



SREE NARAYANA TRAINING COLLEGE
NEDUNGANDA

Code of Conduct

SREE NARAYANA TRAINING COLLEGE
NEDUNGANDA- 695307



CODE OF CONDUCT AND PROFESSIONAL ETHICS

Sree Narayana Training College Nedunganda has formulated Code of Conduct and Professional Ethics of the institution in line with the following:

- ◆ Code of Professional Ethics for University and College Teachers according to D.O.No.F.1-4/87(PS-CELL) by the UGC as released on 17 th February, 1989.
- ◆ Guidelines entitled "MulyaPravah - Inculcation of Human Values and Professional Ethics in Higher Educational Institutions", promulgated by UGC on 26 th November, 2019.
- ◆ National Education Policy 2020 approved by the Union Cabinet of India on 29 July, 2020.

I. GENERAL RULES AND CONDUCT FOR STUDENTS

Every student must make it a part of her responsibility to attend classes daily and punctually. Students are expected to be in the multipurpose hall at the first bell and begin the day by reciting the common prayer. No student shall leave a class without the permission of the teacher. No student shall be seen outside the classroom during class hours.

1. Students should give due respect to teachers when they enter and leave the room by getting up and greeting the teachers.
2. No student will enter or leave the classroom when the session is going on without the permission of the teacher concerned.
3. Students are expected to spend their free hours in the Library/Reading Rooms. They should not wander along the corridors or crowd at the gate or in front of the offi



4. Nothing is more appreciated in a student than courteous and good behaviour. Students should give due respect to teachers and the other staff of the college. Greet them inside and outside the campus
5. Students are expected to be properly dressed. Showy clothes are to be avoided. Students are expected to show dignity in their dress and general behaviour.
6. Students are expected to keep their mobile phones in silent mode inside the campus.
7. Do not damage or disfigure the walls, doors, windows, furniture etc. (Learning not to damage property whether public or private) is one of the primary requirements for civilized behaviour.
8. Political activities are strictly banned in the campus. Students are forbidden to organize or attend meetings other than academic ones. Students resorting to strikes are strictly prohibited from entering the verandah of the building or the class rooms.
9. To submit complaints or grievances only the representatives should meet the Principal.
10. Any student who violates the rules and regulations of the college will be subjected to strict disciplinary actions.
11. Students are required to wear College identity cards while in the campus.

LEAVE RULES

1. Students should not be absent without prior sanction.
2. Leave application in the prescribed form should reach the Principal at least a day before the leave is to be availed, except, in case of emergency.



3. Students should ensure from the office whether the leave has been sanctioned or not.
4. No student will be granted more than five days leave at a stretch.
5. Medical Certificate needs to be produced if leave is availed on medical grounds.
6. No leave will be granted in continuation of the Onam or Xmas holidays.
7. In case of emergencies, the leave should be informed to the Principal/ class teacher over the phone.
8. A student absenting himself without prior sanctioning of leave for fourteen consecutive working days will be removed from the rolls of the College.
9. A late comer will not be permitted to attend the class.
10. The conduct certificate of the student will be issued only if the Principal is satisfied with the student's progress and conduct.
11. No student will be granted leave during school internship programme and community living camp.

LIBRARY REGULATIONS

1. The library will function from 9.30 am to 4.30 pm on all working days.
2. Books of Reference will be issued to the students for reference only.
3. Students are permitted to borrow only two books at a time.
4. Books borrowed by students shall not be retained for more than 14 days. Failure to return a book on the due date entails a fine of Rs.1/- per day
5. Transfer or sub lending of book is strictly prohibited.
6. Marking, underlining and damaging any book, manuscript or maps belonging to the library are absolutely forbidden.
7. Books which have been borrowed from the library must be returned when demanded by the librarian. Failure to do so will lead to special fine payment.
8. When borrowing a book students shall bring to the notice of the librarian any damage in the book, otherwise they will be held responsible for such damage.



9. In case of a book loss, a new book should be replaced. If the book is not available for replacement, the value of the lost book will be refunded.

10. On completion of the course, students should return their library cards by the dates fixed for the purpose, Borrower cards are not transferable.

11. All library arrears should be cleared by the students before they receive their hall tickets for university examinations or before obtaining the T.C. if they leave before the completion of the course.

READING ROOM

1. Newspapers and periodicals should not be misplaced.
2. Any loss or damage will have to be compensated by the person responsible for it.
3. Strict silence should be maintained in the reading room.
4. Students are strictly forbidden from tearing off pictures, pages from papers or periodicals.

SUSPENSION/DISMISSAL

Discipline is integral to Education and irregular attendance, habitual disobedience, dishonesty, laziness, breach of discipline or misconduct are sufficient reasons for the suspension or dismissal of students. Management may modify the rules and regulations and add new ones.

HOSTEL RULES

1. The Principal of the college shall be the warden of the hostel.
2. The Hostel shall be under the disciplinary control of the warden.
3. The name of the visitors who are likely to visit inmates shall be given by the guardians at the time of admission. Only approved visitors will be allowed to visit inmates in the Hostel.
4. The inmates will be allowed to meet the visitors in the visitors' room only after getting permission from the matron.



5. Visitors will be allowed in the hostel from 4 pm to 6 pm on working days and from 9 am to 12 pm and from 3 pm to 6 pm on holidays.
6. The inmates are not allowed to bring visitors including day scholars into their rooms without the special permission of the warden.
7. Inmates should report back before 6 pm.

II. CODE OF CONDUCT FOR THE TEACHING STAFF

The motivation and empowerment of teachers is required to ensure the best possible future for our children and our nation. (References 2: MulyaPravah of UGC). Teachers are the true nation builders who shape the future citizens of the country. According to National Education Policy 2020, the most important factor in the success of higher education institutions is the quality and engagement of its faculty.

- Faculty should be present in the campus from 9.30 am -5.30 pm.
- Faculty should observe punctuality in teaching and other duties.
- Teaching Plan should be prepared before each semester and same should be submitted for approval from the Principal.
- Students should be mentored both for academic as well as career oriented matters. Personal guidance and help can be rendered with the supervision of the Principal.
- Faculty should not be a single unit; he/she should work in collaboration in other teams.
- Faculty are to act as nodal officers / volunteers in Govt. Oriented programme or other official activities.
- Faculty should undertake responsibilities such as, Coordinators / Members of various Curricular, Extra Curricular and Co-Curricular activities.
- Faculty should adopt various methods of innovative teaching.



- Internal assessment should be conducted in a fair and just manner.
- Faculty should treat all students and colleagues- teaching and non-teaching with dignity.
- Faculty members should upgrade themselves by writing articles in reputed journals, and also publish /edit books.
- Prior sanction should be obtained from Principal for Casual Leave and same should be informed to the Principal. Alternate arrangements should be made for classes.
- Faculty who require commuted leave or other long leave are requested to get prior sanction from concerned authorities.
- Casual leave should not be availed merely to exhaust their leave at the end of the year, since it leads to irregularity and indiscipline in the college.
- Faculty shall sign the attendance register on arrival in the College.
- Faculty should inform the Principal and note in the Movement register if they need to move out of the campus for official reasons.
- All faculty should submit all required data to concerned coordinators for Annual Reports, Accreditation etc.
- All faculty members should should participate in all the activities of the institution including curricular, co-curricular and extra-curricular activities.
- Faculty should not demand any sort of contributions from students without explicit permission from Principal.
- Faculty should actively participate in institutional development.
- Faculty should inculcate human values, scientific outlook and concern for the environment among students and others.



- Faculty should abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and college and respect its ideals, vision, mission, cultural practices and the traditions.

Teachers and their Responsibilities

1. Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her percepts and practices. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.
2. They should adhere to a responsible pattern of conduct and demeanours expected of them by the community.
3. They should manage their private affairs in a manner consistent with the dignity of the profession.
4. They should seek to make professional growth continuous through study and research.
5. They should maintain active membership of professional organizations and strive to improve education and profession through them.
6. They should cooperate 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 counseling students as well as assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.



Teachers and Students

- Teachers should respect the right and dignity of the student in expressing his/her opinion.
- They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs to develop their potentials.
- They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- They should refrain from inciting and instigating students against other students, colleagues or administration.

Teachers and Colleagues

- They should treat members of the profession in the same manner as they themselves wish to be treated.
- They should speak respectfully of other teachers and render assistance for professional betterment.
- They should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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.



- They should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- They should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- They should 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.

Teachers and Non-Teaching Staff

- Teachers should treat the non-teaching staff as equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the functioning of joint staff councils including both teachers and the non-teaching staff

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.
- They should 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.
- They should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.



III. CODE OF CONDUCT FOR THE NON-TEACHING STAFF

- 1 Loyalty to the College by being punctual and reliable in all duties.
- 2 Creating and maintaining strong relationships with students and staff
- 3 Maintaining dignity by treating students with care and kindness.
- 4 Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- 5 Respect and maintain hierarchy in administration
- 6 Must not be absent from duty without official approval or approved sick leave
- 7 They shall strive hard to improve their technical and non technical skills related to their job.
- 8 make every effort to complete the assigned work in a time-bound manner.

Principal
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