



**JAMIA NADWIYYA TRAINING COLLEGE EDAVANNA**

**SALAH NAGAR, EDAVANNA, MALAPPURAM, KERALA**

**Copy of the Code of Conduct for Students, Teachers, Administrators and  
Other Staff of the Institution/ Affiliating University**

**(Prepared in Tune with Vision, Mission and Policy of the Institution and  
Guidelines of Apex Bodies)**

**General Code of Conduct for Students (Given in Student's Handbook)**

1. The student teacher shall be clean and decent in appearance, dress and behavior to suit to the dignity and sanctity of a Teacher Training College. Four days in a week and one special occasion the students shall be uniform- prescribed by the college authorities.
2. They shall not be found with folded up dhothies or unbuttoned shirts in the college and premises except on occasions of manual labour.
3. They shall wish the members of the teaching staff the first time they see them.
4. When a visitor or a member of the teaching staff enters the class, the students shall stand up and should remain standing until the visitor or staff member is seated or direct them to sit.
5. They shall leave the lecture hall quietly permitting the women students to leave first.
6. Crowding on the verandah and doorways, shouting etc. will be treated as act of indiscipline.

7. No students shall leave the lecture hall when the class or a guest lecture is in progress except for unavoidable reasons. Leaving without permission is highly irregular.
8. Students shall be in their seats 5 minutes before the commencement of the class.
9. No late comer shall enter the class without the permission of the lecturer concerned.
10. Students are expected to reading in the library when they have no classes. Loitering on the verandah and in the premises will be treated as indiscipline.
11. Students are forbidden from entering the laboratory except with the consent of the lecturer in charge.
12. Furniture should not be misplaced or dislocated.
13. Students are warned against participating in any agitation or engaging in any activity promoting communal or religious disharmony. They should not criticize any particular religion, caste or community.
14. Addressing any gathering in the premises without the permission of the principal is irregular.
15. No student shall appear for an interview or examination without prior permission of the principal.
16. Any office bearer of the college union, if found to be repeatedly violating the rules of conduct, will be relieved from the office he holds.
17. Ragging of any kind will be a criminal offence.

## **Professional Code of Conduct**

### **Students**

#### **Regularity and Punctuality**

- Attend all classes, meetings and academic activities regularly and punctually.
- Seek prior approval for any anticipated absence.

### **Cordial Relationship**

- Foster an environment of respect, courtesy and cooperation.
- Resolve conflicts through dialogue and proper channels.

### **Classroom Rules**

- Maintain a conducive learning environment by avoiding disruptive behavior.
- Follow teacher instructions, participate actively and engage respectfully in discussions

### **Library Etiquette**

- Maintain silence and adhere to library rules and regulations.
- Return borrowed books on time and handle library resources with care.

### **Plastic-free Campus**

- Avoid the use of single use plastics on campus.
- Promote responsible waste disposal.

### **Energy Conservation**

- Turn off lights, fans and electronic devices when not in use.
- Participate in energy conservation programmes and initiatives.

### **Green Protocol**

- Support and participate in initiatives promoting a greener environment.
- Respect and contribute to the maintenance of green spaces of campus.

## **Water Saving**

- Use water responsibly and report any leaks or wastage.
- Participate in water conservation programmes.

## **Waste Management**

- Segregate waste into recyclable and non-recyclable categories.
- Use designated bins for proper waste disposal.

## **Cleanliness**

- Maintain personal and communal hygiene.
- Dispose of waste responsibly and keep common areas clean.

## **Modest Behaviour**

- Demonstrate modesty and humility in behavior and appearance.
- Uphold the values and reputation of JamiaNadwiyya Training College.

## **Academic Integrity**

- Uphold academic honesty and integrity in all academic work.
- Plagiarism and cheating are strictly prohibited.

## **Professionalism**

- Conduct yourself with professionalism in all interactions within the academic community.
- Uphold the ethical standards and values of jamiaNadwiyya Training College.

## **Compliance**

- Adhere to all rules and regulations set forth by JamiaNadwiyya Training College.

- Non-compliance may result in disciplinary actions.

## **Reporting Violations**

- Report any violations of this Code of Conduct to the appropriate authorities.

## **Staff (Teachers and Non-Teaching Staff)**

### **1. Regularity and Punctuality**

- Lead by example in attending classes, meetings and academic activities regularly and punctually.
- Seek prior approval for any anticipated absence and communicate effectively.

### **2. Cordial relationships**

- Foster an environment of respect, courtesy and cooperation among colleagues and students.
- Resolve conflicts through dialogue and appropriate channels.

### **3. Classroom Rules**

- Enforce and maintain a conducive learning environment by addressing disruptive behavior.
- Communicate classroom rules clearly to students.

### **4. Library Etiquette**

- Set an example by maintaining silence and adhering to library rules.
- Encourage staff and students to handle library resources with care.

### **5. Plastic Free campus**

- Minimize the use of single use plastics and encourage responsible waste disposal.
- Support and promote initiatives for plastic free campus.

### **6. Energy Conservation**

- Lead energy conservation efforts by ensuring lights, fan and electronic devices are turned off when not in use.
- Promote awareness and participation in energy saving initiatives.

### **7. Green Protocol**

- Support and actively participate in green initiatives on campus.
- Encourage colleagues and students to contribute to the maintenance of green spaces.

### **8. Water Saving**

- Use water responsibly and promptly report any leaks or wastage.
- Encourage staff and students to participate in water conservation programmes.

### **9. Waste Management**

- Set an example in waste segregation and proper waste disposal.
- Educate and encourage staff and students to follow waste management policies.

### **10. Cleanliness**

- Maintain personal and communal hygiene.
- Encourage a clean and organized workspace and common areas.

### **11. Modest Behaviour**

- Demonstrate modesty and professionalism in behavior and appearance.
- Uphold the values and reputation of JamiaNadwiyya Training College.

### **12. Professionalism**

- Demonstrate professionalism in all interactions with students, colleagues and stakeholders.
- Uphold the ethical standards of the college.

### **13. Compliance**

- Adhere to all rules and regulations set forth by JamiaNadwiyya Training College.

- Non-compliance may result in disciplinary actions.

#### **14. Reporting violations**

- Report any violations of this code of conduct to the appropriate authorities.

### **NCERT Code of Conduct for Teachers**

#### **1. Teachers and their Responsibilities**

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

#### **Teacher 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, tutorials, practicals, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
9. Co-operate and assist in carrying out the 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 the conduct of university and college examinations, including supervision, invigilation and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **2. Teachers and Students**

### **Teachers should**

1. Respect the rights and dignity of the student in expressing her/his opinion.
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
3. Recognize 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.



6. Treat the students with dignity 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.

### **3. 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 to other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **4. 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 professional 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 institutions keeping in view the interest and in conformity with the dignity of the profession.
6. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.
8. 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.

## **5. Teachers and Non-Teaching Staff**

### **Teachers should:**

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

## **6. Teachers and Guardians:**

### **Teachers should**

1. 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.

## **7. Teachers and Society**

### **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. 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.
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.