



ESTD :1981

**HAND BOOK
OF
CODE OF CONDUCT**



**NAYAGARH PRAJAMANDAL MAHILA DEGREE
MAHAVIDYALAYA, NAYAGARH, ODISHA**

NAAC 'B' ACCREDITED

Website: www.npmmnayagarh.org

Email: nayagarhnpmmm@gmail.com

INDEX

Chapter No.I	Title	Page Number
I	Introduction & Human values	5
	Human Values	5
	Importance of Human Values	5
	Core value of NPMM	6
II	Code of Professional Ethics	8
	Need for Professional Ethics	8
	Code of conduct for Principal	8-10
	Teachers and their responsibilities	10
	Teachers and Students	10-11
	Code of conduct for Employees	12
	Code of Conduct for Head of the Department	13-14
	Code of Conduct for the teaching staff	14-16
	Code of Conduct for Students	16-18
	Code of conduct for parents	19



Principal Message

. NPMN,Nayagarh, Odisha has completed 40 years and over a period of time has grown into a major educational institution. The college has laid guidelines for its stakeholder's viz. teachers, students, HODs, Employees office staff and parents. It gives me a sense of gratification and pleasure that the college has released its Handbook of Code of Conduct which dwells on the dos and don'ts pertaining to all the stakeholders.

The handbook clearly outlines the instructions and set of procedures to be followed by the Principal, teachers, students and other staff members to ensure a smooth and healthy functioning of the college. Order and discipline and sincerity of purpose should be the hallmark of any educational institution.

I hope and pray that the stakeholders will strive to abide by the code of conduct and will contribute to college's growth and potential.

Principal
Prof. Rajashree Mohapatra
Reader in English

CHAPTER I

INTRODUCTION & HUMAN VALUES

INTRODUCTION

Higher education is leadership education. The values and virtues practiced in educational institution influence the future leaders. Many institutions of higher education simultaneously show excellence in academic subjects, are green campuses with manifold ethics curricula, are active members in community engagement, and also are adept in providing value orientation to all stakeholders. It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a code of ethics which may be evolved by the teaching community itself for its guidance. There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principals have been identified to serve as guidelines for a teacher's conduct.

HUMAN VALUES

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, Peace, kindness, sympathy, empathy etc. because they bring out the fundamental goodness of human beings and society at large.

Importance of Human Values

- Provide understanding of the attitudes, motivation and behaviours
- Influences our perception of the world around us
- Represent interpretation of "Right and Wrong".
- Provide a way to understand humans and organization.

The five human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are:

- **Right Conduct** – Contains values like self-help skills (modesty, self-reliance, hygiene etc.), social skills (good behavior, good manners, environment awareness etc.), ethical skills (Courage, efficiency, initiative, punctuality etc.) and ownership.
- **Peace** – Contains values like equality, focus, humility, optimism, patience, self-confidence, self-control, self-esteem etc.
- **Truth** - Contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.
- **Peaceful co-existence** – Contains values like psychological (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others environmental awareness etc.)
- **Discipline** – Contains values like regulation, direction, order etc.

Human values are integral part of one's personality and affects employability quotient. Many employers are inclined to hire those who have better human values. Keeping up this sprit, NPMM has defined the below five as core values, which has been detailed in HR Manual Part I.

Core Values of N.P.M.M, Nayagarh

- Student Focus
- Strong Ethics
- Striving For Excellence
- Social Development
- Respect For All

CHAPTER II

PROFESSIONAL ETHICS

CODE FOR PROFESSIONAL ETHICS

Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values and guiding principles. Professional ethics is nothing but a code of conduct applicable to different professions and it setup by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are **integrity, honesty ,transparency, respectfulness towards the job, confidentiality, objectivity etc.**

Need for Professional Ethics

Professional ethics are accepted as standards of personal and business behavior, values and guiding principles. Codes of professional ethics are established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Professional organizations necessarily include components like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. in their code of conduct.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal is the pivot. All major decisions regarding academics and extra- curricular activities plus administrative policies fall in his purview. He/She should be transparent, fair, just, honest, kind and objective in all his/her approaches.

Academic Monitoring

The Principal is supposed to contribute to the academic growth of the institution/college. Faltering on this aspect can lead to his suspension/removal.

The Principal is expected to participate in teaching, research and training programs of the college. The Principal shall be assisted by the Heads of the Departments, other faculty members, professor-in charge to ensure that the conduct of examinations and procedure

for the same is smooth, without any hindrance.

The Principal should constitute an admission committee to oversee that admission process in the college is carried out smoothly. The admission committee should assist him /her properly in this respect.

The Principal should keenly observe academic activities such as conferences / seminars, cultural and literary fests, workshops etc. being carried out. He/She must obtain feedback from the same and also ensure that all necessary requirements are in place before any such activity is carried out.

The Principal shall act as channel between the management and college staff. He must therefore cultivate a healthy and positive relationship with his/her staff and management. He/she should be a role model to his students-the students should have a healthy rapport with him.

General Administration

The Principal is expected to adhere to Observance of the Act, Statutes, Ordinance, Regulation, Rules and Orders issued there under by the university authorities and Department of Higher Education, Government of Odisha from time to time. Any deviation from this will be strictly unacceptable.

The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.

The Principal will also take into account any other work related to the college relating to the administration of the institute as may be assigned to him/her by the Management from time to time.

The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

The Principal possess the right to grant medical/ casual/ earned/duty leave to college staff members subject to the rules enshrined for the same.

The Principal should actively utilize the services of his teaching staff in various institution and department related activities. In this aspect he should act as a true leader who can lead from the front.

Financial Administration

The Principal should constitute a Finance Committee to assist him/her in matters related to finance. The Principal shall forward the monthly salary bills of all staff members to the management on time.

The Principal shall have the final say in purchase of essential material related to classroom, labs, library, stationery etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions as outlined. The Principal possesses the last right to sanction any scholarship for the student as the condition arise. The Principal shall execute all orders made on behalf of the college subject to the approval and sanction of the management.

TEACHERS AND THEIR RESPONSIBILITY

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 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

I. Teachers Should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, Proctorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operative and assist in carrying out functions relating to the educational responsibilities of the college such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of college examinations, including supervision, invigilation and evaluation, and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers Should:

1. Respect the right and dignity of the student in expressing her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

3. Re-organize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
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.

III. TEACHERS AND COLLEAGUES

Teachers Should:

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

IV. TEACHERS AND AUTHORITIES

Teachers Should:

1. 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.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professionals responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institution keeping in view the interest and conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.

8. Refrain from availing themselves of leave except in unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic scheduled.

V. TEACHERS AND NON-TEACHING STAFF

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

VI. TEACHERS AND GUARDIANS

Teachers Should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Beware of social problems and take part in such activities as will be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. 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.

Duties and responsibilities attached to various roles in teaching staff, administrative staff, technical staff and senior officials are detailed as HR manual-Part II.

CODE OF CONDUCT FOR EMPLOYEE

1. Employees must work towards vision of the college.
2. They must perform their daily activities as assignment by the authorities as prime responsibility for the betterment of the college and society.
3. They must have positive relationship with students, colleagues , parents and society.
4. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
5. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
6. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
7. No employee shall join or continue to be a member of an association the objectives

- or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
8. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
 9. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
 10. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal/Competent Authority.
 11. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
 12. Employee should come in the office in time and should be in office dress code.
 13. Avoid using cellphone in the office/ internet for personal use.
Employees are strictly prohibited to smoke, consume drugs, tobacco and gutkha.
 14. Measure shall be taken to avoid, eliminate and if necessary impose punishment for any harassment in terms of color , religion, sex or any other physical or mental disabilities.
 15. They should not be involve themselves in any form of threat or physical violence of any kind they face consequence in form of punishment.
 16. Should not associate with any political party or organization which take part in the politics.
 17. Employee should not destroy/ attempt to destroy or tamper the office record or documents of the college.

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

18. The workload (teaching and departmental) of all the staff should be assigned by the Head of the Department.
19. The Head of the Department should ensure that the workload of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be not less than 20 hours

20. The teaching load should be allotted by the Head of the Department after taking into account of the Faculty Member's subject of expertise.
21. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
22. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
23. The Head of Department should submit the departmental financial budget for the next academic year before 31st March every year.
24. The Head of the Department should encourage Faculty Members to update their knowledge by organizing or attending seminars/workshops/conferences and write proposals to funding agencies for research projects.
25. The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences listed in CARE list of UGC and those with good Citation Index.
26. The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.
27. The Head of the Department should write confidential reports for all staff members of his/her department and submit it to the Principal every year.

CODE OF CONDUCT FOR TEACHING TAFF

1 DISCIPLINE

The faculty members should report to the college at least 10 minutes before the commencement of college timing .

The work plan of teaching staff should ensure , in the most productive manner with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

2 LEAVES

Whenever a Faculty member intends to take leave, the faculty should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3 CONTINUOUS ASSESSMENT

Once the subject is allotted the staff should prepare lecture wise lesson plan and course file - approved by HOD and Principal.

The staff should get the lesson plan

The course file should be maintained as per the prescribed format.

The staff should not involve himself / herself in any unethical practice while doing continuous assessment.

The faculty member must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

The staff should get the feedback from students and act /adjust the teaching appropriately. Counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.

Every Faculty Member should maintain academic record book

CLASSROOM TEACHING

The staff should engage 45 minutes of class and should not leave the class before time.

The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.

The staff should encourage students asking doubts / questions.

The staff should take care of slow learner students and pay special attention to their needs in proctorial classes.

The staff should motivate the students and bring out the creativity/ originality in the students and should make herself available for doubt clearance

Every teaching staff demonstrate a high standard in teaching and learning by: O engaging students in their learning working to achieve high level outcomes for all students maintaining records to manage, monitor, assess and improve student

learning using research and student achievement data to inform professional practice engaging in reflective practice and developing their professional knowledge and teaching skills supporting the personal and professional development of others providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development assisting in developing and mentoring less experienced staff members accepting responsibility for their own professional learning and development.

LABORATORY

The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.

The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

The staff should involve themselves in demonstration models, charts and innovative.

APPRAISAL REPORT

All the staff members are required to submit their self evaluation Report at the end of every term of the academic year in the prescribed format.

seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.

Faculty members should attempt to publish research papers and articles.

All the Staff Members and the Students should work towards making the College Campus clean, eco-friendly and safe. Anti-Ragging Act, Prevention and Redressal against Sexual Harassment Act are applicable to all the Students and Employees. Discrimination on grounds of caste, color, religion, region, gender, nationality will not be tolerated on the campus.

CODE OF CONDUCT FOR STUDENTS

Preamble

Student code of conduct is a set of rules chalked out to promote and enhance a positive learning environment on the campus. These are certain social norms laid down by the institution in order to ensure and support safe, healthy and inclusive campus community. Failure to abide by these guidelines may result in disharmony and call for punitive action against violators.

Disciplinary Rules and Regulations

Students enrolled with the college are expected to maintain highest standard of behavior and discipline on the campus and also during off-campus visits such as field-trips, educational tours, internships etc. Students must be aware that any

instance/s of misconduct will call for severe action by the authorities.

28. While on campus, students shall, at all times wear their I-Cards well displayed. They should be able to produce it before any teaching /administrative staff as and when the need arises.
29. Students must be appropriately dressed on the campus. They should keep their attire formal and sport a presentable and decent look.
30. Students must exercise a sense of belongingness with their institution. They should respect the college property and abstain from causing any damage to the infrastructural facilities provided to them. They are strongly advised not to scribble on the desks and deface the benches and walls.
31. Students should also beware of electrical installations and not damage the electrical gadgets and fittings in the classrooms, laboratories and other locations on the campus.
32. Students must contribute to maintaining their campus and keep it clean and beautiful by staying away from littering in the classroom, corridors, staircase, or playground. Any form of trash should be disposed in the trash-cans and waste- bins only. Students should be self - disciplined and feel responsible towards the upkeep of overall cleanliness on the campus.
33. Every student must compulsorily put in 75% of attendance. They must be regular for all lectures and complete the assignments and tasks given to them on time.
34. Students must strictly abide by rules laid down by the examination authorities and abstain from indulging in any form of unfair means or malpractice. The guilty may face suspension in case of an offence.
35. Students are expected to follow classroom decorum. They shall respect the academic environment and participate actively in nurturing it further. Any unpleasant behavior on their part is liable for punishment by the concerned authorities.
36. Students must display polite and courteous behavior towards their teachers, administrative/support staff, seniors and fellow classmates. They should greet their superiors and maintain a friendly and helpful attitude in order to promote a healthy atmosphere on the campus.
37. Students shall maintain silence in the academic building. Speaking loudly, hooting, whistling, loitering or making catcalls will be treated as a violation of campus discipline.
38. During leisure hours, and for independent study, students may use designated areas such as the library or reading hall. Sitting in staircases, or functioning areas may interfere with free movement.
- .
39. Students must strictly refrain from political activity in any form on the campus. All such initiatives such as arranging meetings, processions, canvassing, or fund

collections without the consent of the authorities is liable to attract disciplinary action.

40. Students shall not display notices, posters, pamphlets or bills without the permission of the concerned faculty member or a competent authority.
41. Students are advised not to indulge in any unauthorized celebrations on the campus such as spraying colours or bursting fire-crackers.
42. As responsible citizens, it is our duty to safeguard our environment. Therefore students will check noise pollution on the campus by not using powered vehicles or unnecessarily blowing horns.
43. Students must be conscious of their natural environment and depleting natural resources. Therefore, they are expected to use water and other resources judiciously and not keep taps, lights and fans running unnecessarily.
44. Students are advised to follow safety precautions in the laboratories. They must at all times handle appliances, equipment, fixtures and laboratory material carefully to prevent accidents causing injury to self or damage to college property.
45. Use of Mobile phones in class rooms, laboratories, library and any such location on the campus which may cause disturbance and hinder academic activity is strictly prohibited.
46. Students are advised to participate in all academic, extension, curricular and extra-curricular activities and use all such facilities available optimally in order to become competent and efficient mentally and physically.
47. Students desiring to participate in inter-collegiate competitions and activities must inform their college authorities in advance and seek prior permission.
48. In case of students desiring to take up a job or attend classes outside college, they must strictly opt for a timing that does not in any way clash with their regular college hours. They must also keep the concerned authorities informed in case of any such event.
49. Students must park their vehicles in the designated parking spaces only. Over-speeding in the campus must be strictly avoided.
50. No student shall indulge in any kind of anti-social, anti- institutional or any sort of immoral or un-ethical activities on the college campus. Anyone found guilty will be liable to disciplinary action.
51. Any form of harassment such as ragging, eve-teasing or obscene behavior with fellow students or staff is highly objectionable and is liable to be treated as a criminal offence. (Can be modified as per various Acts)
52. Access to college campus on holidays or beyond regular college timing is restricted. Students must seek prior permission from the college authorities for the same.

Students are the true pillars of the nation. There is no substitute for responsible

behavior, politeness and courtesy, self-discipline, sense of devotion, love and respect for all irrespective of caste, creed and religion or gender, and nobility. Students therefore must imbibe these qualities so that they can fulfill the dreams and aspirations of the institution they belong to. This will minimize the need for enforcing strict rules and regulations on the campus by seeking the cooperation of and aspirations of the institution they belong to. This will minimize the need for enforcing strict rules and regulations on the campus by seeking the cooperation of students and parents alike.

CODE OF CONDUCT FOR THE PARENTS

The College believes in fostering a healthy relationship among the teachers and parents. Parents are, in fact, the first teachers and important stakeholders in the upbringing of their children. In keeping this dictum, the college organizes teacher - parent interactions every year so that the problems, if any, of the students or any misdemeanor on the part of students can be brought into the notice of the parents. This is a healthy and corrective mechanism of preventing any further erosion in the growth of the students and a remedial action can be taken. This follow up action becomes all the more important as most of the students come from economically weaker section of the society. Parents are requested to take proper care of their wards in their homes and if problems persist can always take counsel from College Principal and teachers. All these efforts necessarily aim at building a healthier and ideal society.

Prepared by:

Mrs Rajashree Mohapatra

(Chairperson)

Dr Bidyut Prava Mishra, Co-ordinator, IQAC

Mrs. Minakhi Bala Mishra, Member, Value Education Cell ,