



**DISCIPLINE AND CODE OF CONDUCTOR TEACHER,  
ADMINISTRATORS AND STUDENTS**



**SUM College of Teacher Education**

Mamba, Muzhappala,

Kerala 670611

# **SUM College of Teacher Education**

## **Ethic Committee**

Code of Conduct for students, teachers, administrators and other staffs

(Prepared in tune with vision, mission and policy of the institution and guidelines of apex bodies)

### **General Code of conduct for students** (Given in students' handbook)

1. Students shall always behave with dignity and courtesy. They should always carry their identity cards in the college.
2. Students shall be clean and decent in appearance and dress.
3. The students shall observe strict modesty in dress.
4. The students should wear uniform ,as suggested by the College
5. Men students shall not be found with folded up dhothies, unbuttoned shirts, low waist pants and T-shirt in the College.
6. Students shall wish the members of the staff the first time they see them.
7. When a visitor or a member of the staff enters the class the students shall stand up and should remain standing until the visitor or staff member is seated or has directed them so sit.
8. Crowding the varandhah and door way and shouting etc. will be treated as act of in discipline.
9. No students shall leave the lecture hall when the class or guest lecture is in progress, except for an unavoidable reason. Leaving without permission is highly irregular.
10. Students shall be in their seats 5 minutes before the commencement of the class.
11. No late comer shall enter the class without permission of the lecturer concerned.
12. Students are expected to be in the library when they have no class. loitering on the varandhah and the premises will be treated as indiscipline.
13. Students are forbidden from entering the laboratory except with the consent of the lecturer in charge.
14. Furniture should not be misplaced and dislocated.
15. Students are warned not to participate in agitation against authority nor should they engage in any activity promoting communal or religious disharmony.

16. Addressing any gathering in the premises without the permission of the principal is irregular except for college union activities.
17. No students shall appear for an Interview or examination without prior permission of the principal.
18. Students are not permitted to use college office phone, except in extreme urgency.
19. Any office bearer of the college is found to be repeatedly violating the rules of conduct will be relieved from the office he holds.
20. Banners, flags, posters etc. shall not be allowed inside the campus and at the gate for the purpose of any activity without the permission of the Principal.
21. No certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant for such certificate.
22. Application for certificate should be made at least two days in advance.
23. Conduct certificate will ordinarily be issued only along with the transfer certificate when the student has completed his course.
24. Ragging of any form is a non-boilable offence and required criminal procedure.
25. Outsiders are not permitted to attend or organize any programmer or activity without the permission of the principal.
26. Students shall pay due respect to national symbols and they shall always strive to protect cultural heredity of the Nation.
27. Students shall keep constitutional values inside and outside the campus.
28. Students shall uphold National and Institutional values and they shall observe dignity and due respect in their dealings with all others.

## **Professional Codes of Conduct.**

### **Students**

1. Regularity and punctuality
  - Attend all classes, meetings and academic activities regularly and punctually
  - Seek prior approval for any anticipated absence
2. Cordial Relationships
  - Foster an environment of respect, courtesy, and co operation
  - Resolve conflicts through dialogue and proper channels.
3. Class room rules.
  - Maintain a conducive learning environment by avoiding disruptive behavior.
  - Follow teacher instructions, participate actively and engage respectfully in discussions.
4. Library Etiquette.
  - Maintain silence and adhere to library rules and regulations
  - Return borrowed books on time and handle library resources with care.
5. Plastic free campus
  - Avoided the use of single-use plastics on campus
  - Promote responsible waste disposal.
6. Energy conservation
  - Turn off lights, fans and electronic devices when not in use.
  - Participate in energy conservation programs and initiatives
7. Green protocol
  - Support and participate in initiatives promoting a greener environment
  - Respect and contribute to the maintenance of green spaces on campus.
8. Water saving
  - Use water responsibly and report any leaks or wastage
  - Participate in water conservation programs.
9. Waste management
  - Segregate waste in to recyclable categories.
  - Use designated bins for proper waste disposal.

#### 10. Cleanliness

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

#### 11. Modest Behavior

- Demonstrate modesty and humility in behavior and appearance.
- Upholds the values and reputation of SUM College Of Teacher Education

#### 12. Academic Integrity.

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

#### 13. Professionalism

- Conduct yourself with professionalism in all interactions with in the academic community.
- Uphold the ethical standards and values of SUM College Of Teacher Education.

#### 14. Compliance

- Adhere the all rules and regulations set forth by SUM College Of Teacher Education
- Noncompliance may result in disciplinary actions.

#### 15. Reporting violations

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

## **Staffs (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 a plastic free campus.
6. Energy conservation
  - Lead energy conservation efforts by ensuring lights, fans and electronic devices are turned off when not in use
  - Promote awareness and participation in energy savings initiatives.
7. Green protocol
  - Support and actively participate in the 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
  - Participate in water conservation programs.

9. Waste management

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

10. Cleanliness

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

11. Modest Behavior

- Demonstrate modesty and professionalism in behavior and appearance.
- Upholds the values and reputation of SUM College Of Teacher Education

12. Professionalism

- Demonstrate professionalism in all interactions with student's colleagues and stake holders
- Uphold the ethical standards of the College.

13. Compliance

- Adhere the all rules and regulations set forth by SUM College Of Teacher Education
- Noncompliance 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 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

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- ii) Manage their private affairs in a manner consistent with the dignity of the profession
- iii) Seek to make professional growth continuous through study and research.
- iv) Express free and frank opinion by the participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi) Perform their duties in the form of teaching, tutorials, practical's, seminars and research works, conscientiously and with dedication.
- vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- viii) Abide by the act statute and ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition
- ix) Cooperate 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

- x) Participate in extension, co-curricular and extra-curricular activities including the community service.

## II Teachers and students

Teacher should

- i) Respect the rights and dignity of the student in expressing her/his opinion
- ii) Deal justly and impartially with students regardless of their religion ,caste, gender ,political economic ,social and Physical characteristics
- iii) Recognise the difference in the apttitude and capabilities among students and strive to meet their individual needs.
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v) Inculcate among student's scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- vii) Pay attention to only the attainment of the student in the assessment merit
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix) Aid students to develop an understanding our national heritage and national goals
- x) Refrain from inciting students against other students, colleagues or administration.

## III. Teachers and Colleagues

Teacher should

- i) Treat other members of the profession in the same manner as they themselves wish to be treated
- ii) Speak respectfully to other teachers and render assistance for professional betterment.
- iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities

- iv) Refrain from allowing considerations of caste, creed, religion race or sex in their professional endeavor.

#### IV. Teachers and authorities

##### Teacher should

- i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in imitating steps through their own Institutional bodies and /or professional organizations for change of any such rule detrimental to the professional interest
- ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interface with their professional responsibilities.
- iii) Co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand.
- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- v) Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- vi) Adhere to the terms of contract.
- vii) Give and expect due notice before a change of position takes place; and
- viii) 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

#### V. Teacher Should:

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, with in every educational Institution.
- ii) Help in the functioning of joint staff councils covering both the teachers and non-teaching staff.

## VI. Teachers and Guardians

### Teacher Should:

Try to see the teacher's 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.

## VII. Teachers and Society

### Teacher Should:

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii) Work to improve education in the community and strengthen the communities moral and intellectual life.
- iii) 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.
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- v) 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.