



**NEHRU GROUP
OF INSTITUTIONS**
TAMILNADU • KERALA
ISO 14001:2004 CERTIFIED INSTITUTIONS



NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

PAMPADY, THRISSUR, KERALA

**Accredited by NAAC,
Approved by AICTE, New Delhi, Affiliated to APJAKTU
An ISO 9001 2015 Certified Institution,**



Code of Conduct for Teaching, Non- teaching staff and Students

Code of conduct for Teaching Staff

- A. Teacher should be good counselors and facilitators they should help, guide, encourage and assist the students to ensure that the teaching, learning process is effective and success. Teachers has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve.
- To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
 - To make regular contribution for the personal development of students, while looking after their interest and welfare.
 - To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
 - To be fair and to assess the students impartially and only on merit/performance.
 - To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
 - To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
- B. A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should
- Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
 - Bring to the notice of the parents/guardian any short comings/behavior noticed which the faculty feel, the parents should know.
- C. A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
- Resist the temptation of harming the teaching community for self-interests.

D. A faculty member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,.

- Perform all professional activities through proper channel.
- Look for promotion/elevation only on grounds of competence/performance.
- Co-operate whole heartedly with the authorities of the College in the fulfillment of educational policies in conformity with professional responsibilities.
- Should follow all norms and standards set by the College for the faculty from time to time.

A. Resolution

In the interest of maintaining and promoting Nehru College of Engineering and Research Centre's excellence and integrity, this Code of Conduct has been adopted, which outlines the general principles to which we subscribe. The Code of Conduct identifies principles, policies and laws that govern the activities of the college and expectations of proper professional, ethical conduct that reflects the college's values.

B. Ideologies

Given the variety and complexity of ethical questions that may arise in the course of carrying out the college's business, this Code can only serve as a general guide. Confronted with ethically ambiguous situations, Community Members should keep in mind the NCERC's commitment to the highest ethical standards and seek advice from their supervisor, department head or Principal to ensure this commitment is honored at all times.



Respect



Nehru College of Engineering and Research Centre is committed to equal treatment, opportunity, and respect in its relations with its faculty, staff, students, and others who interact with the college. All members of the community should protect the college's assets and ensure their proper and efficient use. Any suspected incident should be reported immediately to Principal or the HOD.

Responsibility



The records, data and information owned, used and managed by the college must be accurate and complete. Therefore, all employees and individuals representing the college must remain responsible and maintain supporting documentation as required by established policies and procedures with care and honesty.

Fairness



Employees and individuals representing the college must fairly transact college business in compliance with all institutional, state, and local laws and regulations related to their positions and areas of responsibility. They must comply with all college policies related to their positions and areas of responsibility.

Caring



All college Community Members should conduct themselves ethically, honestly, and with integrity in all dealings. They should be caring enough in all their interactions and act in good faith in these matters with others both within and outside the college community. They should act with due recognition of their position of trust with respect to the college and its students, fellow employees, alumnae, parents, research sponsors, and the government.

Code of conduct for Non-teaching Staff

1. They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function. This code serves as a guide to all the members of both the category.
2. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
 - According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
 - Making regular contribution for the personal development of students, while looking after their interest and welfare.
 - Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
 - Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
3. As the technical and administrative staff are expected to work closely with the faculty of the College in day to day activities, the staff should
 - Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
 - Develop friendly and co-operative relationship with the faculty members.
 - Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

4. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,
 - Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
 - Refrain from passing information about colleagues to any individual or agency without his/her express permission.

5. A member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
 - Perform all professional activities through proper channels.
 - Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
 - Look for promotion/elevation only on grounds of competence/performance.
 - Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
 - Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
 - Should follow all norms and job details assigned by the College to the member from time to time with dedication.

Code of conduct for Students:- Discipline Etiquette Norms

1. Admission in the college is a right of Principal.
2. Students should behave well with Teaching and Non Teaching staff of the college.
3. Students must observe the notices displayed on notice-board. College administrative will not be responsible if any loss is recurred due to not observing the notice displayed on the notice board.
4. Students should take Identity Card within a month from the date of admission. Students should carry with them valid Identity card in college campus or in forums representing the college at any other place. If demanded, at any time by the teaching or non-teaching staff of the college he/she will have to produce it.
5. Students should take care of college property and should not involve in any act of damaging the property. No outside political or any influence should be brought in the college directly or indirectly.
6. Students attendance for lectures, practical, tutorials, tests and term examinations is a must. 80% attendance in the class is a must.
7. Students should pay the tuition, exam fees on time
8. Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
9. Students having misbehavior record in the examination, election or any other disciplinary issues should face the corrective actions as per College/University/Government rules.
10. Students should return the books on or before the due date and take care of library books and materials.
11. Students should pay the fees in the account section and preserve their receipt.
12. The students, who are eligible for concession in the Board/University Exam fees, should produce the credentials/approvals from the respective bodies/university departments, prior to exam registration.

10th July 2019

Principal

Chair-Student Grievance Committee

Chair-Student Welfare Committee