



## **NEED OF CODE OF CONDUCT**

A well-written code of conduct clarifies an institution's mission, values and principles, linking them with standards of professional conduct. The code articulates the values that institution wishes to foster in students, teachers and other employees and, in doing so, defines desired behaviour. As a result, written codes of conduct or ethics can become benchmarks against which individual and institutional performance can be measured. A code of conduct serves as a fundamental standard and point of reference for daily decision-making. A code of conduct promotes ethical discourse and compliance, enabling staff to deal with moral conundrums they face on the job every day. Additionally, it can be a helpful resource for staff members to discover pertinent records, offerings, and other resources pertaining to ethics within the institution.

## **VISION**

To create an all-round development and continue growth of students and enhancement in their level of emotion and sensibility for the smooth transmission and mastery in cultural and employable skills.

## **MISSION**

- To encourage development and expansion of physical and intellectual capabilities.
- To develop disciplinary and humanism approach in various walks of life.
- To promote cultural values such as art literature music and aesthetics.
- To assure substance of self-confidence and cognitive intelligence.

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- To develop proficiency in communication technology in the context of modern era.
- To expose students with a combination of a traditional and new teaching methods.

### **STUDENTS CODE OF CONDUCT**

All students are expected to read, understand and follow the Student Code of Conduct.

Students should

- Know and follow the Vision and Mission of the college.
- Have a thorough knowledge of the rules and regulations of the institution and follow them
- Maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
- Attend class well -within time and late coming will result in loss of attendance for the corresponding class. All students are expected to attend internal assessments as per the schedule communicated to them.
- Remain prompt in seeing all notices displayed in notice board, whatsapp group and telegram group.
- Enter or leave the class room during class with the permission of the teacher concerned.
- Use physical facilities of campus in a sustainable manner. Students are expected to carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- Come to the college in approved uniforms, the sample of which is displayed on notice board.

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- Attend all college functions in college uniform unless otherwise specified.
- Wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- Use the class rooms, library or the demarcated areas of the academic building for independent study and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Use mobile phones in mobile zone demarcated places of campus.
- Not Access Social Networking Sites such as Facebook, Twitter etc. within the college campus.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste bins kept.
- Make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- Interact in a polite and respectful manner with all students and staff of NSCB college at all times;
- Give feedback freely and regularly as and when asked which would lead to improvement;

**CODE OF CONDUCT FOR THE PRINCIPAL**

Principal should

- Demonstrate attributes of effective leadership.
- Offer all stakeholders leadership, direction, and guidance.
- The principal is responsible for ensuring the caliber of instruction and academic pursuits.
- Develop a strategy and plan to carry out different activities consistent with the college's vision and mission.

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- Adhere to and execute of instructions given by the government, the U.G.C., the director of education, the university, and other relevant authorities.
- Establish a number of committees at the college level with different coordinators to maintain a democratic environment in college.
- Call meetings from time to time of various cell to check progress of work assigned to different committees.
- Effectively oversee financial matters.
- Encourage teachers to participate in various trainings to increase their knowledge.

**CODE OF CONDUCT FOR TEACHERS (AS PER UGC GUIDELINES)**

**TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to

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improve education and profession through them;

- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE STUDENTS**

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals.

## **III. TEACHERS AND COLLEAGUES**

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;

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- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

**IV. TEACHERS AND AUTHORITIES:**

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**V. TEACHERS AND NON-TEACHING STAFF:**

- Teachers should treat the non-teaching staff as colleagues and equal

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- partners in a cooperative undertaking
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **VI. TEACHERS AND GUARDIANS**

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

Non-Teaching Staff should

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- Carry out their tasks effectively and diligently in order to adhere to the performance standards and administrative guidelines established from time to time by different authorities.
- Keep their professional knowledge and abilities up to date so that they can carry out the tasks that have been given to them.
- Be punctual to their duty.
- Assist in performing duties associated with the administration of the college and the university, such as helping to evaluate admissions applications, advising and counselling students, and assisting with the administration of university and college examinations, including all types of Examination works.
- Respect the student's right to privacy and dignity when offering them advice or other forms of assistance.

