stipulated in rules and regulations of the institute.
- The Student's Code of Conduct applies to any student enrolled in a credit course at the Institute including co-op and exchange students. The Code applies to conduct that occurs on or near the premises of CTEAMS. It also applies to conduct that occurs elsewhere if it is related to Institute sponsored programs or activities, or if it occurs in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the Institute.

Personal Conduct

All students must:

- Treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- Maintain a cooperative and collaborative approach to inter-personal relationships.
- Act honestly and ethically in their dealings with other students, faculty members, staff, visitors and any other members of the public.
- Respect the privacy of other students, faculty members, staff, visitors and any other members of the public.

- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students, faculty members, staff, visitors and any other members of the public to carry out their study, research or work at the Institute, including in the Library, Class rooms, Seminar Halls and laboratories.
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students, faculty members, staff, visitors and any other members of the public.
- Ensure that they do not indulge in any act of indiscipline as defined in rules and regulations of CTEAMS.

Academic Conduct

All students must:

- Ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions according to the norms of CTEAMS .
- Read all official correspondence from the institute, including email and take appropriate action.
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and lab exams.
- Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically.
- Behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during extramural events, placements and summer internship programmes.
- Use Institute resources, laboratories including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only, unless express permission has been granted for non-Institute or private usage.

Important Policies /Guidelines for Students

IMPORTANT GUIDELINES FOR ALL STUDENTS

The following acts will be construed as acts of indiscipline and punishable under the Disciplinary rules of the Institute. Students are instructed not to get involved in any of these acts.


- 1) **Dress Code.** Not adhering to the dress code All students are requested to wear Salwar Khameez /Kurta with Dhuppatta /head scarves in proper manner. Bathroom slippers are not permitted. No tight fitting cloth are allowed. All the students must wear a saree for INTERNSHIP programes
- 2) **Punctuality.** Coming late to class room, missing classes, remaining absent from classes for more than three days without prior information / permission. Staying in hostel room during Academic hours.
- 3) **Absence from Academic Activities.** Unauthorisedly remaining absent from the class, test or examination or any other curricular or co-curricular Activity which he / she is

expected to participate in. Leaving Institute during working hours without valid permission.

- 4) **Examinations.** Indulging in copying or other malpractices in the Continuous Assessment Tests / End-Semester Examination / Substitute Examination / Practical Examination of the Institute.
 - 5) **Unauthorised Activities.** Representation in intercollegiate seminars & Cultural activities without permission. Unauthorized usage of the Institute's name whilst planning/participating in private picnics / parties / Get-togethers etc.
 - 6) **Disruption.** Causing disruption in any manner in the academic Functioning of the Institute system like:-((a) Loitering outside classroom, (b) Behaving in intemperate or disorderly manner in the Premises of the Institute as the case may be ,Encouraging or inciting Any other person to do so. (c) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the Institute or the School/ Department, as the case may be. (d) Disturbing class room lectures/ Lab work by gossiping / making noise etc. (e) Unruly / noisy behaviour in organized events seminars / International Conference / convocation / events / placement seminar / admission seminar.
9. Cyber Crimes. Hacking Institute data centre / sending obscene / communal/ hate/ messages with criminal intent. 10. Use of Mobile Phones. Usage of Mobile or any other form of mobile Communicating devices during academic hours in class rooms/ Labs / Examination Hall/ Auditorium.

It is Anticipated that all the students shall adhere to the following policy.

Circulated to All departments.


Principal
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CODE OF CONDUCT FOR THE TEACHERS OF COLLEGE OF TEACHER EDUCATION AMS

The Teachers of AMS CTE are bound by the code of conduct rules stated below, set out for ensuring academic discipline and smooth functioning of the College:

- The Teachers have to conduct themselves in a reasonable manner and should not do anything in their private or public pursuits which will bring their teaching profession to disrepute.
- The Teachers have to keep in confidence, information that had been obtained in the course of discharging their duties in the college.
- The Teachers have to offer advice and give helpful criticism to junior colleagues.
- The Teachers should avoid open confrontation of whatever nature with anyone in the college.
- The Teachers have to keep all records accurate and up to date.
- All correspondence oral or written addressed to the Trust board should be channelled through the Principal – Secretary & Correspondent – Chairperson of the College in the first place.
- While conducting the Board of Studies meetings, Departmental meetings and Faculty meetings deadlines must be given priority, and thoroughness in the preparation of syllabus and other required documents is essential.
- Professional growth in the form of equipping themselves with latest developments in their subjects, publication of research papers and books

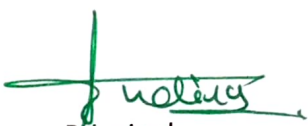
conducting and attending seminars, workshops, refresher courses, arranging and delivering extension lectures in the concerned subjects, conducting educational tours, is absolutely necessary and must be done proactively.

- The Teachers have to devote full working time to their vocation; teaching effort and time on task.
- The Teachers have to be regular and punctual in coming to college and in taking classes. Their personal Attendance and that of students should be faithfully recorded. The Teachers should report for duty at least fifteen minutes before the session begins.
- The Teachers have to note that there are no free periods, but non-teacher periods which ought to be utilized on a contingency basis.
- The Principal has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so.
- The Teachers have to take prior approval in writing before proceeding on leave. In case of illness or emergency, they have to inform the Principal without undue delay.
- The Teachers should not abuse leave concessions and should report their resumption of duty promptly.
- The Teachers have to treat their colleagues as professional equals, regardless of their status.
- The Teachers have to treat their colleagues with courtesy at all times.
- If the teacher is a Principal, she should behave in such a manner that she earns respect. She has to win respect by upholding integrity, dignity, decorum and efficiency at all levels.
- The Teachers have to respect the functional superiority of those set in authority over them.
- The Principal should be impartial in her decision with members of staff.
- The management of the college does not tolerate any cliques and factions among members of staff.
- The Teachers while in class or outside should not pass derogatory remarks against staff or students and should not discriminate students or other members of the staff, on grounds of race, religion, language, colour, creed, financial status or national origin, nor interfere with the free participation of students or colleagues in the affairs of their association (s).

- The Teachers should adhere to any responsible pattern of behaviour assigned by the college management in spreading the cause of women's education and should uphold the noble objectives and principles of Dr. Durgabai Deshmukh for women upliftment and perform the duties with loyalty and reverence to the founder of Durgabai Deshmukh institutions and participate in community activities with due consideration.
- The Teachers have to work to improve education in the college and to strengthen the moral, spiritual and intellectual life of women students.
- The Teachers should not instil contempt or disobedience to the laws of the land.
- The Teachers should demonstrate to students, commitment for excellence in work, manners and achievement.
- The Teachers should deal justly with each student and treat each with courtesy and consideration.
- The Teachers should work towards developing and promoting good human relations with visitors of the college and public in general.
- The Teachers should not encourage undue familiarity with students. The Teachers should not drink or eat during teaching sessions in the presence of students.
- The Teachers should respect the confidentiality of information about a student or his home..
- The Teachers should exhibit constant improvement of learning and teaching abilities.
- The Teachers should not instigate students inside or outside to interfere in college policies, practices and systems.
- The Teachers should not make irresponsible remarks against colleagues, college management and college systems, practices and policies and should not give press releases to media.
- The Teachers should not speak loudly on mobile phones in staff rooms or corridors and should switch off or keep in vibration during teaching in the class.
- The Teachers should not allow students to talk on mobiles during class time.
- The Teachers should encourage positive criticism from students and take feedback from students each day or week.

- The Teachers should not threaten students about their internal marks, complaints or attendance.
- The Teachers should give freedom to students to record their lectures.
- The Teachers should not give private tuition to students for pecuniary benefits.
- The Teachers should help backward, less grasping and differently-abled students in learning the subjects, after college hours also, if needed.

Copy to all departments.


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