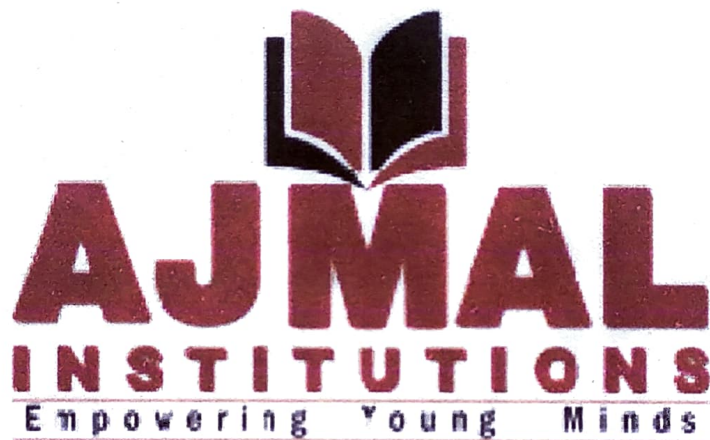


**CODE OF CONDUCT**  
**&**  
**PROFESSIONAL ETHICS**



**NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI**

Borpukhuri, Jugijan Road, Hojai, Assam-782435  
Recognized by NCTE and Affiliated to Gauhati University  
**Estd-2014**

## **NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI**

### **PREAMBLE:-**

Code of Conduct is basically a set of professional standards with which teachers are required to comply. It refers to the behaviour and ways of thinking in situations where a choice of action can affect the dignity and wellbeing of others. It provides direction and guidance to them in enhancing the dignity of their professional work.

The code of professional ethics is a set of documented principle outlines, issued by a higher authority which affect decision-making and guide the teachers to discharge their duty towards students, parents, colleagues and community. The maintenance of ethical standards is the collective concern of the institute as well as all members of the profession. It aims to instruct teachers not only how to teach in a democratic environment but also how to do so in an ethical manner.

### **OBJECTIVE OF CODE OF CONDUCT**

Code of conduct is associated with certain objectives of:-

1. Improving the quality and maximizing the standard of teaching;
2. Cultivate professionalism;
3. Awake about the moral duties they have to be discharge;
4. Inculcates ethical-moral values in teaching learning process;
5. Prevent violation of code of conduct for the reputation and success of the institution.

### **PURPOSE OF CODE OF CONDUCT**

Code of conduct is going to serve the following purposes:-

1. To serve as an instrument of self-regulation by acknowledging responsibilities on the teachers for the duties that they have to discharge;
2. To cultivate a ethical-moral, just and high standard professional culture;
3. To make the administration sound when unethical behavior occurs;
4. To function as a milestone to sustain quality teaching by creating a punctual, ethical learning atmosphere
5. To foster ethical values to protect and promote the interests of the students, institution as well as the society.



## CODE OF CONDUCT FOR THE COLLEGE STUDENTS

### PREAMBLE:

Nazir Ajmal Memorial College of Education has formulated code of conduct for the overall enrichment of student by creating effective teaching-learning environment. The reputation of an institution depends on the academic performance as well as on punctuality and ethical behavior of the student. The Code of Conduct aware the students about their duties and responsibilities towards the college have to be discharge.

### **Every Student must be maintain the following Code of Conduct of the college:**

1. Maintain healthy and ethical relationship with all Students/teachers/non teaching staff of the college;
2. Preserve the College Property without any damage;
3. Prohibited any discrimination (physical or verbal) on the basis of caste, class, race, gender, religion, colour, disability, language, marital or family status, physical or mental disability;
4. Avoid doing/instigating/participating in any un-lawful activities;
5. Maintain a healthy un-disturbing atmosphere for the convenience of all the stake holders of this institution;
6. Prohibited possessing and consuming of liquor, smoking, tobacco and drugs, inside or near of the college campus;
7. Students are expected not to interact, on behalf of the Institution, with media representatives or Invite media persons on to the campus without the permission of the authorities of the institute;
8. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission of the authority;
9. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute;
10. Students are not permitted to provide audio and video clippings of any activity in the campus to print and/or electronic media without prior permission.

### **Students must take into cognizance the following as binding and abide by:**

1. Student must enter and leave the college before and after the scheduled time (8.30am to 3.30pm) by maintaining proper record in register. If any urgent, student can take half day leave with prior permission of the college authority;
2. As per the guidelines of NCTE and Gauthati University, 75% of attendance is mandatory and having students will be allowed to appear in pre-final and Semester final Examination;

3. On admission every student must obtain the Identity Card whenever he/she is on the institute premises and present it for inspection on demand;
4. Ragging is banned in the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished seriously as per the directive of the UGC and Govt. Those found guilty shall invite dismissal from the institute followed by a case filed with the local police authorities;
5. Abstaining from any current political activity as well as conducting or attending any political meetings within the institute campus as well taking active part in current politics;
6. Students shall compulsorily wear the prescribed dress code on all working days as it symbolizes unity, uniformity, equality, reputation and a sense of belongingness to the institution;
7. Maintaining strict silence in reading room, Library and the corridor;
8. Students should spend their free time in the library/ self study room and not loiter or crowd the campus;
9. Unsatisfactory academic performance of the student is reason enough to get detained and not allowed to appear for the examinations;
10. Abstain from crowding the Institute premises while the classes are going on;
11. Maintain decorous physical distance from teachers and other staff in and off campus. Gesture of politeness and respectfulness towards others, instructor and fellow students must be obtained;
12. Without prior permission of the authority, students are not allowed to take leave except medical emergency.(for each unauthorized leave one plantation is mandatory at the college campus with in 2 day of re-join).

A committee is there named as Code of Conduct committee, to look after any violation of the aforesaid codes of conduct by a student. Code of Conduct committee will inquire into the alleged violation and recommend disciplinary action against the said student. The committee will assist any possible issues may occur in future.

## CODE OF CONDUCT FOR TEACHERS

### I. RESPONSIBILITIES:-

Teaching is the transfer of knowledge, skills, moral values and virtues generation to generation, for man making, for the seek of the nation building. "a good Teacher is like the candle, it consumes itself to light the way of other"- this quotes of Dr. Sarvepalli Radhakrishnan, denotes the role of a teacher have to be discharge towards the society and mainly holistic development of student for the Nation Building Process.

#### Teacher should:-

1. Abide by the act, statute and ordinance of the NCTC, UGC, DHE, affiliating University, College and to respect its ideals, mission, vision, cultural practices and tradition;
2. Be punctual, and discharge levied duties time to time with dedication;
3. Discourage and not indulge in plagiarism and any kind of non-ethical activities in teaching and research;
4. Manage their private affairs in a manner consistent with the dignity of the profession.
5. Participate in co-curricular and extra-curricular activities including community practices, for the adoption of interdisciplinary approach;
6. To foster professional development continuous through run out research and development of intellectual properties;
7. Abstain from demoralizing criticism towards and among the teaching community;
8. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

### II. TEACHER AND STUDENT

#### Teacher should:-

1. Equal respect to the right and dignity of the student;
2. Discharge impartial and equal treatment and behavior with student irrespective of their Religion, Caste, Class, Creed, Race, Political, Economic, Social, Physical characteristics and so on;
3. Motivate students to improve their inherent talents, capabilities and provides moral guidance for their Holistic Development;
4. Cultivate scientific temper, patriotism, justice, Democratic values, protection of Mother Nature, respect for physical labour, moral values in the mind of students and awake them about their duties to be performed towards the Nation and towards society;
5. Encourage student to participate in co-curricular, extra-curricular activities, for building an interdisciplinary study, for the overall development of the student's personality;
6. Develop a healthy and ethical environment and a student friendly atmosphere which make teaching learning process more effective and efficient;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

9. Aid students to develop an understanding of our national heritage and national goals;
10. Refrain from inciting students against other students, colleagues or administration;
11. Encourage and guide students to establish academic and social platforms and carryout focused activities.

## II. TEACHER AND COLLEAGUES

Teacher 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;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour;
- (iv) Co-operate with members of other disciplines for research and to curate courses and programmes for students.

## III. TEACHER 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.

#### **IV. TEACHER AND NON TEACHING STAFF**

##### **Teacher should:-**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **V. TEACHERS AND GUARDIEANS**

##### **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.

#### **VI. TEACHER 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.



## CODE OF CONDUCT OF THE COLLEGE PRINCIPAL

1. The Principal should ensure quality in education and academic activities;
2. The Principal should chalk out policy and plan to execute the vision and mission of the college;
3. The Principal should form various college level committees and appoint coordinators;
4. The Principal should convene meetings of different Cells as and when required;
5. The Principal should monitor financial matters efficiently;
6. The Principal should motivate teachers to enhance their knowledge by attending various trainings/seminars/workshops;
7. The Principal should ensure that the directions issued by the NCTE, UGC and DHE and affiliating University strictly complied with;

## CODE OF CONDUCT OF NON-TEACHING STAFF

1. All Staff members employed in the Institute shall discharge their duties efficiently and diligently as per the rules and regulations laid by college;
2. All Staff members should display the highest possible standards of professional behavior;
3. Punctuality and discipline is of utmost importance;
4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and faculty/staff records and other sensitive matters;
5. Every Staff member should be respectful and dignified in interactions with students, teachers and colleagues.



*Ashish*  
25/2/23  
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