



**N.V.K.S.D.COLLEGE OF EDUCATION
(AUTONOMOUS)
ATTOOR**

POLICY ON CODE OF CONDUCT



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Introduction

N.V.K.S.D. College of Education (Autonomous) is an institution that is committed to the pursuit of excellence in teaching, learning and research and community engagement. The Code of Conduct is formulated to provide fair procedures relevant to all students of B.Ed, M.Ed, M.Phil and Ph.D programmes.

Policy

Code of Conduct for Students

- It is mandatory to wear the college uniform and identity card inside the campus.
- Ragging is prohibited by law in the college Campus.
- Plagiarism or other forms of academic dishonesty like furnishing false information to any college official, faculty or office, forgery, alteration or misuse of any college document, record, or instrument of identification, copying in examination etc. will call for strict disciplinary action amounting to suspension and dismissal.
- Irregular attendances, insubordination to teachers, habitual in-attention in class, are sufficient reasons for permanent or temporary dismissal of a student.
- Attendance will be taken during assembly and the students are expected to attend the assembly without fail.
- Leave Applications should be submitted by the students before taking leave.
- Important information will be disseminated through notice boards, announcements over Public Addressing system, website communication, WhatsApp groups and class representatives, depending on the nature of information.
- College property should be handled with care. Loss, damage or destruction will be chargeable individually or collectively as the case maybe.
- Fund collection of any kind by students without the prior permission of the Principal is strictly forbidden.
- All students must uphold academic integrity respect all persons and their rights and property and safety of others

Code of Conduct for Teachers

- Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College, University and the Government from time to time.
- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No teacher shall be absent himself/herself from duties at any time without prior permission from higher-ups .
- Teachers shall perform the other duties entrusted to them by the College without affecting the regular teaching hours. All the teachers must physically present and engage the class during their respective teaching hours. Alternate arrangements should be made well in advance to engage the classes during their day of absence from the college.
- An inclusive educational environment should be maintained in the classroom.
- Teacher should recognize the individual differences and strive to meet their individual needs.
- In tune with the vision and mission of the college each teacher should instil a scientific and democratic outlook and dignity of labour.
- Every teacher should update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her and for benefit of student community.
- Teachers should maintain active membership of professional organizations and strive to improve professionalism through them.
- The teacher will have to carry out all the educational responsibilities in the institution such as conducting admissions, mentoring students assisting the conduct of examinations participation in extra-curricular activities such as sports, extension activities and cultural programmes of the College.
- Teachers should oblige to the duties assigned by the university.
- Teachers must always maintain ethical behaviour in professional practice.
- The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- There should be regular interactions with the guardians of the students as this is considered mandatory for the welfare of both the students and the Institution.

Code of Conduct for Administrative Staff

- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations of the College, University and the Government.
- No staff shall be absent himself/herself from duties at any time without prior permission from higher-ups.
- No staff employed in a college shall engage directly or indirectly in any trade or business.
- During the period of service all the members of the staff shall engage themselves honestly and efficiently under the order of the Head of the Institution.
- No members of the staff shall engage in any political activity within the college campus.
- All the staff should show positive attitude towards the students.