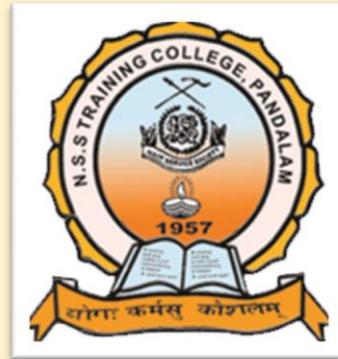




CODE OF CONDUCT



N.S.S. Training College, Pandalam

Pathanamthitta Dist - 689501, Kerala

Research Centre in Education

University of Kerala

Re-Accredited by NAAC with A Grade

CODE OF CONDUCT

The handbook of code of conduct guides the staff and students of the institution to comprehend the boundaries of acceptable behavioural norms and principles linking them with standards of professional conduct. This document envisions to maintain a climate of trust, respect and courtesy and has been formulated and implemented to foster an awareness among all the members of the institution to create a better environment to work together as a team as per the vision and mission of the institution.

Code of Conduct for the Principal

The principal should

- i. Display effective leadership in all academic and administrative activities of the College.
- ii. Monitor academic programs and general administration of the college.
- iii. Be ready to provide guidance, leadership, direction to the all stakeholders.
- iv. Maintain the co-ordination in all college activities.
- v. Be alert in implementation of directives issued by Government/ U.G.C./Director of Education / Higher Education / University and other concerned authorities.
- vi. Motivate teaching and non-teaching staff for their professional development
- vii. Monitor reports, plan of action and action taken reports of the staff.
- viii. Take proper action for rectifying the issues based on feedback forms of the various stakeholders
- ix. Provide a platform for the students to utilize their potential in curricular and extracurricular activities.
- x. Encourage students, teaching staff and non-teaching staff to follow the code of conduct of the institution.

Code of Conduct for Non-Teaching Staff

Non-teaching staff of the college should

- i. Discharge his/her duties efficiently and thoroughly to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- ii. Maintain their professional knowledge and skills for the proper discharge of duties assigned to him/her.
- iii. Attend the duty punctually every day and adhere strictly to the office hours.
- iv. Co-operate in the activities for the betterment of the institution by accepting various responsibilities.
- v. Respect students and assist them in any kind of help/guidance.
- vi. Assist students impartially irrespective of their religion, caste, political, economic, social and physical characteristics.
- vii. Perform functions relating to the administrative responsibilities of the college and the university effectively.
- viii. Avail professional opportunities for career development.
- ix. Maintain a positive relationship with all colleagues, teaching staff and the students of the college.
- x. Cooperate in maintaining the reputation, discipline and culture of the College in the society.
- xi. Not remain absent from work without prior permission of the principal or grant of leave.
- xii. Follow the professional Ethics and Code of Conduct of the institution.

Code of Conduct for Students

- I. The students should
- II. Be well mannered and polite in his/her behaviour
- III. Conduct himself / herself in a manner that demonstrates regard and concern for the welfare and rights of the other members of the College community.
- IV. Maintain requisite attendance, discipline and academic enthusiasm.
- V. Complete and submit all assignments in time.
- VI. Bring ID to college and show it to any member of the college staff, if demanded.
- VII. Use mobile phones for academic purpose only, in campus
- VIII. Not involve in ragging in any form, otherwise will be severely dealt with, according to the rules and regulations
- IX. Abide by the rules of discipline framed by the College authority.
- X. Be helpful and polite to guests and visitors to the College.
- XI. Conduct themselves during examination in a manner that reflects the highest personal ethics.
- XII. Help the College authority to keep the College clean.
- XIII. Wear dresses reflecting all manners of decency and etiquette.

The Professional Ethics and code of conduct for Teachers

(As per UGC Notification-2018)

I. 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.

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising

applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the students

Teachers should:

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

III. Teachers and colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and authorities:

Teachers should:

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; and

(viii) 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:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

(i) 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:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to
- (vi) promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration
- (vii) Source:https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

Code of conduct –Library

- (i) Silence must be observed in the library
- (ii) Follow the instructions of library staff.
- (iii) Engage with library staff in a polite manner.
- (iv) Personal belongings are not allowed inside the library.
- (v) The library can be utilized by the students and staff from 9.30A.M. to 4.30.P.M. on working days.
- (vi) All members should sign the entry register of the library, before entering.
- (vii) Avoid loud conversations and use of the library for non-academic purposes.
- (viii) Books must be handled very carefully.
- (ix) Leave library furniture in its place.

- (x) Members borrowing books, are responsible for returning them on time and in the same condition as when borrowed.
- (xi) Readers should not mark, underline, write, or tear pages the library books.
- (xii) No Library material can be taken out of the library without permission of the Librarian.
- (xiii) The borrower will be held responsible for any damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty
- (xiv) The member may replace the lost/damaged book by a new copy with the same edition or pay the fine decided as per library rules



Principal
NSS Training College
Pandalam