



**CODE
OF
CONDUCT**

**PRINCIPAL, TEACHERS,
SUPPORT STAFF AND VISITORS**

**ZISAJI PRESIDENCY COLLEGE
KIPHIRE:NAGALAND**

Table of Contents

1. Preamble	1
2. Applicability	1
3. Code of Professional Ethics (UGC)	2
4. Institutional Code of Conduct	
a. Principal	5
b. Teachers	6
c. Support Staff	8
d. Visitors	10
5. Prohibited Conduct and Response	11

Preamble

This Code of Conduct Handbook for Principal, Teachers, Support Staff and Visitors of Zisaji Presidency College, Kiphire has been prepared to promote and protect the mission and core values of the College and ensure a safe, secure and amiable working environment.

Code of Professional Ethics has been already prescribed for the teaching staff by University Grants Commission (UGC). Nagaland State Government has laid down a set of prescripts for the administrators, the teaching staff and support staff of the colleges. Besides that Zisaji Presidency College has introduced a set of rules and regulations for the institutional staff and visitors to maintain high standards of academic and professional integrity and peaceful on-campus environment.

Applicability

This Code of Conduct will be applicable to Principal, Teachers, Support Staff and Visitors of the college for their on-campus conduct and is in force at all the established campuses of the college.

The term 'Principal' refers to a person who is head of the institution or assumes such duties and responsibilities.

The term 'teacher' refers to persons employed for teaching purpose in the college.

The term 'Support Staff' refers to all persons employed in the college to carry out different duties which are non-teaching in nature.

The term 'Visitor' refers to the visitors, guests, guardians and alumni who visit the college for different purposes.

In the event of serious misconduct allegedly committed the college may use the code of conduct resolution procedures to resolve and address the allegations.

In some instances, an action that violates the college policy may also violate local or state policy. Such violations of law may be pursued in civil or criminal court simultaneous with and separate from the resolution of a complaint within the college. A pending legal action usually shall not delay college action, not shall the outcome of a civil or criminal case determine the outcome of college proceeding.

CODE OF PROFESSIONAL ETHICS AS STATED BY UGC

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 his 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.

Teacher should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the 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;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and Students

Teacher should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with student 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 contribution to community welfare;

- Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 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; and
- Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

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

Teachers and Authorities

Teachers 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;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the conditions of contract;
- Give and expect due notice before a change of position is made; and

- 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.

Teachers and Non-Teaching Staff

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

Teachers and Guardians

Teachers should:

- 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.

Teachers and Society

Teachers 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 or public offices;
- Refrain from taking part in subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for National integration.

INSTITUTIONAL CODE OF CONDUCT

PRINCIPAL

The Principal is the academic and administrative head of the Institution. The Principal of a college has got multifaceted roles to play and shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. Besides the *Code of Professional Ethics* as proclaimed by the University Grants Commission and the set of prescripts enforced by the Government of Nagaland which is applicable for all the teachers as well as the Administrator of any organisation, Zisaji Presidency College has laid down certain code of conduct for the Principal of the institution. The Principal has to

Make Ethical Decisions

Principals should make all their decisions based on the best interests of the staff and students. They should be fair in their disciplinary actions for all the members of faculty, non-teaching staff and students. Principals should forward the annual performance appraisal of the staff without any bias or prejudice.

Honour Commitments

Principals need to honour all aspects of their employment contract. They should stand by their words. Their failure to provide adequate supervision on and off campus equates to total disregard for the position held. Principals are responsible for the holistic development of the college. They shall prepare the annual report of the progress of the college for onward submission.

Abide by Laws

Principals must carry themselves with the highest integrity and avoid careless decisions that result in violations of the law. They must disclose any acts that result in criminal and civil charges against them.

Maintain Professional Boundaries

Principals must refrain from inappropriate conduct and relationships with staff and students. Text messages, phone calls and social media interaction that are deemed unethical must be avoided by them.

Exhibit Objective Leadership

Principals should empower all their staff and students to reach their maximum potential. They should carry themselves with the highest integrity and have to exhibit outstanding and strong leadership skills. They must allow teachers to practice reasonable educational freedom

without interference and must allow students to be creative in their educational pursuits by honouring their commitments to their own culture and heritage. They should chalk out a policy and plan to execute the vision and mission. They should recommend and forward communication to the authorities. They should execute any other qualitative and quantitative work for the welfare of the institution. They should monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback

Be Honest

Principals must never withhold vital information that should be made public. They should never directly lie to anyone.

Maintain Universal Standards

The Principals should always be honest, fair, objective, supportive, protective and law binding. They should ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly. They should promote community institution interaction and inculcate research development.

TEACHERS

Besides the *Code of Professional Ethics* as proclaimed by University Grants Commission and the set of prescripts enforced by the Government of Nagaland the teachers of Zisaji Presidency College are supposed to perform some institution specific conduct as follows:

Academic Conduct

- The teachers should reach the college fifteen (15) minutes before the commencement of the regular classes.
- The teachers should engage the full 45 minutes lecture and should not leave class early.
- Teachers are not allowed to use cell phone while taking classes.
- Teachers should use the ICT for effective delivery of lectures.
- Teachers should take care of slow learners and pay special attention to them. Teachers are expected to volunteer to take up extra classes and remedial coaching classes for students in exigency.

- Internal assessment to be carried on in each semester as per the schedule. The internal assessment like class test, quiz, group discussion and seminar are to be conducted and the marks obtained by the students should be informed to them.
- Teachers should create motivation among the students for academic upliftment and should try to bring out their creativity/originality.
- Teacher must follow the academic calendar of the college and the lesson plan prepared by them.
- The teachers are encouraged to conduct research on their topic of interest. The institution will provide necessary infrastructure for the same.
- The teachers should write text books, publish articles in reputed journals and present papers in seminars and conference.
- The Teachers are encouraged to attend faculty development programmes, quality improvement programmes etc. to update their knowledge.

Administrative Conduct

- Teachers should carry out other institutional, administrative, academic and co-curricular, activities that may be assigned to them from time to time.
- Teachers should attend department meetings, staff council meetings, seminars etc. and take active part in college functions like sports week, college foundation day, Independence Day, Republic Day and other celebrations without fail.

Workplace Conduct

- The teachers should be punctual in college working days for the smooth functioning of college activities. They must enter the sign in and sign out time in the attendance register every day.
- Teachers must remain available in the college during office hours. They must remember that their workload is 40 hours a week even though their maximum class hours are only 16 a week.
- The Teachers should come to the college with formal dress and maintain decency.
- No teacher should involve himself/herself in any form of political activity directly or indirectly either inside or outside the campus.
- Teachers must not disclose confidential information in the course of professional service unless required for professional purpose or by law.
- No teacher should involve herself or himself in any act of moral turpitude on his or her part which may bring discredit or lower the image of the institution.
- Teachers must keep all the records accurate and up to date.
- No teacher shall sent circulars, organise meeting or programmes in the campus without prior permission and coordination with the Principal.
- No representation to any government authority or university in the name of the college should be made by any teacher without the permission of the Principal.

- All the teachers should try to be available on the re-opening day and the last working day of each semester. Casual Leave may be granted only on one of these days for a teacher.
- Teachers should refrain from any type of drugs, alcohol and intoxicants inside the college campus and must keep in mind that they set examples for students.
- Teacher should help to keep the campus clean and hygienic.
- No association should be formed without the permission of the Principal.

SUPPORT STAFF

Being the employees of the Government of Nagaland, all the support staff of this college should follow the code of conduct stipulated by the State Government. Zisaji Presidency College has laid down its standards of conduct for the support staff as follows:

Professional Conduct

- The support staff should appreciate the college policies and try their best to adhere to them. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of the college depends on mutual goodwill and trust.
- No support staff is allowed to criticise the policies of the college in public or encourage others to do so.
- Each supporting-staff shall carry his/her assigned duties or responsibilities diligently and with accountability.
- The support staff should avail leave with prior intimation. In case of contingencies information on their absence should be promptly forwarded to the College Authority.
- The Supporting-staff will carry out their duty as instructed by the authorities to whom they are attached or complied to.
- The supporting staffs are advised to avoid the use of mobiles during working hours to ensure smooth coordination of works in the institution.
- The support staff should not undertake any other job within the stipulated office hours. Neither shall they engage themselves in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political and other activities.
- No supporting-staff is allowed to create an atmosphere of indiscipline in the work premises.

- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- No representation to any government authority or university in the name of the college should be made by any staff without the permission of the Principal.
- No association should be formed without the permission of the Principal.

Workplace Conduct

- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities. The support staff except Peon and Chowkidar of the college should remain on duty during college hours (9AM -3.30PM). Peon and Chowkidar should remain in the college from 8.30AM - 4PM.
- They should be responsible for the proper use and maintenance of college equipments and furniture. For articles damaged by others a separate register must be maintained and if any money collected from them, the amount shall be handed over to the College Accounts Staff for deposit in college account.
- No support staff should be under the influence of drugs or alcohol during office hours and should avoid use of intoxicants inside the campus.
- The support staff should help to keep the campus clean and hygienic.
- The support staff has access to confidential information regarding examination and other official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duty with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The support staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

- The students frequently come in contact with the support staff. It is expected that they behave in a helpful, friendly and patient manner with them.
- The support staff should consider the teaching staff as their colleagues and it is the shared functioning that will generate a harmonious environment.
- The support staff should interact with the guardians and visitors patiently and politely. They must keep in mind that the image of the college depends on behaviour.

VISITORS

The main objective of the Code of Conduct for Visitors at Zisaji Presidency College, Kiphire is framed to promote, strengthen and preserve a safe and inclusive environment in the institution. When they enjoy certain rights, they are also supposed to bear certain responsibilities towards their conduct such as

- The visitors must inform about the person they want to visit and their purpose of visit at the reception counter and sign in the Visitor's Register.
- The visitors are expected to act responsibly and respectfully as per the rights and sanctity of the college community regardless of age, tribe, class, ancestry, citizenship, ethnicity, race, religious affiliation, marital status, mental and physical disability and gender identity or any other category protected by the law of the country.
- The visitors have the freedom to express their views/opinions and advocacy for the progress of the college without jeopardising the general rules and regulations of the institution or defaming the sanctity of the college.
- Violation of laws, policies, rules, procedures and regulations of the college will initiate appropriate legal action or restrictions.
- The visitors shall have the mutual respect of the rights of each other.
- No visitor is allowed to create any kind of unhealthy or disturbing atmosphere in the college campus which directly or indirectly affects the image of the institution. If anybody found indulging in such activities, proper course of action will be followed to restore peaceful atmosphere in the institution.
- The visitors shall build a cordial relationship with the Principal, teachers, students and support staff for the growth of the institution.
- The visitors should use the toilet facilities available for them and refrain from using such facilities provided to others.
- The visitors must avoid prolonged conversation with the students of the college during class hours.
- Smoking, chewing pan, use of Tobacco and spitting on walls are prohibited inside the college campus.
- Respect the cleanliness of the campus and refrain from any such act that will hamper the image of the institution.
- Don't come to college in a state of intoxication.
- Be responsible for your own actions and remember you are under the surveillance of CCTV camera.
- Avoid visiting the classes, labs, library and other academic spaces without availing permission from the authority.
- Avoid visiting the rooms of your ward in the hostel without proper permission
- Don't enter the premise where admission is restricted.

- The visitors are responsible for any belongings they have brought with them and the college will not be responsible for their loss or damage.

Prohibited Conduct and Response

The professional misconduct on the part of the employees of the college can be resolved by the Discipline Committee of the college or may be reported to higher authority depending on the nature of misconduct. The code of conduct for visitors addresses behavioural actions. When the actions rise to the level of criminal behaviour or when they fail to respond to the college directives the college may issue them a **Letter of Warning** or a **Letter of No Trespass** which normally remains in effect for a period of six months unless otherwise stated. A **Letter of No Trespass** can be revoked only by the issuing authority. The college reserves the right to take any legal action against them for any misconduct not specified in this code.

Policy Endorsement

Approval Date:

Approval Authority:

(Helen Jamir)

Principal