

# **NPS COLLEGE OF EDUCATION, AMALNER**

## **CODE OF CONDUCT**

The institution has accorded utmost importance to discipline and etiquette amongst staff and students. Hence, the college has a well laid out code of conduct to govern the appearance and behavior of the Principal, staff (Teaching and Non teaching), students, outsourced service staff and casual employees

## **VISION**

Reinforcing values of love, compassion, equality and justice. We aspire to produce teaching professionals who would make significant and lasting contributions to the cause of education in the society.

## **MISSION**

“ We are committed to provide trained and committed teachers with multi-dimensional qualities and professional competencies in complex democratic society.”

## **OBJECTIVES**

The main objective of the institution is to transform the students into well-rounded citizens through a committed pattern of instruction based on carefully prepared and meticulously designed curricular aspects. The changing needs of the time are the basis for building a rich corps of talent.

- To provide quality higher education to the students.
- To inculcate research aptitude among the students.

- To promote the use of technology.
- To inculcate a value system among students.
- To foster global competencies among students.
- To contribute to national development.
- To facilitate value-based learning by integrating traditional and innovative learning practices to match the highest quality standards.
- To motivate the students to bring out their creative potential and nurture the spirit of critical thinking.
- To equip students to adapt better to the changing global scenario and gain access to multiple career opportunities.
- To provide inclusive education by making it accessible to all sections of society.
- To inculcate a strong sense of nationalism in keeping with the glorious heritage of the institution.
- To sensitize and engage students in issues of gender equality, human rights and ecology in order to make them socially responsible citizens.

## **CODE OF CONDUCT FOR THE PRINCIPAL**

### **The Principal should**

Be a dynamic and democratic administrator

Be punctual and sincere in work

Monitor all activities of the college campus effectively and efficiently

Periodically convene staff meetings to take appropriate decisions on college campus activities

Oversee the maintenance of college campus properties

Take initiatives in introducing new programmes/courses related to the need of the hour and in upgrading the pedagogical inputs

Encourage the Heads of the departments to organize conference, seminars, symposia, workshops and special lectures

Be impartial and maintain cordial relationship with the members of staff, students and other stake holders

Supervise academic and administrative work efficiently and effectively

Acknowledge the academic excellence of the staff and stake holder

Be accountable to all stakeholders

Facilitate good rapport between the management and the staff

Give a patient hearing to grievances of students, staff and parents

Insist on discipline, punctuality and accountability of the staff and students

Focus on required efforts for the placement and students in reputed companies

Be responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

## **CODE OF CONDUCT FOR THE HEADS OF THE DEPARTMENT**

The Heads of the department shall lead, manage and develop the departments

Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner

Be responsible for ensuring the educational progress and welfare of students

Involve themselves and other faculty in progress of curriculum development and delivery

To supervise the attendance of students in classes and laboratories

Represent staff and students of the department in optional ways in the statutory bodies

## **CODE OF CONDUCT FOR THE MEMBERS OF FACULTY**

Maintain decorum both inside and outside the classroom and be a role model to the students.

Be punctual and honest in service delivery

Dress modestly and formally

Respect the ideals of democracy, patriotism and peace

Treat the colleagues in the same manner as they themselves wish to be treated

Speak respectfully of other teachers and render in all possible ways, assistance for their professional betterment

Refrain from allowing considerations of caste, religion, race or sex in their professional endeavor

Adhere to be a responsible pattern of conduct and demeanor expected of them by the community.

Consider the rights and dignity of the students in expressing their opinions.

Motivate students to improve their personal attributes and at the same time contribute to community welfare.

Encourage students to participate in both curricular and co-curricular and extensional activities.

Inculcate research aptitude among students.

Be friendly towards students and not behave in a vindictive manner with them for any reason

Meet students after the class hours, if needed and guide them.

Help the students to understand the importance of our national heritage, national goals and national integrity.

Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics

Be good counselors and facilitators in guiding the students.

Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

## **PROFESSIONAL ETHICS FOR THE FACULTY**

### **The faculty members should**

Report for duty and remain in the campus during working hours.

Report for duty on the reopening day and last working day of each semester.

Sign the attendance register while reporting to duty

Always wear identity cards while inside the college premises

Comply with the instructions issued by the management from time to time

Perform their duties conscientiously

Avoid using cell phones while engaging classes.

Help, guide, encourage and assist the students in their curricular, co-curricular and extra-curricular endeavors.

Recognize the difference in aptitude and capabilities of the students and meet their individual needs.

Have an understanding of national heritage and national goals

Continuously monitor the performance of their wards.

Be good counselors and facilitators of the students

Carry out academic, co-curricular and organizational activities that may be assigned to them from time to time.

Involve themselves in research activities for their professional growth.

Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.

Complete the syllabus on time and be accountable for good results.

Be accountable to students.

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

Report for duty on time and remain in the campus during the working hours.

Sign the attendance register while reporting for duty.

Wear identity cards inside the college premises during working hours.

Comply with the instructions issued by higher authorities.

Perform duties with sincerity and confidentiality.

Avoid using cell phones during working hours.

Dress neatly and modestly.

Be conversant with rules and regulations and the relevant procedures.

Have updated knowledge about computer.

Cooperate with members of the other sections.

Behave with dignity and decorum to others.

Respond to students enquiries with concern and ensure all possible help.

Treat the students impartially regardless of caste, creed and religion, political, economic and social characteristics.

## **CODE OF CONDUCT FOR STUDENTS**

Every student shall come to the college in time in college uniform.

Every student shall keep identity card with him/her compulsorily

ID card is necessary for all transactions in the college.

Without identity card he/she shall not be allowed into the college campus.

More than 75% attendance is mandatory.

Payment of Examination fee in every semester is compulsory for further promotion.

Students are directed not to make noise in the college, those who disturb the classes are liable to be punished.

Students are prohibited from loitering in corridor and premises.

Smoking in the campus is strictly prohibited.

Scribbling on the board, desk and the walls is strictly prohibited and punishable.

Engaging in harassing or discriminatory behavior based on religion caste, creed and disability will be punished.

Student shall be courteous to the members of the staff.

No student shall be allowed to leave the class room without the permission of concerned class teacher.

Students who have no class in a particular period shall not disturb other classes at work.

Obstruction or disruption of teaching will be viewed as misconduct and those involved in will be penalized.

Dishonesty, forgery, alternation or misuse of college documents, records or identification or knowingly furnishing false information will be punished.

Using cellar phones is strictly prohibited in the class room and corridor of the college.

Students found guilty of non conformity will be expelled from the class/college.

Entertaining outsiders/strangers strictly prohibited.

Students shall attend the classes punctually and take part in co-curricular and extracurricular activities with due interest.

Students should appear for examination without fail.



## **CODE OF CONDUCT FOR OUTSOURCED STAFF**

Be punctual in performing the duties assigned by employees/contractors, in accordance with agreement between the college

Be honest in executing duties, effectively and efficiently.

Compulsorily wear uniform supplied by the college

Protect the property of the college properly

Behave with utmost decency and decorum while discharging duties.

Be ready to put in extra labor under demanding situations

Abide by the rules and regulations of the college.