



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

ATTOOR

Policy on Code of Conduct

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. All students, as members of N.V.K.S.D College of Education are required to observe all the rules that are proposed under the Code of Conduct of the college.

Code of Conduct for Students

- It is mandatory to wear the college uniform and identity card in campus.
- Ragging is prohibited by law in the college campus.
- Plagiarism or other forms of academic dishonesty, 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 inattention in class are sufficient reasons for permanent or temporary dismissal of a student.
- Fund collection of any kind by students without the prior permission of the Principal is strictly forbidden.
- Leave letter 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.
- Students are expected to keep the surroundings clean.
- Minimum attendance requisition for each course is 85% to appear for the end semester examination.

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 authorities.
- Teachers shall perform the duties entrusted to them by the college without affecting the regular teaching hours. All the teachers must be physically present and engage the class during the regular teaching hours. Alternate arrangements should be made to engage the classes during the 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 instill 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 education and profession 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.

- 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 necessary for the improvement of the students and the institution.

Code of Conduct for Administrative Staff

- Every staff employed in the college shall discharge their duties efficiently and diligently and shall conform to the rules and regulations of the college, university and the Government.
- No staff shall be absent from duties at any time without prior permission from higher authorities.
- No staff employed in the college shall engage directly or indirectly in any trade or business.
- During the period of service, all the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus
- All the staff should show positive attitude towards the students.