



T. N. RAO COLLEGE OF TEACHER EDUCATION

Managed by : સવ્યસાચી Education Trust, Rajkot

Code of Conduct

<https://tnraocollegeofteachereducation.org/code-of-conduct/>


Principal
T. N. Rao College
Rajkot



 B/h. MCA Department, Nr. Saurashtra University Campus, Rajkot - 360005 (Gujarat) INDIA

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T. N. RAO COLLEGE OF TEACHER EDUCATION

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Student Orientation Program Report

Date: 14/9/2018

Venue: T.N Rao College of Teacher Education

Conducted by: Dr. Bharti Rathod (Principal) and College Staff

Introduction:

TN Rao College of Teacher Education is committed to offering a thorough orientation program for its B.Ed students to ensure a smooth transition into their academic journey. This document outlines the orientation program designed for B.Ed students, featuring guidance sessions from distinguished individuals.

Orientation Program Highlights:


- **Welcome Address:** The program began with a heartfelt welcome address from the college administration, greeting the incoming batch of B.Ed students and highlighting the importance of the orientation process in familiarizing them with the college culture and academic expectations.
- **Introduction to College Policies and Procedures:** Students received an overview of the college's policies, academic regulations, and support services to aid their academic journey. This session covered essential information about examination procedures, attendance requirements, and the code of conduct.
- **Interactive Sessions on Pedagogy and Curriculum:** Faculty members led interactive sessions to introduce students to the pedagogical approaches and curriculum framework at TN Rao College of Teacher Education. Discussions included innovative teaching methodologies, classroom management techniques, and the integration of technology in education.



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- **Guest Session by Dr. Nidat Barot :** A special guest session was conducted by Dr. Nidat Barot, an esteemed educator and expert in the field of teacher education. Dr. Barot shared valuable insights on effective teaching strategies, the importance of continuous professional development, and the role of educators in shaping the future of education. The session was highly engaging and inspirational, providing students with a deeper understanding of their responsibilities as future teachers.
- **Interactive Ice-Breaking Sessions:** To foster camaraderie and collaboration among students, interactive ice-breaking sessions were organized. These sessions allowed students to participate in team-building activities and get to know their peers and faculty members better.

Conclusion:

The orientation program for B.Ed students at TN Rao College of Teacher Education offered a comprehensive introduction to the college's academic environment, policies, and support services.


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Student Orientation Program Report

Date: 12/8/2019

Venue: T.N Rao College of Teacher Education

Conducted by: Dr. Bharti Rathod (Principal) and College Staff

Introduction

T.N. Rao College of Teacher Education is committed to providing a comprehensive orientation program for its B.Ed students to ensure a smooth transition into their academic journey. This report outlines the orientation program designed for B.Ed students, featuring guidance sessions from distinguished individuals.

Orientation Program Highlights

Welcome Address

The program commenced with a heartfelt welcome address from the college administration, greeting the incoming batch of B.Ed students and emphasizing the importance of the orientation process in acquainting them with the college culture and academic expectations.

Introduction to College Policies and Procedures

Students were given an overview of the college's policies, academic regulations, and support services to aid their academic journey. This session covered essential information about examination procedures, attendance requirements, and the code of conduct.


Interactive Sessions on Pedagogy and Curriculum

Faculty members led interactive sessions to introduce students to the pedagogical approaches and curriculum framework at T.N. Rao College of Teacher Education.

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Discussions included innovative teaching methodologies, classroom management techniques, and the integration of technology in education.

Guest Session by P.C. Barot

A special guest session was conducted by P.C. Barot, an esteemed educator and expert in the field of teacher education. Mr. Barot shared valuable insights on effective teaching strategies, the importance of continuous professional development, and the role of educators in shaping the future of education. The session was highly engaging and inspirational, providing students with a deeper understanding of their responsibilities as future teachers.

Interactive Ice-Breaking Sessions

To foster camaraderie and collaboration among students, interactive ice-breaking sessions were organized. These sessions allowed students to participate in team-building activities and get to know their peers and faculty members better.

Conclusion

The orientation program for B.Ed students at T.N. Rao College of Teacher Education offered a comprehensive introduction to the college's academic environment, policies, and support services. With sessions led by faculty members and special guests like P.C. Barot, students gained valuable insights and formed connections that would support their academic journey and future careers as educators.



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Orientation Program Report

Date: 12/10/2020 - 14/10/2020

Venue: Online (Zoom platform)

Conducted by: Dr. Bharti Rathod (Principal) and College Staff

Overview:

The orientation program for the 2020 batch commenced on October 12, 2020, and spanned over three days. The program was conducted entirely online due to the prevailing circumstances, with sessions held via the Zoom meeting platform. The aim of the orientation was to acquaint the incoming students with various aspects of the academic curriculum, faculty members, and the code of conduct expected within the institution.

Day 1: October 12, 2020

The first day of the orientation program focused on introducing the faculty and students, providing an overview of the curriculum, and familiarizing the attendees with the Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs). Additionally, the session covered the college's code of conduct, outlining the behavioral expectations of the students.

Day 2: October 13, 2020

The second day commenced with an online session dedicated to providing an overview of Mandatory Papers 1 and 2. These sessions were crucial in helping students understand the core subjects and the requirements associated with them.


Faculty members provided insights into the syllabus, learning objectives, and assessment methods for these papers, ensuring students were well-prepared for their academic journey.



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Day 3: October 14, 2020

Day 3 of the orientation program, October 14, 2020, marked the culmination with a comprehensive overview of Methods 1 and 2. These sessions were pivotal, offering students insights into the methodologies and approaches crucial for their academic journey. Faculty members meticulously elucidated various research methods, study techniques, and analytical frameworks, ensuring students were well-equipped for their coursework.

Moreover, alumni, bringing with them a wealth of experience, shared their insights with the incoming students. Their past experiences served as invaluable lessons, offering practical wisdom and inspiration. By connecting with alumni, freshers gained a deeper understanding of how to navigate academic challenges and leverage opportunities effectively.

The blend of theoretical knowledge from faculty and practical wisdom from alumni provided a well-rounded orientation experience, setting a strong foundation for the academic endeavors ahead.

Conclusion:

The orientation program for the 2020 batch concluded successfully under the guidance of Dr. Bharti Rathod, the Principal, and with the active participation of all staff members. The online format ensured accessibility and safety amid the ongoing circumstances, while still providing comprehensive insights into the academic journey awaiting the incoming students.


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Orientation Program Report

Date: 05/10/2021 - 08/10/2021

Venue: T.N. Rao College of Teacher Education

Conducted by: Dr. Bharti Rathod (Principal) and College Staff

"2021 Batch

5-Oct-2021:

Morning Session:

- The program commenced with a warm welcome extended to all participants.
- Introduction to faculty members and key staff facilitated familiarization with the academic team.
- Students had the opportunity to meet their peers and initiate networking.
- An overview of the curriculum was presented, emphasizing Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs).

Evening Session:

- Dived into the Code of Conduct Awareness, ensuring participants understood the guidelines and expectations regarding behavior and interaction within the program.

6-Oct-2021:

Day 2:

- Morning Session: Detailed overview of Mandatory Paper 1 was provided, elucidating its content, objectives, and assessment criteria.
- Further, an overview of Mandatory Paper 2 was conducted, highlighting the topics covered, assessment methods, and their significance in the program.



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7-Oct-2021:

Morning Session:

- Introduction to Methods 1: Explored various methodologies and approaches encompassed within the course curriculum.
- Alumni Presence: Alumni shared their experiences, enriching the session with practical insights and real-world perspectives.

This orientation program successfully acquainted the 2020 batch with the faculty, curriculum, and essential guidelines, fostering a conducive learning environment and setting the stage for a fruitful academic journey.



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Orientation Program for B.Ed Students at T N Rao College of Teacher Education

Date: August 1, 2022

Introduction:

TN Rao College of Teacher Education believes in providing a comprehensive orientation program to its B.Ed students to ensure a smooth transition into their academic journey. This document outlines the orientation program conducted for B.Ed students, featuring guidance sessions from esteemed individuals including Vinod Ramani, founder of an institute for career guidance and UPSC preparation, and Tirthraj Barot, the young trustee of the college.

Orientation Program Highlights:


1. Welcome Address:
 - The orientation program commenced with a warm welcome address from the college administration, extending greetings to the incoming batch of B.Ed students and emphasizing the importance of the orientation process in acquainting them with the college culture and academic expectations.
2. Introduction to College Policies and Procedures:
 - Students were provided with an overview of the college's policies, academic regulations, and support services available to facilitate their academic journey. Key information regarding examination procedures, attendance requirements, and code of conduct was communicated during this session.
3. Interactive Sessions on Pedagogy and Curriculum:
 - Faculty members conducted interactive sessions to introduce students to the pedagogical approaches and curriculum framework adopted by TN Rao College of Teacher Education. Discussions were held on innovative teaching methodologies, classroom management techniques, and the integration of technology in education.
4. Guest Lecture by Vinod Ramani:
 - Renowned educator and career guidance expert, Vinod Ramani, graced the orientation program with his presence. He shared valuable insights and guidance regarding career options for education graduates, emphasizing the importance of holistic development and lifelong learning. Mr. Ramani also provided valuable tips for aspiring candidates preparing for competitive exams such as UPSC.



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5. Address by Tirthraj Barot:

- Tirthraj Barot, the dynamic young trustee of the college, addressed the gathering and shared words of encouragement and motivation with the B.Ed students. He highlighted the opportunities and challenges in the field of education and urged students to strive for excellence in their academic pursuits.


6. Interactive Ice-Breaking Sessions:

- To foster a sense of camaraderie and collaboration among students, interactive ice-breaking sessions were organized, allowing students to engage in team-building activities and get to know their peers and faculty members better.
- Alumni Presence: Alumni shared their experiences, enriching the session with practical insights and real-world perspectives, inspiring the current cohort and providing valuable advice for their academic journey.

Conclusion:

The orientation program for B.Ed students at TN Rao College of Teacher Education provided a comprehensive introduction to the college's academic environment, policies, and support services. The guidance sessions by esteemed individuals like Vinod Ramani and Tirthraj Barot added immense value to the program, inspiring students to embark on their academic journey with confidence and enthusiasm.





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Teacher Orientation Session Report

Date: December 20, 2018

Chairperson: Dr. Bharti Rathod

Venue: T.N Rao College of Teacher Education

Overview:

The teacher orientation session held on December 20, 2018, led by Dr. Bharti Rathod, aimed to prepare faculty members for the upcoming academic year. The session covered the intricacies of the new curriculum, learning outcomes, and implementation strategies, along with discussions on incorporating value-added and add-on courses. Additionally, faculty members were tasked with creating Teaching Learning Materials (TLM).

Key Points Covered:


- Introduction of New Curriculum: Faculty members were introduced to the new curriculum's objectives, structure, and implications, including updated content, pedagogical approaches, and assessment methods.
- Clarification of Learning Outcomes: Dr. Bharti Rathod emphasized the importance of well-defined learning outcomes for guiding instructional planning and assessment, urging alignment with teaching strategies to achieve coherent educational goals.
- Incorporation of Value-Added and Add-On Courses: The session highlighted the significance of integrating value-added and add-on courses to enrich students' academic experiences. Objectives and implementation strategies for holistic development and career readiness were outlined.



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- Preparation of Teaching Learning Materials (TLM): Teachers were tasked with developing TLM tailored to the new curriculum's requirements. Dr. Bharti Rathod provided guidance on effective creation methods to cater to diverse learner needs.

Conclusion:

The teacher orientation session, chaired by Dr. Bharti Rathod, equipped faculty members with essential preparation for the upcoming academic year. The discussions and tasks provided teachers with valuable insights and resources to implement the new curriculum effectively and leverage technology-enhanced teaching methods.




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Teacher Orientation Session Report

Date: December 26, 2019

Chairperson: Dr. Bharti Rathod

Venue: T.N Rao College of Teacher Education

Overview

The teacher orientation session conducted on December 26, 2019, and led by Dr. Bharti Rathod, was designed to equip faculty members for the forthcoming academic year. The session delved into the complexities of the new curriculum, specific learning outcomes, and implementation strategies, while also discussing the inclusion of value-added and add-on courses. Additionally, faculty members were assigned the task of developing Teaching Learning Materials (TLM).

Key Points Covered

Introduction of New Curriculum

Faculty members were acquainted with the objectives, structure, and implications of the new curriculum. This included updated content, innovative pedagogical approaches, and revised assessment methods, ensuring they were well-prepared for the upcoming changes.

Clarification of Learning Outcomes


Dr. Bharti Rathod underscored the necessity of having clearly defined learning outcomes to steer instructional planning and evaluation. She emphasized the need for alignment between teaching strategies and learning outcomes to achieve cohesive educational objectives.



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Incorporation of Value-Added and Add-On Courses

The session underscored the importance of integrating value-added and add-on courses to enhance students' academic experiences. Objectives and implementation strategies were outlined to promote holistic development and career preparedness among students.

Preparation of Teaching Learning Materials (TLM)

Teachers were tasked with developing TLM tailored to meet the requirements of the new curriculum. Dr. Bharti Rathod provided guidance on effective creation methods to address the diverse needs of learners, ensuring that the materials were both engaging and educational.

Conclusion

The teacher orientation session, presided over by Dr. Bharti Rathod, prepared faculty members comprehensively for the upcoming academic year. The discussions and assignments provided valuable insights and resources, enabling teachers to effectively implement the new curriculum and utilize technology-enhanced teaching methods.



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Teacher Orientation Session Report

Date: June 26, 2020

Chairperson: Dr. Bharti Rathod

Venue: Online

Overview:

The teacher orientation session held on June 26, 2020, under the guidance of Dr. Bharti Rathod, focused on preparing faculty members for the upcoming academic year. The session aimed to familiarize teachers with the new curriculum, learning outcomes, and implementation strategies, while also addressing the integration of value-added and add-on courses. Additionally, faculty members were tasked with the preparation of Teaching Learning Materials (TLM) and setting up Google Classroom platforms to enhance the teaching-learning process.

Key Points Covered:

Introduction of New Curriculum:

The session commenced with an overview of the new curriculum, emphasizing its objectives, structure, and implications for teaching practices. Faculty members were provided with insights into the updated content, pedagogical approaches, and assessment methods embedded within the curriculum framework.

Clarification of Learning Outcomes:


Dr. Bharti Rathod led discussions on the importance of clearly defined learning outcomes in guiding instructional planning and assessment practices. Teachers were encouraged to align their teaching strategies with the specified learning outcomes to ensure coherence and effectiveness in achieving educational goals.



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Incorporation of Value-Added and Add-On Courses:

The session highlighted the significance of incorporating value-added and add-on courses to enrich the academic experience for students. Faculty members were briefed on the objectives and implementation strategies for these courses, emphasizing their role in fostering holistic development and career readiness among students.

Preparation of Teaching Learning Materials (TLM):

Teachers were tasked with the development of Teaching Learning Materials (TLM) tailored to the requirements of the new curriculum. Dr. Bharti Rathod provided guidance on effective TLM creation, encouraging teachers to leverage diverse resources and instructional techniques to cater to the needs of diverse learners.

Setup of Google Classroom Platforms:

Recognizing the importance of technology-enabled learning, faculty members were assigned the responsibility of setting up Google Classroom platforms for their respective courses. This initiative aimed to facilitate seamless communication, resource sharing, and collaboration among teachers and students in a virtual learning environment.

Conclusion:


The teacher orientation session chaired by Dr. Bharti Rathod on June 26, 2020, served as a pivotal opportunity for faculty members to prepare for the upcoming academic year. The comprehensive discussions and tasks assigned during the session provided teachers with valuable insights and resources to effectively implement the new curriculum and leverage technology-enhanced teaching methods.


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Teacher Orientation Session Report

Date: June 14, 2021

Chairperson: Dr. Bharti Rathod

Venue: Online

Overview:

The teacher orientation session held on June 14, 2021, under the guidance of Dr. Bharti Rathod, aimed to equip faculty members for the forthcoming academic year. The session delved into the intricacies of the new curriculum, learning outcomes, and implementation strategies, alongside discussions on integrating value-added and add-on courses. Additionally, faculty members were tasked with creating Teaching Learning Materials (TLM) and establishing Google Classroom platforms to enhance the teaching-learning process.

Key Points Covered:

Introduction of New Curriculum:

Faculty members were introduced to the objectives, structure, and implications of the new curriculum, including updated content, pedagogical approaches, and assessment methods.


Clarification of Learning Outcomes:

Dr. Bharti Rathod elucidated the importance of clearly defined learning outcomes in guiding instructional planning and assessment practices, urging alignment with teaching strategies for coherent educational goals.

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Incorporation of Value-Added and Add-On Courses:

The session stressed the significance of integrating value-added and add-on courses to enrich students' academic experiences, outlining objectives and implementation strategies for holistic development and career readiness.

Preparation of Teaching Learning Materials (TLM):

Teachers were tasked with developing TLM tailored to the new curriculum's requirements, with guidance from Dr. Bharti Rathod on effective creation methods to cater to diverse learner needs.

Setup of Google Classroom Platforms:

Faculty members were assigned to set up Google Classroom platforms for their courses, aiming to facilitate seamless communication, resource sharing, and collaboration in a virtual learning environment.

Conclusion:


The teacher orientation session, chaired by Dr. Bharti Rathod, provided faculty members with essential preparation for the upcoming academic year. The discussions and tasks assigned equipped teachers with valuable insights and resources to implement the new curriculum effectively and leverage technology-enhanced teaching methods. Additionally, the session welcomed Mittal Dushyantbhai Brahmhatt, and the orientation was conducted online, ensuring inclusivity and accessibility for all faculty members.

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Teacher Orientation Session Report

Date: June 8, 2022

Chairperson: Dr. Bharti Rathod

Venue: T.N Rao College of Teacher Education

Overview:

The teacher orientation session held on June 8, 2022, under the guidance of Dr. Bharti Rathod, aimed to equip faculty members for the forthcoming academic year. The session delved into the intricacies of the new curriculum, learning outcomes, and implementation strategies, alongside discussions on integrating value-added and add-on courses. Additionally, faculty members were tasked with creating Teaching Learning Materials (TLM) and establishing Google Classroom platforms to enhance the teaching-learning process.

Key Points Covered:

Introduction of New Curriculum:

Faculty members were introduced to the objectives, structure, and implications of the new curriculum, including updated content, pedagogical approaches, and assessment methods.


Clarification of Learning Outcomes:

Dr. Bharti Rathod elucidated the importance of clearly defined learning outcomes in guiding instructional planning and assessment practices, urging alignment with teaching strategies for coherent educational goals.

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Incorporation of Value-Added and Add-On Courses:

The session stressed the significance of integrating value-added and add-on courses to enrich students' academic experiences, outlining objectives and implementation strategies for holistic development and career readiness.

Preparation of Teaching Learning Materials (TLM):

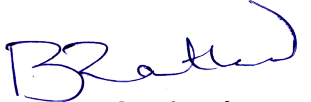
Teachers were tasked with developing TLM tailored to the new curriculum's requirements, with guidance from Dr. Bharti Rathod on effective creation methods to cater to diverse learner needs.

Setup of Google Classroom Platforms:

Faculty members were assigned to set up Google Classroom platforms for their courses, aiming to facilitate seamless communication, resource sharing, and collaboration in the college's learning environment.

Conclusion:


The teacher orientation session, chaired by Dr. Bharti Rathod, provided faculty members with essential preparation for the upcoming academic year. The discussions and tasks assigned equipped teachers with valuable insights and resources to implement the new curriculum effectively and leverage technology-enhanced teaching methods.


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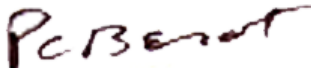
College Management Committee Guidelines & Objectives

Guidelines:

1. Governance and Leadership: Provide strategic direction and ensure effective governance of the institution.
2. Resource Management: Ensure optimal utilization of financial, human, and infrastructural resources.
3. Quality Assurance: Monitor and enhance the quality of academic programs and administrative functions.
4. Compliance and Accountability: Ensure adherence to regulatory frameworks, ethical standards, and institutional policies.
5. Continuous Improvement: Promote initiatives for continuous improvement and innovation in teaching, learning, and research.

Objectives:

1. To provide leadership and direction to achieve the vision and mission of the institution.
2. To ensure effective management and utilization of resources.
3. To maintain high standards of academic excellence and administrative efficiency.
4. To foster a culture of continuous improvement and innovation.
5. To ensure transparency, accountability, and ethical conduct in all institutional activities.


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सव्यसाची एज्युकेशन ट्रस्ट
राजकोट.

॥ न हि ज्ञानेन सदृशं पवित्रमिह विधत्ते ॥

सव्यसाची EDUCATION TRUST, RAJKOT

“Savyasachi”, 150 Feet Ring Road, Indira Circle, Rajkot - 360005. Phone: (0281) 2589582

Ref. No.

College Management Committee Meeting Notes

Date: 5th July 2018

Attendees: Shri P.C. Barot (President), Dr. Nidatt Barot (Managing Trustee),
Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. MoU with Rao Information Technology.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Presented by Dr. Bharti Rathod. Funds mobilized were effectively utilized for academic and infrastructural development.
- Academic Results: The performance of students was discussed, with emphasis on improving pass rates and overall academic achievements.
- Code of Conduct: Dr. Nidatt Barot monitored the adherence to the code of conduct and reported satisfactory compliance.
- MoU: Permission granted for MoU with Rao Information Technology to enhance technological integration.
- - Financial Grants: Approved financial grants for the workshop "Modern Teacher Education: New Vistas - Challenges & Remedies" and the seminar "Role and Responsibility of Education Society and Research for Society Formation: Challenges and Remedies." Registration fees of Rs 1000 for faculty were provided by the college.
- IQAC Report: Presented by Dr. Bharti Rathod, highlighting quality assurance and improvement initiatives.

P.C. Barot
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सव्यसाची EDUCATION TRUST, RAJKOT

“Savyasachi”, 150 Feet Ring Road, Indira Circle, Rajkot - 360005. Phone: (0281) 2589582

Ref. No.

Date: 19th July 2019

Attendees: Shri P.C. Barot (President), Dr. Nidatt Barot (Managing Trustee),
Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. MoUs with Infinity Infoway and Rotaract Club.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Bharti Rathod presented the audit report. Effective fund mobilization and allocation were noted.
- Academic Results: Reviewed the academic performance and strategized for improvements.
- - Code of Conduct: Compliance monitored by Dr. Nidatt Barot, with satisfactory adherence reported.
- MoUs: Permissions granted for MoUs with Infinity Infoway and Rotaract Club to enhance collaborative initiatives.
- Financial Grants: Approved financial grants for the workshop and seminar as mentioned in the 2018 meeting.
- IQAC Report: Presented by Dr. Bharti Rathod, focusing on quality enhancement measures.

P.C. Barot
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सव्यसाची EDUCATION TRUST, RAJKOT

“Savyasachi”, 150 Feet Ring Road, Indira Circle, Rajkot - 360005. Phone: (0281) 2589582

Ref. No.

Date: 15th January 2020

Attendees: Shri P.C. Barot (President), Dr. Nidatt Barot (Managing Trustee),
Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. MoU with Qtonz Infosoft Pvt. Ltd.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Nisha Raninga presented the audit report for 2020. Funds were effectively mobilized and utilized.
- Academic Results: Discussed student performance and strategies for academic excellence.
- - Code of Conduct: Compliance overseen by Dr. Nidatt Barot, with satisfactory adherence reported.
- MoU: Permission granted for MoU with Qtonz Infosoft Pvt. Ltd. for technological advancements.
- Financial Grants: Approved financial grants for faculty registration fees for workshops and seminars.
- IQAC Report: Presented by Dr. Bharti Rathod, detailing quality assurance activities.

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सव्यसाची EDUCATION TRUST, RAJKOT

“Savyasachi”, 150 Feet Ring Road, Indira Circle, Rajkot - 360005. Phone: (0281) 2589582

Ref. No.

Date: 26th January 2021

Attendees: Shri P.C. Barot (President), Dr. Nidatt Barot (Managing Trustee),
Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. Financial grant for workshops and seminars.
5. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Dharam Kambalia presented the audit report for 2021. Noted efficient fund utilization.
- Academic Results: Reviewed academic performance and improvement strategies.
- - Code of Conduct: Monitored by Dr. Nidatt Barot, with satisfactory compliance reported.
- Financial Grants: Continued approval of financial grants for faculty registration fees for workshops and seminars.
- IQAC Report: Presented by Dr. Bharti Rathod, highlighting quality enhancement initiatives.

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सव्यसाची EDUCATION TRUST, RAJKOT

“Savyasachi”, 150 Feet Ring Road, Indira Circle, Rajkot - 360005. Phone: (0281) 2589582

Ref. No.

Date: 13th September 2022

Attendees: Shri P.C. Barot (President), Dr. Nidatt Barot (Managing Trustee),
Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. Financial grant for workshops and seminars.
5. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Ajeeta Jani presented the audit report for 2022. Funds were mobilized and utilized effectively.
- Academic Results: Discussed student performance and strategies for continued improvement.
- Code of Conduct: Compliance monitored by Dr. Nidatt Barot, with satisfactory adherence reported.
- Financial Grants: Continued approval of financial grants for faculty registration fees for workshops and seminars.
- IQAC Report: Presented by Dr. Bharti Rathod, focusing on quality assurance and enhancement measures.

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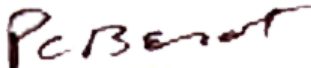
College Management Committee Guidelines & Objectives

Guidelines:

1. Governance and Leadership: Provide strategic direction and ensure effective governance of the institution.
2. Resource Management: Ensure optimal utilization of financial, human, and infrastructural resources.
3. Quality Assurance: Monitor and enhance the quality of academic programs and administrative functions.
4. Compliance and Accountability: Ensure adherence to regulatory frameworks, ethical standards, and institutional policies.
5. Continuous Improvement: Promote initiatives for continuous improvement and innovation in teaching, learning, and research.

Objectives:

1. To provide leadership and direction to achieve the vision and mission of the institution.
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3. To maintain high standards of academic excellence and administrative efficiency.
4. To foster a culture of continuous improvement and innovation.
5. To ensure transparency, accountability, and ethical conduct in all institutional activities.


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College Management Committee Meeting Notes

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Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. MoU with Rao Information Technology.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Presented by Dr. Bharti Rathod. Funds mobilized were effectively utilized for academic and infrastructural development.
- Academic Results: The performance of students was discussed, with emphasis on improving pass rates and overall academic achievements.
- Code of Conduct: Dr. Nidatt Barot monitored the adherence to the code of conduct and reported satisfactory compliance.
- MoU: Permission granted for MoU with Rao Information Technology to enhance technological integration.
- - Financial Grants: Approved financial grants for the workshop "Modern Teacher Education: New Vistas - Challenges & Remedies" and the seminar "Role and Responsibility of Education Society and Research for Society Formation: Challenges and Remedies." Registration fees of Rs 1000 for faculty were provided by the college.
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Agenda:

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2. Academic results presentation.
3. Code of conduct report.
4. MoUs with Infinity Infoway and Rotaract Club.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Bharti Rathod presented the audit report. Effective fund mobilization and allocation were noted.
- Academic Results: Reviewed the academic performance and strategized for improvements.
- - Code of Conduct: Compliance monitored by Dr. Nidatt Barot, with satisfactory adherence reported.
- MoUs: Permissions granted for MoUs with Infinity Infoway and Rotaract Club to enhance collaborative initiatives.
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Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. MoU with Qtonz Infosoft Pvt. Ltd.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Nisha Raninga presented the audit report for 2020. Funds were effectively mobilized and utilized.
- Academic Results: Discussed student performance and strategies for academic excellence.
- - Code of Conduct: Compliance overseen by Dr. Nidatt Barot, with satisfactory adherence reported.
- MoU: Permission granted for MoU with Qtonz Infosoft Pvt. Ltd. for technological advancements.
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Ref. No.

Date: 26th January 2021

Attendees: Shri P.C. Barot (President), Dr. Nidatt Barot (Managing Trustee),
Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
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Agenda:

1. Audit reports of fund mobilization.
2. Academic results presentation.
3. Code of conduct report.
4. Financial grant for workshops and seminars.
5. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Dharam Kambalia presented the audit report for 2021. Noted efficient fund utilization.
- Academic Results: Reviewed academic performance and improvement strategies.
- - Code of Conduct: Monitored by Dr. Nidatt Barot, with satisfactory compliance reported.
- Financial Grants: Continued approval of financial grants for faculty registration fees for workshops and seminars.
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Agenda:

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4. Financial grant for workshops and seminars.
5. IQAC report presentation.

Discussion:

- Audit Reports: Dr. Ajeeta Jani presented the audit report for 2022. Funds were mobilized and utilized effectively.
- Academic Results: Discussed student performance and strategies for continued improvement.
- Code of Conduct: Compliance monitored by Dr. Nidatt Barot, with satisfactory adherence reported.
- Financial Grants: Continued approval of financial grants for faculty registration fees for workshops and seminars.
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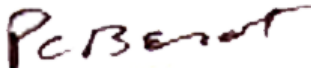
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College Management Committee Meeting Notes

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Shri Atul Patel (Trustee), Shri Bhupendrabhai Brahmbhatt (Trustee),
Dr. Bharti Rathod (Principal), Shri Jagdishbai Brahmbhatt (Trustee)

Agenda:

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2. Academic results presentation.
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4. MoU with Rao Information Technology.
5. Financial grant for workshops and seminars.
6. IQAC report presentation.

Discussion:

- Audit Reports: Presented by Dr. Bharti Rathod. Funds mobilized were effectively utilized for academic and infrastructural development.
- Academic Results: The performance of students was discussed, with emphasis on improving pass rates and overall academic achievements.
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Discussion:

- Audit Reports: Dr. Bharti Rathod presented the audit report. Effective fund mobilization and allocation were noted.
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Discussion:

- Audit Reports: Dr. Nisha Raninga presented the audit report for 2020. Funds were effectively mobilized and utilized.
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Discussion:

- Audit Reports: Dr. Ajeeta Jani presented the audit report for 2022. Funds were mobilized and utilized effectively.
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- Code of Conduct: Compliance monitored by Dr. Nidatt Barot, with satisfactory adherence reported.
- Financial Grants: Continued approval of financial grants for faculty registration fees for workshops and seminars.
- IQAC Report: Presented by Dr. Bharti Rathod, focusing on quality assurance and enhancement measures.

P.C. Barot
प्रमुख/मेने. ट्रस्टी
सव्यसाची एज्युकेशन ट्रस्ट
राजकोट.



T. N. RAO COLLEGE OF TEACHER EDUCATION

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Code of Conduct for Students at T. N. Rao College Teacher Education

As a student of T.N. Rao College of Teacher Education, I acknowledge and accept the following code of conduct, embodying the values of integrity, professionalism, respect, and responsibility. I understand that my behavior influences not only the college community but also the teaching profession as a whole.

Academic Integrity

- I will uphold honesty and integrity in all academic pursuits, including assignments, assessments, and examinations.
- I will refrain from plagiarism, cheating, or any form of academic dishonesty.
- I will appropriately attribute all sources and avoid presenting others' work as my own.

Professional Behavior

- I will demonstrate professionalism within and outside the college premises.
- I will adhere to the prescribed dress code and maintain a tidy and suitable appearance.
- I will treat fellow students, faculty, staff, and all individuals with respect and dignity, irrespective of differences.

Classroom Conduct

- I will punctually attend classes, practicums, and other scheduled activities.
- I will actively engage in classroom discussions, group activities, and practical teaching experiences.
- I will comply with the instructions of instructors and mentors during teaching practices and internships.

Respect for Diversity

- I will honor the diversity of opinions, backgrounds, cultures, and beliefs within the college community.
- I will avoid discriminatory language, behaviors, and actions that may cause harm or offense to others.



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Professional Communication

- I will communicate professionally and courteously in all written and verbal interactions.
- I will use respectful language and maintain a positive demeanor in all forms of communication.

Use of Technology

- I will responsibly and ethically use technology, adhering to copyright laws and refraining from misuse.
- I will not utilize electronic devices for non-educational purposes during class sessions.

Responsible Citizenship

- I will actively contribute to the college community through participation in events, clubs, and community service initiatives.
- I will adhere to college policies, regulations, and guidelines as outlined in official communications and handbooks.

Confidentiality and Privacy

- I will respect the confidentiality of sensitive information shared within the college, including personal and academic matters.
- I will not share, disclose, or misuse others' private information without proper authorization.

Safety and Well-being

- I will prioritize the safety of myself and others by adhering to safety protocols and procedures.
- I will promptly report any unsafe conditions or incidents to the relevant authorities.

Compliance and Accountability

- I acknowledge that violating this code of conduct may lead to disciplinary measures in accordance with college policies.
- I will take responsibility for my actions and decisions, accepting any consequences resulting from violations.

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By adhering to this code of conduct, I affirm my commitment to maintaining the esteemed reputation of T.N. Rao College of Teacher Education and the teaching profession. I pledge to uphold these principles throughout my academic journey at the college.



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Code of Conduct for Faculty Members at T. N. Rao College of Teacher Education

As a faculty member of T. N. Rao College of Teacher Education, I acknowledge and accept the following code of conduct, embodying the values of professionalism, integrity, respect, and responsibility. I understand that my behavior influences not only the college community but also the teaching profession as a whole.

Academic Integrity:

- I will uphold honesty and integrity in all academic and scholarly endeavors, including teaching, research, and publication.
- I will avoid plagiarism, fabrication, falsification, or any form of academic misconduct.
- I will ensure proper attribution of sources and refrain from presenting others' work as my own.

Professional Behavior:

- I will demonstrate professionalism in my interactions with students, colleagues, and stakeholders, both within and outside the college premises.
- I will adhere to the prescribed standards of dress code and maintain a professional appearance conducive to the educational environment.
- I will treat all individuals with respect, dignity, and fairness, fostering a collegial and inclusive atmosphere.

Teaching and Mentoring:

- I will fulfill my teaching responsibilities with dedication, competence, and enthusiasm, providing students with a quality education that promotes critical thinking and academic excellence.
- I will mentor and support students in their academic and professional development, offering guidance, encouragement, and constructive feedback.
- I will maintain professionalism and integrity in all interactions with students, colleagues, and stakeholders.

Respect for Diversity:

- I will recognize and celebrate the diversity of perspectives, backgrounds, and experiences among students, colleagues, and the broader community.
- I will promote a culture of inclusivity, tolerance, and mutual respect, fostering an environment where all individuals feel valued and supported.



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Ethical Research and Scholarship:

- I will conduct research and scholarly activities with integrity, adhering to ethical standards, and following established protocols and guidelines.
- I will ensure the accuracy, reliability, and transparency of my research findings and avoid any form of research misconduct or unethical behavior.

Professional Communication:

- I will communicate professionally and effectively in all written and verbal interactions, demonstrating clarity, courtesy, and respect.
- I will engage in open and constructive dialogue with students, colleagues, and stakeholders, fostering a culture of communication and collaboration.

Compliance and Accountability:

- I will comply with all institutional policies, regulations, and guidelines governing my conduct as a faculty member, including those related to academic integrity, research ethics, and professional standards.
- I will take responsibility for my actions and decisions, acknowledging any mistakes or shortcomings and striving for continuous improvement.

Confidentiality and Privacy:

- I will respect the confidentiality of sensitive information shared within the college community, including student records, academic assessments, and other personal or professional matters.
- I will safeguard the privacy rights of students, colleagues, and stakeholders, refraining from unauthorized disclosure or misuse of confidential information.

Safety and Well-being:

- I will prioritize the safety, health, and well-being of students, colleagues, and stakeholders, adhering to safety protocols and procedures in all academic and research activities.
- I will promptly report any unsafe conditions, incidents, or concerns to the relevant authorities and take appropriate measures to address them.

Continuous Professional Development:

I will engage in continuous professional development to enhance my teaching effectiveness, research productivity, and leadership skills, staying updated on developments in my field of expertise.

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I will actively participate in workshops, seminars, conferences, and other educational opportunities to expand my knowledge and skills and contribute to the advancement of the teaching profession.

By adhering to this code of conduct, I affirm my commitment to upholding the esteemed reputation of T. N. Rao College Teacher Education and the teaching profession. I pledge to uphold these principles throughout my tenure at the college, serving as a role model and mentor to students and colleagues.



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Code of Conduct for Administrators and Staff Members

As an administrator or staff member of T. N. Rao College Teacher Education, I acknowledge and accept the following code of conduct, embodying the values of professionalism, integrity, respect, and responsibility. I understand that my behavior impacts the college community and contributes to its overall success and reputation.

Professionalism and Integrity:

- I will demonstrate professionalism in all interactions with students, colleagues, and stakeholders, upholding the values and standards of the institution.
- I will maintain integrity in my work, acting honestly, ethically, and transparently in all administrative and operational responsibilities.

Respectful Conduct:

- I will treat all individuals with respect, dignity, and fairness, fostering a positive and inclusive work environment.
- I will communicate courteously and effectively with students, colleagues, and stakeholders, demonstrating empathy and understanding.

Compliance with Policies and Regulations:

- I will adhere to all institutional policies, procedures, and regulations governing my role and responsibilities.
- I will seek clarification or guidance when encountering situations that may pose ethical dilemmas or conflicts of interest.

Confidentiality and Privacy:

- I will respect the confidentiality of sensitive information shared within the college community, including student records, personnel matters, and institutional data.
- I will safeguard the privacy rights of students, colleagues, and stakeholders, refraining from unauthorized disclosure or misuse of confidential information.

Professional Development:

- I will engage in continuous professional development to enhance my knowledge, skills, and competencies relevant to my role.
- I will actively participate in training, workshops, and other learning opportunities to stay updated on best practices and developments in my field.

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Collaboration and Teamwork:

- I will collaborate effectively with colleagues and other team members, fostering a culture of teamwork, cooperation, and mutual support.
- I will contribute positively to team dynamics and work collaboratively towards achieving the goals and objectives of the institution.

Safety and Well-being:

- I will prioritize the safety, health, and well-being of students, colleagues, and visitors, adhering to safety protocols and procedures.
- I will promptly report any safety concerns, hazards, or incidents to the appropriate authorities and take proactive measures to address them.

Customer Service Excellence:

- I will provide excellent customer service to students, faculty, staff, and other stakeholders, responding promptly and courteously to inquiries, requests, and concerns.
- I will strive to exceed expectations and ensure a positive experience for all individuals interacting with the college.

Financial Stewardship:

- I will exercise prudence and accountability in the management of financial resources, adhering to budgetary constraints and ensuring responsible use of funds.
- I will follow established financial policies and procedures, maintaining accurate records and documentation in all financial transactions.

Community Engagement and Representation:

- I will represent the college positively and professionally in interactions with external stakeholders, including government agencies, industry partners, and the local community.
- I will actively engage with community members and participate in outreach activities and initiatives that contribute to the college's reputation and relationship with the broader community.

By adhering to this code of conduct, I affirm my commitment to upholding the esteemed reputation of T. N. Rao College Teacher Education and serving as a responsible and conscientious member of the college community.

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