



7.1.10 A Code of conduct displayed on the website

A1 Code of conduct for Teachers

**NIRMALA COLLEGE OF
COMMERCE,
MALAD EAST**

**CODE OF CONDUCT FOR
FACULTY AND STAFF**



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CODE OF CONDUCT

INTRODUCTION

NCOC strives to raise the status of teaching by maintaining and promoting the highest standards of professional practice and conduct in the interests of Faculty, learners/students, parents and the community. It seeks to keep under review and assess education and training standards of Faculty.

The Code of Conduct has been developed for and by NCOC for faculty and staff. It identifies a set of principles, which describe the professional conduct, personal conduct and professional competence expected of a Faculty and staff by their colleagues and the community. It is based on the values set out in the accompanying Code of Ethics namely Integrity, Respect, Responsibility and draws on the NCOC's, Standards of Professional Practice, and Codes of Conduct for faculty and staff.

The Code sets out the key principles of good conduct and practice for faculty in NCOC. It is intended to guide Faculty's practice judgments and decisions and inform parents, and the community of these standards. It also informs members of the community of the standards expected of Faculty. It is not, however, a definitive or exhaustive guide. Neither should it be read as a blueprint to be followed unreflectively by Faculty. As professionals, Faculty are to constantly engage with the principles outlined in a critical manner, taking into account the educational value of the particular relationships with persons within particular teaching and learning situations and processes. The Code is intended to encourage Faculty to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional Faculty. A Faculty shall endeavor to be a role model and shall act within the community in a manner which enhances the prestige of the profession.





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PURPOSE

The Code of Conduct codifies what is already common practice within the teaching profession. Its purpose is to:

- promote adherence to the values Faculty see as underpinning their profession
- provide a set of principles which will guide Faculty in their everyday conduct and assist them to solve ethical dilemmas
- affirm the public accountability of the teaching profession
- promote public confidence in the teaching profession.
- It has been drafted to comply with NCOC policies and procedures
- All employees of NCOC are requested to read this code carefully and consider the issues which it raises.
- The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications
- Reference to this code will be made in all contracts of employment and copy will be available of NCOC website. In addition, the induction programme for all new employee will reinforce the principles of this code.



DUTIES

&

RESPONSIBILITIES



1. DUTIES & RESPONSIBILITIES

The duties and responsibilities of each employee of NCOC are defined on the basis of their cadre and designation. Though the job description of each employee will be provided separately, a glimpse of the roles and responsibilities are given below.

Faculty Duties and Responsibilities

Every faculty member has a set of academic and non academic responsibilities. All the classroom responsibilities are compiled under the academic responsibilities while other responsibilities which include self development activities as well, are listed under non academic responsibilities.

The academic roles and responsibilities of faculty members are:

Academic Roles and Responsibilities

• Classroom Responsibilities

- To develop the course plan based on the syllabus , prepare the lecture plans and to communicate it to the students.
- To develop the course material and to ensure its timely distribution among the students.
- To teach by employing useful methods and approaches that facilitates student's learning and to complete the programme syllabus on time.
- To foster class room discipline.
- Faculty should report the institution atleast 10 minutes before the commencement of first lecture.
- Faculty must begin his/her lecture session on time and leave class immediately after the class hours.
- Faculty must not carry and use mobiles in the class room .
- To provide leadership for continuous development through self learning and encourage the optimum utility of library.
- Encouragement of students to actively participate in curricular and extracurricular activities that contributes to their learning and development.





• ***Tutorial Responsibilities***

- To co-ordinate with other faculty members in preparation of tutorial assignments and other tutorial work.
- To motivate the students through various activities to utilize the tutorial facility.
- Assisting the students in completing the assignments.
- To identify the learning difficulties of students and help them to overcome the same.
- To help the students in solving problems hindering the completion of assignments and ensure the completion of assignments on time by all students.
- To participate in compilation of question banks with solutions.

• ***Laboratory Responsibilities (For Science / Computer Faculty Members)***

- To participate with other faculty and staff to select and set up laboratory experiments, to prepare the laboratory instructional manuals, and to recommend the laboratory facility planning, supplies and equipments.
- To monitor the proper functioning of equipments and to ensure the availability of consumables for the experiments. Register to be maintained w.r.t. to consumables.
- To instruct, assist and guide the students in performing the experiments and encourage the students to interact for any kind of difficulty or confusion.
- To conduct Viva-voce sessions of the students and to maintain record of student's grades and post tests records.
- Stock register for lab to be maintained by lab instructor.
- Lab instructor must ensure that safety measures are maintained .

○ ***Students' Project Responsibility***

- To serve as an instructor to select a project, guide, and ensure completion of project work.
- To guide the students to get access to the required resource and to maintain the student's progress report.
- To provide the students with timely feedback and extend support in each phase of project completion.

• ***Examination Responsibility***

- To set up the question papers for internal examination.



- The question papers are to be prepared in a format prescribed by the Board/University.
- Question papers are to be set as per the guidelines of University /board /institution .The question paper is to be finalized after proper discussion among the faculty members.
- Orientation programme imparting information of examination to be conducted for students.
- To evaluate internal examination answers sheets and to submit the marks of the same.
 - An answer script has to be prepared in a justified manner by taking some main features of key words into consideration, by virtue of which marks can be awarded impartially to all the students.
 - The concerned faculty is to receive the answer sheets from the examination section for evaluation after the immediate completion of the examination.
 - The faculty has to show the answer sheets to the students for further clarification and take their signatures at the top of the answer sheet.
 - The final marks of each class test have to be displayed on the notice board before submitting them in the examination section.
 - The faculty members have to submit the final marks in the prescribed format (available in the examination section) after moderation of answer booklets is completed and submit within the stipulated time as declared by the examination committee in the detail programme during each examination.
 - The faculty members are also required to attend to the invigilation duties and abide by the guidelines to the invigilators in the examination/student manual.
 - Exam committee must ensure 10% moderation of the answer books of term end examination.





Non Academic Roles and Responsibilities

The non academic roles and responsibilities of faculty members are:

• **Placement Office Responsibility**

- To work closely and regularly with students to identify interests, skills, needs, employment barriers and available resources and to respond to all student questions and requests regarding placement support.
- To prepare brochure and invite / follow up prospective companies to participate in placement of NCOC.
- To organize Career Guidance talks / Seminars /fairs.
- To organize and conduct industrial visits for placement.
- To register students for the job with prescribed qualifications.
- To ensure, in coordination with staff members, that various facilities required on the date of interview are arranged, and to make sure that the selected students receive the appointment letters.
- To provide in house training(s) to the students for placement preparedness, and strive hard to achieve the maximum possible placements for the students.
- To notify regarding various competitive examinations.
- To participate in industrial consultancy.

• **Club and Cultural Activities Responsibilities**

- To organize, participate and encourage participation of students in the following activities:
 - Seminars and conferences
 - Annual fests and functions
 - Sports and games
 - Academic and extra-co-curricular activities
- To work closely with the students and facilitate the proper functioning of different clubs as faculty coordinator.

• **Self Development**

- To continuously work towards getting relevant higher academic qualification(s).





- To continuously get engaged in personal research, publication of research papers and books.
- To participate in academic conferences, seminars & workshops.
- To attend educational programmes / orientation / training programmes.
- To participate in the activities of professional organizations.

Heads of the Institution

The Heads of the Institution have the following additional roles and responsibilities:

- To participate in the administration, planning and development activities at the department level as well as at the Institute and University level.
- To inculcate the culture of research and development.
- To participate and guide in research work.
- To bring in projects and consulting assignments to the institute.
- To collaborate with industry and other academic institutions.
- To setup laboratories, develop new curriculum or upgrade the existing one.
- To guide Faculty for the improvement of their teaching and research ability.
- Principals should involve and commit themselves for the college.





Head / Co-ordinator of the Department

- To be responsible for the entire work and discipline of the department, subject to the overall guidance of the Principal.
- To ensure that the decisions of the management and / or principal are properly implemented at the department level.
- To organize and administer the various activities of the department and co-operate with the other departments in undertaking inter-departmental activities.
- To provide active leadership in organizing effective instruction, curriculum development and expanding the research and consultancy activities of the department by liasoning with the industries or companies / educational depts.
- To take initiative to control the students of the department through counseling them for the betterment of their academic result and career.
- To contribute to planning, organization and conduct of continuing education programmes, faculty development programmes and seminars.

Staff Duties and Responsibilities

All NCOC staff have certain defined roles and duties. The staff members are generally responsible for support functions of NCOC. However the duties are specific to each position.





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The purpose of this code of conduct is to provide a framework within which employees of NCOC are expected to conduct themselves with honesty, integrity and respect for fellow employees, students and parents. This section includes the code of conduct framed for faculty members .

Professional Code of Conduct

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on social needs.

Faculty and Their Rights

Faculty should enjoy full civic and political rights of our democratic country. Faculty has a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

The Code of Professional Ethics

Faculty and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the profession. A Faculty is constantly under the scrutiny of his students and the society at large. Therefore, every Faculty should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the Faculty should be calm, patient and



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communicative by temperament and amiable indisposition.



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Faculty should

- Adhere to responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- Faculty should seek to co-operate with their colleagues providing support, help guidance as required by them and use proper channel to enable effective communication throughout the institution.
- Faculty should not use their position in the institution for private advantage or gain.
- Faculty should avoid words and deeds that might bring NCOC into disrepute or might undermine colleagues in the perception of others (Faculty/staff/pupils/parents/community).
- Faculty should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Faculty should be aware of, and should follow NCOC policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
- Continuing professional development and support shall be provided by NCOC and, where appropriate and agreed, will be based on the objectives of NCOC Development Plan. Periodically, employees will be required to attend certain training activities.
- Faculty / staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.
- In order to ensure safeguards both for faculty, staff and students, faculty must obtain permission from the Principal:
 - before taking students off the institution's premises;
 - before arranging for any visiting speakers;
 - before incurring any expenditure on behalf of the Institution.
- Faculty / Staff shall maintain the appropriate levels of confidentiality with respect to student





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and faculty /staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within NCOC community which could cause distress to NCOC staff , pupils or parents.

- When in doubt : If any member of staff is in any doubt with regard to the guidelines of this Code. and how, they apply in any particular situation. then please consult with the Principal. It is re-emphasised that this code is intended to be a help and to enable fairness and equity between all staff.
- Maintain active membership of professional organizations strive to improve education and profession through them. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication. Cooperate and assist in carrying out functions relating to the educational responsibilities of the institution such as: assisting in appraising applications for admission, advising and counseling student as well as assisting in the conduct of institution's examinations, including supervision, invigilation and evaluation. Participate in extension, co-curricular and extra-curricular activities including community service.

Faculty and their Students

Faculty should

- Respect the right and dignity of the student in expressing his / her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

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- Pay attention to only the attainment of the student in the assessment of merit.
 - Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
 - Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

Faculty and Colleagues

Faculty should

- Treat other members of the profession in the same manner as they themselves wish to be treated.
 - Speak respectfully of other Faculty and render assistance for professional betterment.
 - Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Assist members in the conduct of various activities .

Faculty and Authorities

Faculty 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.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

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- Give and expect due notice before a change of position is made.
- 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.

Faculty and Non Teaching Staffs

- Faculty should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Faculty should help in the function of joint staff-councils covering both Faculty and the non-teaching staff.

Faculty and Guardians

Faculty should

- Try to see through Faculty bodies and organizations that institutions maintain contact with the guardians of their students, and 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.

Faculty and Society

Faculty should

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- 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.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

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Conduct and Disciplinary Rules

- If a NCOC employee feels aggrieved by any order affecting his conditions of service, or in respect of any disciplinary or other action taken against him, his remedy is to appeal or to submit a memorandum to higher authorities subject to the conditions and restrictions, if any, prescribed by the rules applicable to his service.
- No NCOC employee shall take part in any act or movement calculated in the judgment of the President to bring NCOC into disrepute. It shall be the duty of every employee to honour the confidence reposed in him/her by NCOC and not to divulge any information obtained by him/her in the course of his official duties to outsiders or to make any use thereof which would be improper.
- The Faculty and staff of NCOC shall not indulge in any public criticism of NCOC administration in such manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to its staff or students of the institutions. Nor shall it be permissible for them to indulge in criticisms, which will embarrass NCOC administration in its relation to members of the different communities among the staff or the students.
- The full-time or part-time Faculty or staff of NCOC shall not take active part in politics or stand for elections, unless the Governing Council is satisfied that in their conduct and demeanor they will observe the restraint, dignity and courtesy enjoined by NCOC traditions; and unless the Governing Council is further satisfied that their political and other public activities do not conflict with their duties to NCOC. The decision of the Governing Council is final.
- If a Faculty of NCOC by speeches or otherwise seeks to mislead the students into activities which in the judgment of the President are objectionable, he is liable to be punished for dereliction of duty.
- All employees of NCOC, whether on the teaching or ministerial or other staff, and whether paid a salary or not paid any or whether in receipt of honorarium or allowances and whether full-time or part-time, be held to be under the general internal discipline of NCOC and such





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rules of discipline as are enforced, or as may be made, from time to time.





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- Faculty and staff who intends to leave the campus should take Principal's permission and fill in the details in the movement register .

- Any infringement of these rules will be dealt with severely.

General Code of Conduct

The General Code of Conduct framed by NCOC applies to all faculty and staff members of the NCOC. The General Code of Conduct of NCOC is listed below:

- Standards of Integrity and Quality

NCOC recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to NCOC. NCOC employees must strive at all times to maintain the highest standards of quality and integrity.

In addition, each individual is required to conduct NCOC business transactions with the utmost honesty, accuracy and fairness.

- Confidentiality and Privacy

NCOC faculty and staff members who have received or are privy to various types of confidential, proprietary and private information on behalf of NCOC should maintain its confidentiality. It is imperative that each member complies with all NCOC policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the members relationship with NCOC ends.

- Conflict of Interest

Faculty and staff members shall be obliged to their primary professional commitment to NCOC and its mission to engage in the highest level of education, research and scholarship. Outside professional activities, private financial interests or the receipt of benefits from third parties can cause an actual or perceived divergence between NCOC mission and an individual's private interests. In order to protect our primary mission, faculty and staff members must first seek the permission of head of the institution .



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Human Resources

NCOC is dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. NCOC is committed to the principle of treating each member fairly and with respect. To encourage such behavior, NCOC prohibits discrimination and harassment and provides equal opportunities for all faculty members and staffs regardless of their race, color, religious creed, national origin, marital status, sex, age or any other characteristic. Where actions are found to have occurred that violate this standard, NCOC will take prompt action to cease the offending conduct, prevent its recurrence and penalize those responsible.

- **Financial Reporting**

All NCOC accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in NCOC books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

- **Compliance with Laws**

Employees of NCOC must transact NCOC business in compliance with applicable laws, regulations, and NCOC policy and procedure. Head of the Departments and administrative officers are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy.

- **Use of NCOC Resources**

NCOC resources must be reserved for business purposes on behalf of NCOC. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. NCOC resources include, but are not limited to, the use of NCOC systems (e.g., telephone systems, data communication and networking services etc), the use of NCOC equipments (e.g., computers and peripherals, NCOC vehicles etc); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at NCOC.

- **Copyright –Faculty shall observe copyright laws on computer software , audio-visual and printed material .**

- **Health and safety : All employees must take care of their personal hygiene , safety and**

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welfare ,and that of other persons who may be affected by their acts or omissions .All employees must comply with the requirements of controlling bodies of member institutions .

- Fire : Employees must familiarize themselves with the fire precautions , procedures and drill routines .They must regard practice fire drills or building evacuations in apposite manner and ensure they are perceived by students as an essential precautions to prevent risk of injury or fatality.
- Media : Other than on matters of publicity , only Principal is authorized to speak or send any communication on behalf of NCOC's institutions to members of the press or broadcast media
.This decision is to avoid any embarrassment or unfair pressure on staff . This authorization may be extended by the Principal to other staff members .
- Data Protection act :It is the responsibility of all employees to ensure NCOC's compliance with the data protection act . Personal data must only be used to assist you to carry out your work .It must not be given to people who have no right to see it. All staff should maintain the security of all computerized databases of , information on individuals , whether they are faculty , staff , students .Employees are bounded by IT policy of NCOC.
- Reporting Suspected Violations

Employees of NCOC should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. This reporting should normally be made initially through NCOC management channels, beginning with the immediate superior. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor) individuals may go to a higher level of management within their institution.

Faculty Code of Conduct

NCOC has framed certain Code of conducts of its faculty members which are listed below:

- A Faculty of NCOC shall route his applications for appointment in any external organization





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through the respective Principal (School / Higher secondary /UG and PG) or the Head /





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Coordinator which will be approved by the respective office).

- Whenever leaving the station (even during vacation) a faculty should inform the Principal (School / Higher secondary /UG and PG) or the Head / Coordinator and should submit his / her contact address where he / she would be available during the period of his / her absence from the Head Quarter.
- Every faculty of NCOC shall be devoted to his / her duties and responsibilities. He / she should maintain highest values of academic, financial and professional integrity, discipline and impartiality.
- No faculty should indulge in academic corruption, plagiarism, allow students to cheat in the examinations and encourage groupism among the students.
- Faculty should conduct classes regularly and punctually.
- A faculty has to necessarily attend to the invigilation duty assigned to him / her, unless a written permission for exemption from the duty has been taken from the competent authority. There should be no laxity in invigilation. While doing the invigilation duty they have to follow the instructions to the invigilators.
- While conducting classes, faculty has to take the attendance of the students in a fair way. No manipulation and proxy in the attendance report are allowed. They have to maintain the attendance register along with the signature regularly and keep them in such a way that at any time during their absence also the attendance of the students can be collected for verification.
- Faculty members have to maintain the lecture plan and have to prepare the detailed course outline for their courses and three assignments for a subject (each from one unit). The faculty members will be governed by the guidelines provided by NCOC/Board/University Coordinator. They have to distribute these to the students well in advance and submit a copy to the coordinator / head of the department for record.
- Faculty should not teach in other institutions without taking prior permission from the competent authority of respective institution of NCOC.
- Faculty members are not allowed to conduct Private Tuitions for NCOC students or any other.
- Inside NCOC there must be a healthy student and Faculty relationship. A faculty member is not expected to get excited or behave rudely or slap or use any un-parliamentary language while dealing with any student any where inside or outside the campus. He / She is expected





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conduct himself / herself in a manner that is appropriate for a faculty. The faculty members must motivate students to maintain discipline inside the class room as well as inside the campus, to behave gently to their seniors / authorities .

Staff Code of Conduct

The code of conduct for the non-teaching staff as mentioned by NCOC is as follows:

- NCOC staff members have to maintain highest standards of professional excellence in their work and general up keep of the premises they are posted in.
- The staff members have to uphold the highest value of professional integrity. Indulging in corruption, encouraging groupism among students, violating confidentiality and diverting students to other schools/colleges during the admission are some of the practices that will be considered as a violation of the code of conduct of NCOC.



A2 Code of conduct for Students



Nirmala College of Commerce

CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

[A] BEHAVIOURAL DISCIPLINE OR CODES OF CONDUCT IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S

- Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests/examinations will be treated as breaching the code of conduct.
- Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
- Impersonation during roll call is a punishable offence.
- Use of Mobile Phone during class hours is prohibited and is liable for punishment.
- Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
- Students are expected to come to College dressed suitably maintaining decency.
- Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
- When assembled every class must consider itself responsible for the conduct of its members.
- Students are forbidden from inviting friends from other institutions and outsiders to the College.
- No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.





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- Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
- Students must refrain from mishandling and tampering with library books or college computer systems.
- The right to access Girl's Common Room is reserved to girls.
- A student shall not commit or cause breach of peace inside and around the College campus.
- Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
- Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.

N. B.

- Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.
- Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

[B] ACADEMIC INTEGRITY

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every pupil of the Institution should be responsible to ensure the highest quality of the academic integrity.

The principles of academic integrity require that a student should:

- (i) Properly acknowledge and cite use of ideas, results, materials onwards of others.
- (ii) Properly acknowledge all contributions to a given piece of work.
- (iii) Make sure that all assignments submitted are original.
- (iv) Perform academic activities without the aid of impermissible materials or collaboration and by obtaining all data or results through ethical means.
- (v) Have right to pursue their educational goals without interference.

Violation of this policy includes but not limited to:

- (a) **Plagiarism:** Plagiarism is the unethical use of data, idea, materials, figures or codes as one's own without properly acknowledging the original source. Example of Plagiarism




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includes:

- (i) Reproducing fully or partially, verbatim or paraphrased, texts/sentences from a report, book, thesis, publication of others without proper citation.
- (ii) Reproducing one's, previously published data, figure, material, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programme or those published by other persons, without citing the original source into one's class reports, presentations, manuscripts, research paper or thesis.
- (iii) Submitting a purchased or downloaded term paper or other material to satisfy a course requirement.

(b) **Cheating:** Cheating includes but not limited to

- (i) copying during examinations and copying of homework assignments term papers, these or manuscript.
- (ii) Allowing or facilitating copying or making proxy in examination or writing assignment for someone else.
- (iii) Using unfair means or collaborating unethically during examination or in assignment.
- (iv) Fabricating or falsifying data and reporting them in thesis and publication.
- (v) Creating sources or citation that does not exist.
- (vi) Altering previously submitted work for new submission.
- (vii) Signing with another student's name on exam paper, assignment, thesis, attendance sheet or manuscript.

(c) **Conflict of Interest:** Clash of personal interest with professional activity can lead to potential clash of interest in diverse activities such as teaching, research, publication, working on committees, research, funding and consultancy. It is necessary to protect professional objectivity and transparency to avoid class of interest not only in financial matter but also in the professional activity related to academia.


[C] ANTI-RAGGING

The Institution implemented a strict and effective anti-ragging policy based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. This UGC Regulation was framed in accordance with the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

Ragging constitutes one or more of the following acts:

- (a) Any conduct by any student or group of students –whether through spoken or written words or physical act-which has the effect of fearing or misbehaving any student,
- (b) Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary course do and thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear on apprehension in any student.
- (c) Any act by senior students that prevents, disrupts or disturbs the regular academic activity of any student.
- (d) Any act of financial extortion put on any student.
- (f) Any act of physical abuse including sexual abuse, stripping, forcing in lewd acts or gestures causing bodily harm to any student.




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(g) Any act of verbal or written abuse such as calling foul names, insulting publicly, offensive emails which embarrass, annoy and discomfort any student.


Anti-ragging Committee: This committee shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident and proper investigation.

Punitive measures against the act of ragging:

A student or group of students found guilty by the anti-ragging committee will attract one or more of the following punitive action by the college authority:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/withdrawing scholarship/fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/expulsion from the hostels and mess.
- g) Cancellation of examination.
- h) Expulsion from a specified institution and consequent debarring from admission to any other institution for a specified period.
- i) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.




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