



# TEACHER'S RULE BOOK

Institute of Vocational Studies  
(Awadh Centre of Education)  
2020-21



Awadh Bhawan, FC-31, Sheikh Sarai, Phase- II,  
Institutional Area, New Delhi-110017

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# Preface

Institute of Vocational Studies (Awadh Center of Education) is affiliated to Guru Gobind Singh Indraprastha University, Delhi and SCERT, Delhi and is approved by Govt. of NCT of Delhi. Institute of Vocational Studies is nationally accredited with “B+” Grade by NAAC. The Institute presently running the following Programmes:

- Bachelor of Education (B.Ed.)
- Diploma in Elementary Teacher Education (D.El.Ed)

These rules and procedures are promulgated to facilitate smooth conduct of the above programmes, bringing transparency in the system and uniformity in their implementation.

Teachers’ Rulebook is published to answer all queries raised by the teachers pertaining to various norms and conditions related to the post for which they are appointed. The Rulebook is constructed by following the prescribed NCTE guidelines for professional ethics and code of conduct of teachers.

It is strongly recommended that all staff members and administrators must read this Rulebook carefully for clarity and achievement of goals.

Naushad Khalid  
Managing Trustee  
Awadh Public Charitable Trust

# Vision & Mission

VAwadh Center of Education (ACE) is emerging as one of the leading providers of the professional education in the country. The ACE has so far worked with vision and objectives to develop manpower and empower the educationally weaker section of the society making them self-reliant enough to participate in the process of national development.

- To establish an institution that will impart quality education to all [socially backward and minority communities in particular] to make them employable and respectable citizens
- To develop trained manpower for support and treatment of persons with disabilities
- To develop trained manpower in information technology
- To develop manpower for education as qualified teachers for participating in “Implementation of NEP 2020”.
- To transform the youth in getting trained and educated and make them self-reliant and capable of showing direction to others

# Preamble

Recognizing that every child has an inherent potential and talent and it is a fundamental right of every child to get education of good quality, Institute of Vocational Studies assumes teachers as an integral part of the social milieu, share the needs and aspirations of the people, hence, enhancing their self-esteem and organizing teaching as a profession for which expert knowledge, specialized skills and dedication are pre-requisites. To develop the qualities professionalism, self-direction and self-discipline among teachers, they need to be rendered with clear cut guidelines. Code of conduct clarifies all doubts and dilemmas from the minds of faculty members regarding profession, their roles and responsibilities towards different stakeholders.

At Awadh Centre of Education, every faculty is suggested to support the college policies and consider themselves as a responsible member of the College in a way which is consistent with its ethos:

## 1. College Expectation

### ***1.1 The Commitment to Awadh Centre of Education are as follows:***

- To establish a safe and supportive college environment that is conducive to learning;
- To offer an inclusive and challenging curriculum that will cater the demands, abilities and interests of all students;
- To improve the individual's development, creative and academic achievement of every student;
- To ensure scientific, communicative, analytical and problem solving skills.
- To maintain discipline, ethical and social responsibility among all students to be involved actively in the society;
- To understand and respect the cultural and religious thoughts of all students; and
- To inculcate the Core Values of Respect, Honesty, Happiness, Continuous Learning, Teamwork, Community Partnership etc.

## **1.2 Legal, Professional and Academic Responsibilities of Teachers**

At Institute of Vocational studies, the team of teachers is expected to perform following roles and responsibilities:

- All teachers are supposed to be committed to the college;
- Implementing and achieving the College goals and priorities successfully;
- Conducting high quality programs that provide students' academic and overall success.
- Following educational and social values included in the profile and mission statement of the college;
- Following college calendar as an active member of the college when necessary;
- Showing positive attitude to both faculty and students; and
- Participating in major college community events

### **Professional Responsibilities:**

- Dressing and behaving professionally according to the college's Code of Conduct Policy;
- Establishing a coherent and professional relationship with other faculty at the college;
- Sharing their ideas, creativity and teaching learning materials with other faculties; and
- Sharing the responsibility with the college for their own professional development and career development.

### **Academic Responsibilities:**

- Understanding student's growth and development and differentiating the individual differences in the students;
- Working for well-being and counselling of students in conjunction with other appropriate professionals
- Helping students outside the Classroom time;
- Promoting student's self-respect, confidence and self-worth;
- Organizing co-curricular activities, extension lectures, sports duties competition Preparations, entrance exam duties etc.

## **1.3 Attitudes and Values expected from Teachers at IVS**

- Treating students equally with just, and encouraging them to do the same;
- Considering and presenting themselves as role model for students and colleagues as motivated, lifelong learners;

- Avoiding talking about, controversial topics on moral, religious and gender related issues; personal life/Philosophy or College policies;
- Not providing any private tuition for financial gain. Breaking the rules may result in disciplinary action taken;
- Not engaging in other employment or business, which may conflict with the interests and reputation of the college, or with prior discussion with the Principal; and
- Adhering the norms and hierarchy of Institution.

## **2. Methods of Teaching**

- Applying and developing a wide range of teaching strategies, which engage students to inquire, reflect, think and research;
- Adopting an inclusive and holistic approach to cater the needs of every kind of student;
- Keeping updated of current developments in teaching and learning to be applicable in their planning strategies;
- Developing classroom activities focus on student's prior knowledge, their needs and capabilities and are aimed at overall development of students.
- Making their teaching relative by describing the learning outcome of any unit/topic/lesson.

## **3. Faculty Code of Conduct**

By accepting employment with Awadh College, you must be aware of and comply with the Code of Conduct set by the college. A teacher must conduct itself, both personally and professionally in a manner that upholds the ethos and reputation of the College. Every member is expected to follow Code of Conduct Policy of Institute of Vocational Studies and act ethically and responsibly. Few related aspects of code of conduct to be followed are mentioned below for clear understanding of the same:

### **3.1 Faculty Dress Code**

The following faculty dress code must be followed by the faculty of Institute of Vocational Studies.

- Male Teachers are required to wear a business shirt and trousers.
- Female faculty must wear appropriate cloth which is permissible in institutions.

### **3.2 Mobile Phone**

Faculties should not use their mobile phones during teaching and all supervisions (including yard duties) except for emergency situations.

### **3.3 Working Hours**

Working hours at Institute of Vocational Studies are 9:00 am to 4:30 pm unless there is a scheduled faculty meeting or student/parent program.

### **3.4 Faculty Absence**

Teachers should notify the Daily Organizer if he/she is absent or about to be absent in the college a day before the day of absence.

### **3.5 Meetings**

All teachers must attend all scheduled meetings. All meeting minutes should be recorded and shared by the Chair or his/her delegate. The meeting Chair may at his/her discretion arrange additional meetings when required. Faculty will be notified of these. If any member is unable to attend meetings, permission must be sought from the Chair of the meeting.

### **3.6 Holiday Periods and Leave**

Teachers are entitled to college holiday leave. Additional leave must be obtained from the Principal, who in his discretion may decline.

Even though, teachers are not expected to be at college during term breaks, may however, be called in during the break for faculty training or other extracurricular activities as and when required.

## **4. Teacher Performance and Development Framework**

To enhance the quality of teaching and students outcome teachers at Institute of Vocational Studies are expected to continuously groom themselves professionally and academically by participating in Faculty Development Programmes, Continuous Professional Development (CPD), Workshops Seminars, Training Programs etc.

## **5. Communications**

Communication between students and teachers at Institute of Vocational Studies must always be in a manner which comprises of mutual respect, politeness and appreciation. Our college adopts various channels for communication with different stakeholders like teacher-teacher communication, teachers-student communication, parent-teacher communication, teacher-Principal communication through different forms of communication like- notices, face to face staff meetings, emails, PTM, classroom interaction, Newsletter and Magazine etc.

## **6. MS Teams and Internet Usage Guidelines**

It is the policy of Institute of Vocational Studies to make Email and Internet facilities available to employees to use in the course of their normal work-related activities. Faculties are provided with Microsoft Teams email id to conduct the online classes in pandemic situation.



Staff should be aware that all Internet usage are monitored and recorded for security and network management reasons. All email messages sent and Internet sites are accessed and monitored by IT Department of Institute of Vocational Studies and any kind of inappropriate activity, if observed, is quickly traced to avoid cyber- crimes. Hence, every member should remain alert while using email content and web browsing logs.

- Faculty must ensure the Institute of Vocational Studies intranet announcements and college emails are checked daily.
- Faculty is allowed reasonable use of Email and Internet for the purpose of work-related study/ Research.
- Faculty is strictly prohibited from using Email and Internet for any other reason such as: Visiting/browsing website portals where sexual Reference, entertainment or any non-work-related 'chat' sites is strictly prohibited, Display or distribution of written or graphic material which may be found to be offensive or humiliating, or which may create a hostile or intimidating work environment may invite penal action.

## **7. Staff Grievance Procedures**

If there is any issue regarding adjustment and understanding between faculty it is requested that matters are dealt with softly and Principal is informed of the problem. It's neither ethical nor appropriate for matters to be discussed amongst faculty members as this does not solve the problem but fuels the situation and makes resolution of matters more difficult.



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