

vision

“Empowering the student-teachers with contemporary teaching skills and academic excellence”

mission

- To equip the student-teachers in all teaching skills with special attention to communication.
- To provide excellent resources and services to enhance the overall development of student-teachers.
- To enhance academic advancement with the global competitiveness.
- To deepen and extend knowledge about the formation and utilization of human capabilities.
- To impart need based and updated academic ambience.
- To encourage economically backward and meritorious students.

Objectives

- To inculcate commitment towards teaching profession amongst the student-teachers.
- To equip the prospective teachers with necessary pedagogic skills.
- To develop positive attitudes towards teaching
- To inspire for life-long learning and for reaching the unreached.
- To develop skills among the student-teachers in order to integrate with the existing education system.
- To impart quality teacher training to the future teachers.
- To set up new ideas to promote the study through modern technology
- To organize different programs to enrich the competency of the student-teachers.
- To inculcate values of a good teacher and good human being.
- To prepare an individual to meet the challenges at the life.

Introduction:

The Code of Conduct and Discipline Committee Policy of National College of Education outlines the standards and expectations for behavior and discipline among students, faculty, and staff. It promotes a respectful and inclusive learning environment, emphasizing professionalism, integrity, and ethical conduct. The policy defines the committee's role in addressing disciplinary matters, investigating complaints, and implementing appropriate measures to maintain a positive and safe campus community. Compliance with the policy is crucial for fostering a conducive environment for teacher education and development.

Scope:

The policy applies to all students, faculty members, and staff of the college.

Code of conduct:**General expectation**

The Code of Conduct of National College of Education establishes the general expectations for students, faculty, and staff. It emphasizes professionalism, respect, and integrity as fundamental values. Students are expected to attend classes regularly, submit assignments on time, and engage in respectful and inclusive behavior. Faculty and staff are expected to provide quality instruction, support student learning, and demonstrate professionalism in their interactions. The Code of Conduct promotes a positive and conducive learning environment, fostering the growth and development of future educators.

Code of Conduct for Staff members:

Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.

- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal ship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

Code of Conduct for Student-Teachers

- Attendance in morning assembly is compulsory.
- Prescribed college uniform is compulsory for all.
- Ragging in the college campus is strictly prohibited.
- Using mobile phone and smoking in the college premises is strictly prohibited.
- Students should keep their identity card with them every time and it must be show on demand by the college authority.
- Without prior permission leave of any level is not allowed.
- The name of the students will strike off from the college roll if he remains absent from college 7 days and she remains absent from college 10 days.
- Re-admission will be clone after getting the permission from the university department.
- Indiscipline/Misbehave in class or during the examination not be tolerated and action against will be taken by authority.
- Damage to college property have to be compensated by the individual and action will be taken by the discipline committee of the college.
- All the students will follow the library rules.
- Every students must read the information displayed on the Notice Board.

Code of conduct for library:

- The Library remains open on all the working days except Sundays and notified public holidays. The working hours of the Library are **9.00 a.m. to 6.00 p.m.** (Monday to Friday) on Saturday **8.00 am to 1.30pm**
- Every student is required to sign in the **Library Visit Register**, during every visit.

- Students are required to leave their Bags, Files, Folders & Personal Belongings outside the Library before accessing the books.
- Question Paper Set, Reference Book, Syllabus, Project, Lesson Plan, Newspaper, Journals & Periodical can only be used for **Current Reference**. Journals and books marked “For Reference” can only be used within the Library premises. Special permission of the Principal is required to take them out of the Library.
- All books must be returned immediately after the final examination.
- Eating in the Library and Reading Room is forbidden. **Strict silence, decorum and discipline** must be maintained in the Library.
- No Library resource can be taken out of the Library without permission.
- The Principal may temporarily or permanently suspend the Library membership of a student if he/she is found causing any damages to the library resources or violating the rules and regulations of the library. All are expected to treat the Library professionally and cooperate in its efficient and smooth running.
- Any suggestions as to their general improvement, or to the addition of new books, magazines and teaching aids, will always be welcome.

Code of conduct regarding infrastructure:

- Kindly keep the classrooms, washroom, common room and other premises clean.
- Switch off fans and lights when not required
- Use the furniture, computers and other property with due care.
- Teaching aids/ learning resources borrowed for lessons must be carefully handled and they must be returned as instructed.

Code of conduct regarding saving energy:

- Switch off lights when leaving classrooms, study areas, common rooms, or any other spaces that are unoccupied.
- Make use of natural light by opening curtains or blinds during the day. If studying or working near a window, rely on natural light instead of artificial lighting whenever possible.
- Turn off computers, laptops, monitors, printers, and other electrical devices when they are not in use. Don't forget to unplug chargers and power adapters when devices are fully charged or not connected.
- Use energy-efficient appliances and equipment, such as laptops, tablets, and light bulbs.
- Unplug unused Chargers,
- Enable power-saving modes on laptops, tablets, and other electronic devices.
- Avoid the use of decorative lights

- Use the fans only when they are needed

Prohibited conduct:

The prohibited conduct of National College of Education includes discrimination, harassment, or bullying based on race, gender, religion, or other protected characteristics. It also prohibits academic dishonesty, unethical behavior, or any action that undermines the trust, safety, or well-being of students, staff, or the institution.

Reporting mechanism

The reporting mechanism of the code of conduct and discipline committee involves submitting a written complaint detailing the incident or violation. The committee will review the complaint, conduct an investigation if necessary, and provide a fair and confidential resolution process that may involve disciplinary actions, mediation, or other appropriate measures.