



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

College Management Committee Objectives

1. **Regulatory Compliance:** Ensure that the Institute of Language Teaching (ILT) BEd college adheres to the norms and regulations set by the National Council for Teacher Education (NCTE) and the Affiliating University.
2. **University Standards:** Ensure strict adherence to the statutes and ordinances of the Affiliating University, fostering an academic environment that meets the university's standards.
3. **IQAC Oversight:** Monitor and evaluate the activities conducted by the Internal Quality Assurance Cell (IQAC) of ILT, ensuring continuous improvement in the quality of education and institutional processes. Will be proactive to achieve highest quality education for ILT trainees.
4. **Committee Supervision:** Oversee the functioning of various committees, including Youth Welfare, Academic Council, In-house Curriculum Planning Committee, SC, ST, OBC, Minority, and Internal Complaints Committee, ensuring their effective contribution to the college's goals.
5. **Academic and Administrative Audit:** Review reports from external agencies on academic and administrative audits of ILT, identifying areas for improvement and implementing necessary changes.
6. **Intermediary Role:** Act as an intermediary between ILT and Shree Saurashtra High School Trust, facilitating effective communication and collaboration for the overall development of the college.
7. **Financial Stewardship:** Exercise prudent financial management, allocating resources effectively to support the college's educational objectives while maintaining financial sustainability.
8. **Stakeholder Engagement:** Foster positive relationships with stakeholders, including students, faculty, parents, and the community, to enhance support and collaboration for ILT.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

9. Strategic Planning: Develop and implement long-term strategic plans for ILT in alignment with the educational goals and mission of Shree Saurashtra High School Trust.
10. Diversity and Inclusion: Promote diversity and inclusivity within ILT, ensuring that all members of the college community feel valued and respected.

Dr. Bhadrayu Vachharajani
President





SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

18/06/2018

CMC Meeting Notice

It is to put the notice of all trustees that the College Management Committee meeting will be held on 25/06/2018 at the Principal Office. The following members are supposed to be present.

- | | | |
|-----|------------------------|--|
| (1) | Dr. Ilaben Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal  |
| (3) | Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

Agenda for CMC Meeting:

1. **Opening Remarks:**
 - Welcome and introduction of attendees.
 - Brief overview of the meeting objectives.
2. **Regulatory Compliance:**
 - Presentation and discussion on ILT's adherence to NCTE and Affiliating University regulations.
 - Action items for addressing any compliance gaps.
3. **University Standards:**
 - Review of ILT's alignment with Affiliating University statutes and ordinances.
 - Strategies for maintaining and enhancing academic standards.
4. **Committee Formation:**
5. **Intermediary Role:**
 - Discussion on communication and collaboration between ILT and Shree Saurashtra High School Trust.
6. **Stakeholder Engagement:**
7. **Closing Remarks:**



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

25/6/2018

The following members were present in CMC.

- | | | | |
|-----|------------------------|-----------|----------------------|
| (1) | Dr. Ilaben Vachhrajani | President | ડૉ. ઇલાબ વાચ્છરાજાણી |
| (2) | Dr. Nidatt Barot | Principal | ડૉ. નિદત્ત બારોટ |
| (3) | Hardevsinh Jadeja | Trustee | હારદેવસિંહ જાડેજા |
| (4) | Mukesh Doshi | Trustee | મુકેશ ડોશી |

Minutes of CMC Meeting

1. Opening Remarks:

- Principal, welcomed the President of the trust and other trustees being the member of the Committee.

2. Regulatory Compliance:

- CMC noted and discussed that as this is the first year of B.Ed college at Rajkot we need to take care that the Norms and regulation of NCTE are observed and followed.

3. University Standards:

- CMC discussed how the University standards and norms may be followed.

4. Committee Formation:

- CMC asked the Principal to see that the committees required to be formed as per the directions of UGC and State Government be formed.

5. Intermediary Role:

- CMC will work as intermediate between ILT and Trust. The CMC will report to the trust regarding functioning of ILT.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

6. Stakeholder Engagement:

- CMC asked Pricipal to involve stake holders like trainees, alumnus, practice teaching schools, experts etc in functioning of ILT.

7. Closing Remarks:

- The meeting was ended with vote of thanks.





SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.




Date: _____

01/07/2019

CMC Meeting Notice

It is to put the notice of all trustees that the College Management Committee meeting will be held on 07/06/2019 at the Principal Office. The following members are supposed to be present.

- | | | |
|-----|------------------------|---|
| (1) | Dr. Ilaben Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal  |
| (3) | Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

Agenda for CMC Meeting:

1. Opening Remarks:

- Welcome and introduction of attendees.
- Brief overview of the meeting objectives.

2. Regulatory Compliance:

- Presentation and discussion on ILT's adherence to NCTE and Affiliating University regulations.
- Action items for addressing any compliance gaps.

3. University Standards:

- Review of ILT's alignment with Affiliating University statutes and ordinances.
- Strategies for maintaining and enhancing academic standards.

4. Committee Supervision:

- Updates on the functioning of various committees.
- Feedback and recommendations for improvement.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

5. Academic and Administrative Audit:

- Presentation of external audit reports.
- Identification of areas for improvement and action plans.

6. Intermediary Role:

- Discussion on communication and collaboration between ILT and Shree Saurashtra High School Trust.
- Proposals for enhancing the collaboration for development.

7. Stakeholder Engagement:

- Overview of current stakeholder relationships.
- Strategies for enhancing engagement and support.

8. Strategic Planning:

- Presentation of proposed long-term strategic plans.
- Feedback and approval process.

9. Closing Remarks:

- Summary of key points discussed.
- Next steps and future meeting schedule.





SHRI SAURASHTRA HIGH SCHOOL TRUST


Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

7/6/2019

The following members were present in CMC.

- | | | | |
|-----|------------------------|-----------|--|
| (1) | Dr. Ilaben Vachhrajani | President | ઇલાબ વાચ્છરાજાની |
| (2) | Dr. Nidatt Barot | Principal |  |
| (3) | Hardevsinh Jadeja | Trustee | જાડેજા. |
| (4) | Mukesh Doshi | Trustee | મુકેશ. ડો. ડોશી |

Minutes of CMC Meeting

1. Opening Remarks:

- Principal welcomed the members of CMC

2. Regulatory Compliance:

- CMC noted that the regulatory compliance is followed by ILT

3. University Standards:

- ILT follows the Univeristy standards for teaching learning.

4. Committee Supervision:

- The minutes of Anti Ragging 2/7/18, Minority Cell 9/7/18, OBC cell 16/7/18, Internal Complaints Committee 3/10/2018 were noted.

5. Academic and Administrative Audit:

- CMC asked Principal to conduct AAA of ILT in coming years.

6. Intermediary Role:

- CMC decided that President of the Trust will inform about the activities done at ILT to the trust. This includes the MOU done by ILT and Actitivites with Rashtriyashala.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

CMC also noted the Add on course started with collaboration with Rashtriyashala and other agencies.

7. Stakeholder Engagement:

- CMC noted the engagement of stakeholders in functioning of ILT

8. Strategic Planning:

- Feedback received from stake holders were discussed and accordingly principal was asked to make planning for coming academic year.

9. Closing Remarks:

- Before the meeting ended trustee Shri Hardevsinh Jadeja presented the report of Code of Conduct followed by trainees, teaching and non-teaching staff. After that the meeting ended with high tea and vote of thanks.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.



Ref. No. _____

Date: _____

01/06/2020

CMC Meeting Notice

It is to put the notice of all trustees that the College Management Committee meeting will be held on 05/06/2020 at the Principal Office. The following members are supposed to be present.

- | | | |
|-----|--------------------------|-----------|
| (1) | Dr. Bhadrayu Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal |
| (3) | Dr. Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

Agenda for CMC Meeting:

1. Opening Remarks:

- Welcome and introduction of attendees.
- Brief overview of the meeting objectives.

2. Regulatory Compliance:

- Presentation and discussion on ILT's adherence to NCTE and Affiliating University regulations.
- Action items for addressing any compliance gaps.

3. University Standards:

- Review of ILT's alignment with Affiliating University statutes and ordinances.
- Strategies for maintaining and enhancing academic standards.

4. IQAC Oversight:

- Report on IQAC activities and achievements.
- Discussion on continuous improvement initiatives.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

5. Committee Supervision:

- Updates on the functioning of various committees.
- Feedback and recommendations for improvement.

6. Academic and Administrative Audit:

- Presentation of external audit reports.
- Identification of areas for improvement and action plans.

7. Intermediary Role:

- Discussion on communication and collaboration between ILT and Shree Saurashtra High School Trust.
- Proposals for enhancing the collaboration for development.

8. Stakeholder Engagement:

- Overview of current stakeholder relationships.
- Strategies for enhancing engagement and support.

9. Strategic Planning:

- Presentation of proposed long-term strategic plans.
- Feedback and approval process.

10. Closing Remarks:

- Summary of key points discussed.
- Next steps and future meeting schedule.





SHRI SAURASHTRA HIGH SCHOOL TRUST

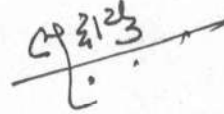
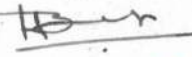

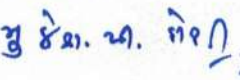
Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

5/06/2020

The following members were present in CMC

- | | | | |
|-----|--------------------------|-----------|--|
| (1) | Dr. Bhadrayu Vachhrajani | President |  |
| (2) | Dr. Nidatt Barot | Principal |  |
| (3) | Dr. Hardevsinh Jadeja | Trustee |  |
| (4) | Mukesh Doshi | Trustee |  |

Minutes of CMC Meeting

1. Opening Remarks:

- Principal welcomed the members of the CMC.

2. Regulatory Compliance:

- CMC noted the transfer of affiliation from Saurashtra University to IITE University as decided by the State Government.

3. University Standards:

- CMC asked the Principal to make faculties aware about the new University IITE.

4. IQAC Oversight:

- The report of IQAC 26/12/2019 was discussed.

5. Committee Supervision:

- The minutes of In house curriculum planning committee 26/6/2019, Youth welfare committee 2/7/2019, Anti Ragging committee 11/7/2019, OBC Cell 19/7/2019, Meeting for Grievance Cell 4/9/2019, Internal Complaints Committee 4/10/2019, Research Committee meeting 16/10/2019, Academic Council meeting 15/12/19, First IQAC meeting 26/12/2019, Admission committee 21/5/20, In house committee curriculum planning meeting 18/6/2020 minutes were reviewed.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

6. Academic and Administrative Audit:

- CMC decided to conduct in house AAA and to participate in GSIRF.

7. Intermediary Role:

- CMC asked principal to make presentation before the trust members indicating the activities of the committees.

8. Stakeholder Engagement:

- The involvement of Stake holders in different committees was appreciated.

9. Strategic Planning:

- The acadmic plan presented by principal was reviewed.

10. Closing Remarks:

- Before the meeting ended trustee Shri Hardevsinh Jadeja presented the report of Code of Conduct followed by trainees, teaching and non-teaching staff. After that the meeting ended with high tea and vote of thanks.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.




Date: _____

05/06/2021

CMC Meeting Notice

It is to put the notice of all trustees that the College Management Committee meeting will be held on 11/06/2021 at the Principal Office. The following members are supposed to be present.

- | | | |
|-----|--------------------------|---|
| (1) | Dr. Bhadrayu Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal  |
| (3) | Dr. Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

Agenda for CMC Meeting:

1. Opening Remarks:

- Welcome and introduction of attendees.
- Brief overview of the meeting objectives.

2. Regulatory Compliance:

- Presentation and discussion on ILT's adherence to NCTE and Affiliating University regulations.
- Action items for addressing any compliance gaps.

4. IQAC Oversight:

- Report on IQAC activities and achievements.
- Discussion on continuous improvement initiatives.

5. Committee Supervision:

- Updates on the functioning of various committees.
- Feedback and recommendations for improvement.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

6. Intermediary Role:

- Discussion on communication and collaboration between ILT and Shree Saurashtra High School Trust.
- Proposals for enhancing the collaboration for development.

7. Stakeholder Engagement:

- Overview of current stakeholder relationships.
- Strategies for enhancing engagement and support.

8. Strategic Planning:

- Presentation of proposed long-term strategic plans.
- Feedback and approval process.

9. Diversity and Inclusion:

- Review of current initiatives promoting diversity and inclusion.
- Suggestions for further improvements.

10. Closing Remarks:

- Summary of key points discussed.
- Next steps and future meeting schedule.





SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

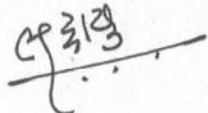
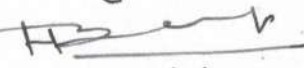




Ref. No. _____

Date: _____

11/06/2021

The following members were present in CMC

- | | | | |
|-----|--------------------------|-----------|--|
| (1) | Dr. Bhadrayu Vachhrajani | President |  |
| (2) | Dr. Nidatt Barot | Principal |  |
| (3) | Dr. Hardevsinh Jadeja | Trustee |  |
| (4) | Mukesh Doshi | Trustee |  |

Minutes of CMC Meeting

1. Opening Remarks:

- Principal welcomed the members of the committee.

2. Regulatory Compliance:

- CMC observed the compliance of regulatory councils

3. IQAC Oversight:

- IQAC meeting minutes 28/12/20 were reviewed

4. Committee Supervision:

- Minutes of different committee were noted

5. Academic and Administrative Audit:

- AAA report prepared by Dr Janak Makwana was discussed and CMC decided to have such exercise every year.

6. Intermediary Role:

- Principal was asked to send copy of AAA report to the trustees.

7. Stakeholder Engagement:

- The CMC was satisfied with the engagement of stake holders in functioning of ILT. Alumni meet details of 21/12/20 were noted



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

8. Strategic Planning:

- The usage of ICT in CORONA pandemic arranged by Principal and staff was appreciated

9. Diversity and Inclusion:

- The outreach and community activities done by ILT for addressing diversity and inclusion were discussed and noted.

10. Closing Remarks:

- Before the meeting ended trustee Shri Hardevsinh Jadeja presented the report of Code of Conduct followed by trainees, teaching and non-teaching staff. After that the meeting ended with high tea and vote of thanks.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.



Date: _____

07/06/2022

CMC Meeting Notice

It is to put the notice of all trustees that the College Management Committee meeting will be held on 14/06/2022 at the Principal Office. The following members are supposed to be present.

- | | | |
|-----|--------------------------|--|
| (1) | Dr. Bhadrayu Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal  |
| (3) | Dr. Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

Agenda for CMC Meeting:

1. Opening Remarks:

- Welcome and introduction of attendees.
- Brief overview of the meeting objectives.

2. Regulatory Compliance:

- Presentation and discussion on ILT's adherence to NCTE and Affiliating University regulations.
- Action items for addressing any compliance gaps.

3. University Standards:

- Review of ILT's alignment with Affiliating University statutes and ordinances.
- Strategies for maintaining and enhancing academic standards.

4. IQAC Oversight:

- Report on IQAC activities and achievements.
- Discussion on continuous improvement initiatives.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

5. Committee Supervision:

- Updates on the functioning of various committees.
- Feedback and recommendations for improvement.

6. Academic and Administrative Audit:

- Presentation of external audit reports.
- Identification of areas for improvement and action plans.

7. Intermediary Role:

- Discussion on communication and collaboration between ILT and Shree Saurashtra High School Trust.
- Proposals for enhancing the collaboration for development.

8. Stakeholder Engagement:

- Overview of current stakeholder relationships.
- Strategies for enhancing engagement and support.

9. Strategic Planning:

- Presentation of proposed long-term strategic plans.
- Feedback and approval process.

10. Diversity and Inclusion:

- Review of current initiatives promoting diversity and inclusion.
- Suggestions for further improvements.

11. Closing Remarks:

- Summary of key points discussed.
- Next steps and future meeting schedule.





SHRI SAURASHTRA HIGH SCHOOL TRUST

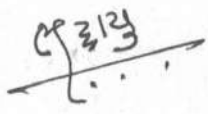
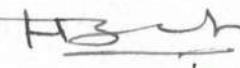
Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date: _____

14/06/2022

The following members were present in CMC

- | | | | |
|-----|--------------------------|-----------|--|
| (1) | Dr. Bhadrayu Vachhrajani | President |  |
| (2) | Dr. Nidatt Barot | Principal |  |
| (3) | Dr. Hardevsinh Jadeja | Trustee | Jadejane. |
| (4) | Mukesh Doshi | Trustee | મુકેશ. વી. ડોશી. |

Minutes of CMC Meeting

1. Opening Remarks:

- Principal welcomed the members of the committee.

2. Regulatory Compliance:

- CMC noted the compliance of regulatory councils

3. University Standards:

- CMC noted the compliance of Affiliating University. Appreciated the Zonal workshop conducted at ILT

4. IQAC Oversight:

- IQAC meeting of 26/12/21 minutes were discussed.

5. Committee Supervision:

- Minutes of different committees were noted and it was appreciated that the minutes are put on web site of ILT.

6. Academic and Administrative Audit:

- AAA report from Dr Dharam Kambalia was noted and discussed.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

7. Intermediary Role:

- Principal was asked to send the copy of the AAA report to other trustees.

8. Stakeholder Engagement:

- CMC noted the participation of Stakeholders, which was very useful in placement activities.

9. Strategic Planning:

- Academic and administrative planning for coming academic session was presented by Principal, it was reviewed and necessary suggestions were made.

10. Diversity and Inclusion:

- Activities with WOW, Rashtriyashala and Sneha nirzar done by ILT for addressing diversity and inclusion were noted

11. Closing Remarks:

- Before the meeting ended trustee Shri Hardevsinh Jadeja presented the report of Code of Conduct followed by trainees, teaching and non-teaching staff. After that the meeting ended with high tea and vote of thanks.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

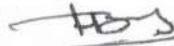


Date : _____

18/06/2023

CMC Meeting Notice

It is to put the notice of all trustees that the College Management Committee meeting will be held on 25/06/2023 at the Principal Office. The following members are supposed to be present.

- | | | |
|-----|--------------------------|---|
| (1) | Dr. Bhadrayu Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal  |
| (3) | Dr. Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

Agenda for CMC Meeting:

1. Opening Remarks:

- Welcome and introduction of attendees.
- Brief overview of the meeting objectives.

2. Regulatory Compliance:

- Presentation and discussion on ILT's adherence to NCTE and Affiliating University regulations.
- Action items for addressing any compliance gaps.

3. University Standards:

- Review of ILT's alignment with Affiliating University statutes and ordinances.
- Strategies for maintaining and enhancing academic standards.

4. IQAC Oversight:

- Report on IQAC activities and achievements.
- Discussion on continuous improvement initiatives.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

5. Committee Supervision:

- Updates on the functioning of various committees.
- Feedback and recommendations for improvement.

6. Academic and Administrative Audit:

- Presentation of external audit reports.
- Identification of areas for improvement and action plans.

7. Intermediary Role:

- Discussion on communication and collaboration between ILT and Shree Saurashtra High School Trust.
- Proposals for enhancing the collaboration for development.

8. Stakeholder Engagement:

- Overview of current stakeholder relationships.
- Strategies for enhancing engagement and support.

9. Strategic Planning:

- Presentation of proposed long-term strategic plans.
- Feedback and approval process.

10. Diversity and Inclusion:

- Review of current initiatives promoting diversity and inclusion.
- Suggestions for further improvements.

11. Closing Remarks:

- Summary of key points discussed.
- Next steps and future meeting schedule.





SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref No _____

Date _____

25/06/2023

The following members were present in CMC

- | | | |
|-----|--------------------------|-----------|
| (1) | Dr. Bhadrayu Vachhrajani | President |
| (2) | Dr. Nidatt Barot | Principal |
| (3) | Dr. Hardevsinh Jadeja | Trustee |
| (4) | Mukesh Doshi | Trustee |

(Handwritten signatures and names in blue ink)
 ૧. વાચ્છરાજી
 ૨. નિદત્ત બારોટ
 ૩. જાડેજા
 ૪. મુકેશ ડોશી

Minutes of CMC Meeting

1. Opening Remarks:

- Principal welcomed the members

2. Regulatory Compliance:

- Re affiliation to Saurashtra University from IITE by Government of Gujarat was discussed.

3. University Standards:

- Re affiliation requirements for Saurashtra University was discussed

4. IQAC Oversight:

- IQAC meeting minutes 21/12/22 were discussed.

5. Committee Supervision:

- Reports and minutes of committes were disucessed.

6. Academic and Administrative Audit:

- AAA report of Dr Ajeeta Jani was discussed

7. Intermediary Role:

- Report of AAA was to be shared to trustees of the trust



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

8. Stakeholder Engagement:

- CMC appreciated the engagement of stake holders in almost all activities

9. Strategic Planning:

- Decided to go for NAAC accreditation as now our Institute is ready for self assesment

10. Diversity and Inclusion:

- Out reach and community activities to address diversity and inclusions were appreciated

11. Closing Remarks:

- Before the meeting ended trustee Shri Hardevsinh Jadeja presented the report of Code of Conduct followed by trainees, teaching and non-teaching staff. After that the meeting ended with high tea and vote of thanks.



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

Monitoring Report on Code of Conduct Compliance at Institute of Language Teaching upto June 2023

Comprehensive Report on Code of Conduct Compliance Monitoring

Executive Summary:

This report presents a thorough overview of the monitoring process undertaken by Dr. Hardevsinh Jadeja to ensure the adherence to the prescribed Code of Conduct by the trainees, teaching, and administrative staff at the Institute of Language Teaching (ILT) College. Dr. Jadeja's proactive approach and collaborative efforts have been instrumental in fostering a culture of discipline and professionalism within the institution.

Introduction:

As the Trustee overseeing the Code of Conduct compliance, Dr. Hardevsinh Jadeja has diligently executed his responsibilities to maintain the ethical and professional standards set by the Shree Saurashtra High School Trust. This monitoring process involves regular communication with peers, collecting information, and implementing corrective measures when necessary.

Methodology:

1. Communication with Peers:

Dr. Jadeja initiated regular communication with peers, including teaching and administrative staff, to gather insights into the day-to-day operations and ensure awareness of the Code of Conduct. This process involved informal discussions, formal meetings, and electronic communication channels to maintain an open line of dialogue.

2. Information Gathering:

Through systematic inquiries, Dr. Jadeja collected information pertaining to various aspects of the Code of Conduct. This included punctuality, professional demeanor, respect for colleagues and students, adherence to institutional policies, and overall



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

commitment to ethical conduct. The information gathering process was collaborative, involving input from multiple sources to ensure a comprehensive overview.

3. **Documentation and Record Keeping:**

To maintain transparency and accountability, Dr. Jadeja meticulously documented all collected information. This included creating a detailed record of discussions, feedback received, and any observed deviations from the Code of Conduct. This documentation serves as a valuable resource for future evaluations and continuous improvement.

Findings:

The monitoring process conducted by Dr. Jadeja yielded several key findings that provide insights into the compliance status of the Code of Conduct at ILT College:

1. **Punctuality and Attendance:**

Overall, there is commendable adherence to punctuality and attendance among both trainees and staff. Regular attendance records indicate a high level of commitment to professional responsibilities, contributing to a positive learning and working environment.

2. **Professional Demeanor:**

The majority of the teaching and administrative staff exhibit a professional demeanor in their interactions with colleagues and students. Dr. Jadeja noted a culture of mutual respect and cooperation, contributing to a positive and harmonious atmosphere within the institution.

3. **Adherence to Institutional Policies:**

The Code of Conduct mandates strict adherence to institutional policies. Dr. Jadeja observed a general compliance with these policies; however, he identified specific areas where further clarification and reinforcement may be beneficial to ensure a comprehensive understanding among all stakeholders.

4. **Commitment to Ethical Conduct:**

Trainees and staff demonstrated a commendable commitment to ethical conduct, aligning with the values upheld by the Shree Saurashtra High School Trust. Instances



SHRI SAURASHTRA HIGH SCHOOL TRUST

Kalavad Road, RAJKOT - 360 001.

Ref. No. _____

Date : _____

of ethical lapses were minimal, indicating a strong foundation of moral and professional principles within the ILT College community.

5. Areas for Improvement:

While the overall compliance is noteworthy, Dr. Jadeja identified specific areas for improvement. These include reinforcing awareness of certain institutional policies, enhancing communication channels, and providing targeted training to address any gaps in understanding the Code of Conduct.

Considering the above report, the Principal may do needful.

Dr. Bhadrayu Vachharajani
President

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



Institute of Language Teaching

Ref :

Date :

Code of Conduct for Teaching Faculties in Institute of Language Teaching B.Ed. College

As Assistant Professor / Adhyapak Sahayak in the Institute of Language Teaching, we are committed to upholding the highest standards of professionalism, integrity, and ethical conduct. This code of conduct serves as a guide to ensure that our actions align with the Vision, Mission and Values of the college and the trust to contribute to the growth and success of our students and the institution.

1. Commitment to Education

- 1.1 We are dedicated to providing quality education that prepares future educators with the knowledge, skills, and values necessary for effective teaching.
- 1.2 We recognize the influence we have on shaping the future of education and commit to continuous improvement in our teaching methods.

2. Respect for Students and Colleagues

- 2.1 We treat all students with respect, fairness, and empathy, recognizing their diverse backgrounds and individual needs.
- 2.2 We maintain professional relationships with colleagues, fostering a collaborative and supportive work environment.

3. Professionalism and Integrity

- 3.1 We adhere to the highest standards of professional ethics, honesty, and integrity in all interactions with students, colleagues, and Stakeholders.
- 3.2 We uphold the confidentiality of sensitive information shared by students and colleagues, ensuring their trust and privacy.

4. Effective Teaching Practices

- 4.1 We employ evidence-based teaching practices that engage students, encourage critical thinking, and promote active learning.



Institute of Language Teaching

Ref :

Date :

4.2 We continuously enhance our pedagogical skills, staying updated with educational research and innovations.

5. Fairness and Equity

5.1 We promote inclusivity, diversity, and equal opportunities for all students, creating an environment free from discrimination and bias.

5.2 We assess students fairly, using objective criteria and providing constructive feedback for improvement.

6. Professional Development

6.1 We actively pursue professional development opportunities to enhance our subject knowledge, teaching techniques, and leadership skills.

6.2 We contribute to the educational community by sharing our expertise through workshops, conferences, and research.

7. Communication and Collaboration

7.1 We communicate effectively and respectfully with students, colleagues, and stakeholders, promoting open dialogue and Understanding.

7.2 We collaborate with colleagues to share ideas, resources, and best practices, fostering a culture of continuous improvement.

8. Personal Conduct

8.1 We uphold a professional demeanor both within and outside the college, serving as positive role models for our students.

8.2 We avoid conflicts of interest and refrain from engaging in behaviors that could compromise our integrity or the reputation of the institution.

9. Safety and Well-being

9.1 We prioritize the safety and well-being of students and colleagues, following established protocols and guidelines.

9.2 We maintain a respectful and supportive classroom environment that promotes emotional and psychological well-being.



Institute of Language Teaching

Ref :

Date :

10. Compliance and Accountability

- 10.1 We understand that violating this code of conduct may result in appropriate disciplinary actions according to college policies.
- 10.2 We accept responsibility for our actions and decisions, ensuring accountability for upholding the principles of this code.
- 10.3 We are supposed to obey the rules and regulations of affiliating University, managing trust and Government of Gujarat.
- 10.4 We accept to work in all committees for enhancing quality in Teacher Education.

By adhering to this code of conduct, we contribute to the growth and excellence of the Institute of Language Teaching managed by Shree Saurashtra High School Trust and the education profession as a whole.

Name : _____

Signature: _____ Date: _____

In presence of the Principal _____

The Trustee _____



Institute of Language Teaching

Ref :

Date :

Code of Conduct for Students i Institute of Language Teaching B.Ed. College

As a student of the Institute of Language Teaching, I understand and agree to uphold the following code of conduct, which reflects the values of integrity, professionalism, respect, and responsibility. I recognize that my actions impact the college community and the education profession as a whole.

1. Academic Integrity

- 1.1 I will maintain honesty and integrity in all academic endeavors, including assignments, assessments, and examinations.
- 1.2 I will not engage in plagiarism, cheating, or any form of academic dishonesty.
- 1.3 I will attribute all sources properly and avoid submitting others' work as my own.

2. Professional Behavior

- 2.1 I will demonstrate professional behavior both inside and outside the college premises.
- 2.2 I will adhere to the dress code and maintain a neat and appropriate appearance.
- 2.3 I will treat fellow students, faculty, staff, and all individuals with respect and dignity, regardless of differences.

3. Classroom Conduct

- 3.1 I will arrive on time for classes, practicums, and other scheduled activities.
- 3.2 I will actively participate in classroom discussions, group activities, and practical teaching experiences.



Institute of Language Teaching

Ref :

Date :

3.3 I will follow the instructions of instructors and mentors during teaching practices and internships.

4. Respect for Diversity

4.1 I will respect the diversity of opinions, backgrounds, cultures, and beliefs within the college community.

4.2 I will avoid discriminatory language, behaviors, and actions that could harm or offend others.

5. Professional Communication

5.1 I will communicate with professionalism and courtesy in all written and verbal interactions.

5.2 I will use respectful language and maintain a positive tone in all forms of communication.

6. Use of Technology

6.1 I will use technology responsibly and ethically, adhering to copyright laws and avoiding misuse.

6.2 I will refrain from using electronic devices for non-educational purposes during class hours.

7. Responsible Citizenship

7.1 I will actively contribute to the college community through participation in events, clubs, and community service.

7.2 I will follow college policies, rules, and guidelines outlined in official communications and handbooks.

8. Confidentiality and Privacy

8.1 I will respect the confidentiality of sensitive information shared within the college, including personal and academic matters.

8.2 I will not share, disclose, or misuse others' private information without proper authorization.



Institute of Language Teaching

Ref :

Date :

9. Safety and Well-being

9.1 I will prioritize my safety and the safety of others by following safety guidelines and procedures.

9.2 I will report any unsafe conditions or incidents promptly to the relevant authorities.

10. Compliance and Accountability

10.1 I understand that violating this code of conduct may result in disciplinary actions in line with the college's policies.

10.2 I will take responsibility for my actions and decisions, accepting the consequences of any violations.

I acknowledge that adhering to this code of conduct contributes to the reputation of the Institute of Language Teaching and the education profession. I commit to upholding these principles throughout my journey as a student at the college.

Signature: _____ Date: _____



Institute of Language Teaching

Ref :

Date :

Code of Conduct for Administrator in Institute of Language Teaching B.Ed. College

As administrators of the Institute of Language Teaching, we are entrusted with the responsibility of fostering a positive, inclusive, and effective educational environment. This code of conduct reflects our commitment to uphold ethical standards, promote professionalism, and contribute to the growth and success of our institution.

1. Leadership and Integrity

- 1.1 We lead with integrity, honesty, and transparency, serving as role models for faculty, staff, and students.
- 1.2 We make decisions that prioritize the best interests of students, faculty, and the institution, free from personal bias or conflicts of interest.

2. Professionalism and Respect

- 2.1 We treat all members of the college community—faculty, staff, students, and stakeholders—with respect, fairness, and courtesy.
- 2.2 We value diverse perspectives and foster an inclusive environment that promotes equity, diversity, and mutual understanding.

3. Communication and Transparency

- 3.1 We communicate openly, clearly, and in a timely manner with all stakeholders, ensuring that information is shared accurately.
- 3.2 We maintain transparency in decision-making processes and involve relevant parties when appropriate.



Institute of Language Teaching

Ref :

Date :

4. Accountability and Responsibility

4.1 We accept responsibility for our actions and decisions, acknowledging both successes and failures.

4.2 We hold ourselves accountable to the mission, values, and policies of the institution, and we expect the same from our colleagues.

5. Educational Excellence

5.1 We commit to promoting and maintaining high educational standards that prepare students for successful careers in education.

5.2 We support faculty in their professional development, providing opportunities for growth and innovation.

6. Resource Management

6.1 We manage college resources responsibly and efficiently, ensuring that they are used for the benefit of the college community.

6.2 We maintain accurate records and financial transparency, adhering to ethical financial practices.

7. Student Well-being and Safety

7.1 We prioritize the safety, well-being, and rights of students, ensuring a secure and conducive learning environment.

7.2 We address concerns related to student well-being promptly and appropriately, and we provide resources for student support.

8. Faculty and Staff Development

8.1 We support faculty and staff growth by offering professional development opportunities, mentorship, and avenues for advancement.



Institute of Language Teaching

Ref :

Date :

8.2 We value and recognize the contributions of faculty and staff to the college's success.

9. Compliance and Legalities

9.1 We ensure compliance with all relevant laws, regulations, and policies, maintaining the college's reputation and ethical standing.

9.2 We actively seek legal counsel when needed to make informed decisions that align with legal requirements.

10. Continuous Improvement

10.1 We actively seek feedback from the college community to identify areas for improvement and innovation.

10.2 We commit to regular self-assessment and evaluation of our performance and leadership practices.

By adhering to this code of conduct, we contribute to the growth, reputation, and success of the Institute of Language Teaching and the education community as a whole.

Signature: _____ Date: _____