

National College of Education, Loharu,
Bhiwani, Haryana

Code of Conduct

Code of Conduct for Management Committee

Rights, Duties & Functions of Managing Committee

Rights, Duties & functions of Managing Committee unless inconsistent with the exchange, the following shall be: The powers, duties and work vested in the Uttar Pradesh University Act and will be accomplished by the Management Committee.

- The appointment, confirmation, promotion, passing of competence, Suspension and Punishment (including Separation and Appointment) of the Principal, teachers, clerks or librarians according to the provisions of the act and regulations.
- To decide on the cases against the entries made in the service register of teachers / employees by the Principal, Secretary of the organization.
- To approve of all leave admissible to employees of the organization in addition to where the Principal is empowered.
- To control and manage all the funds of the institution, securities (surety), property and resources, except student funds and to take necessary action for their safe custody, appropriation, repair, maintenance and legal defense.
- To ensure proper utilization of maintenance and development grants and reimbursements received from the Government.
- To receive all income (excluding scholarships and student funds), donations, gifts, dividends, interest, grants etc. for the institution and to fulfill the financial responsibilities arising out of its rights and functions.
- To follow orders / instructions given by Education Department / Directorate from time to time.
- To appoint the selected candidates on the posts of Principal, teaching and non-teaching staff as per the revised mandates by the Education Services Selection Commission from time to time subject to the provisions and regulations of the Act.

Code of Conduct for the Members of Management Committee

The powers and duties of the officials of the managing committee will be as follows:

President/ Chairman

- Presiding over the committee meeting.
- Approving date, time and place for meeting, making changes and postponing meeting.
- Taking care that this administration scheme should be implemented with dedication by all concerned personnel.
- Signing jointly with the manager on all records, contracts and other accounts related to the organization and its assets.
- Spending money up to a maximum of Rs. 500/-, in the direct approval of the committee acceptance.
- Working to that extent on behalf of the committee with the consent of the university when a meeting cannot be called in an emergency, for which the ad hoc is authorized by the resolution of that committee and immediately inform the committee about the action taken.
- Exercising such other rights and to perform such duties as may be prescribed in this scheme or be given or imposed by any rule or bye-law prevailing at the time.

Vice President

- Acting as President/Chairman, in the absence of the President or his inability to perform duties.
- Exercising all such rights and performing the duties as delegated in writing by the President.

Secretary

- Receiving all grants and donations etc. for the institution and give legal receipt for them.
- Being liable for the management and administration of all the assets and funds of the institution, as per the directions of the committee.
- Administering and controlling the finances of the institution within the arrangement made in the budget, subject to the terms and conditions of acceptance.
- Conducting all the accounts of the institution jointly with the treasurer and manage its annual audit.
- Paying salaries and dues to the teachers and all employees of the organization and to ensure payment for other services and materials from the expenditure authorized by the committee on the recommendation of treasurer.
- Signing jointly with the President/ Chairman on all deeds and other accounts as well as accounts related to the transfer contract of the immovable property of the Institute.
- Preparing the annual budget and presenting it to the President/Chairman for being placed before the committee / assembly.
- Preparing the annual report of the Institute.
- Representing in all legal proceedings of the committee and assembly in matters related to the Institute and signing the pleadings of their proceedings and matters and verifying them.
- Calling the meeting with the approval of the President/Chairman and recording all the correspondence related to the management and administration of the Institute in the registers and books.
- Approving the leave of Principal, teachers and other staff members of the Institute (except for the condition when such authority is vested in Principal), up to the limit authorized by the committee.

- Spending up to a maximum of Rs. 500/- in anticipation of the approval of the committee.
- Investigating and suspending any teacher, clerk, or librarian of the institute as per the regulation of the committee and to inform the committee about the action taken till the final order (If the committee has given ad hoc authority).
- Acting as a common medium of correspondence between staff, education department of the institute and university through committee at one end and through the Principal on the other.
- Acting as the chief executive of the committee and the assembly to implement their decisions.
- Appointing all the employees of the college and issuing them appointment letter.
- Exercising all such other rights and performing such other duties as may be prescribed by this scheme from any rule in force at the time or given to him by law or charged upon him.
- All correspondence on behalf of the institute.
- Noting the names of members on the member register.
- Scripting and narrating the proceedings of the institute.

Code of Conduct for Principal

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He/she is the highest decision making body of the institute and coordinate among statutory committees and academic council. The Principal is expected to follow some code of ethics for the betterment of the institute as stated below. The Principal must -

- Chalk out some policy guidelines to execute the vision and mission.
- Ensure that the staff-- teaching and non-teaching and students are aware of the rules and regulations of the institute.
- Execute activities for the progress of the institution.
- Be fair and impartial for all the members of the institute.
- Empower his/her staff & students to use their potential.
- Maintain integrity and exhibit strong leadership qualities.
- Interact with students from time to time/on regular basis and listen to their ideas.
- Forward communication with the authorities © recommend actions/remedial measures based on the feedback from the stakeholders.
- Maintain self-assessment reports of teachers © their service books.
- Administer and supervise curricular, co-curricular and extra-curricular activities of the institute and maintenance of records.
- Supervise the examination and assessment of question papers and work pertaining to the examination of the institute.
- Motivate the faculty, administrative authorities and the supporting staff so that they play their respective roles more effectively.
- Hold the academic council meetings as per the norms.
- Assist in planning and implementation of academic programmes such as orientation courses, seminars, in -service and other training programme organized by the institute.

Code of Conduct for the Faculty Members

The faculty members must abide by the code of conduct of the institute.

- They must take their classes allotted to them as per the time-table given by the HoD/Principal.
- They must be punctual in their respective classes.
- They must remain on the floors during lectures.
- They must manage the classes as per the institutional guidelines/ given by the management.
- They may sit in the class room for preparation of lesson plan, study material and for counseling students after the classes are over. However, they may use the staff room in their vacant periods.
- They must maintain attendance registers, counseling registers and other official records like records of presentations, sessional tasks (assignments, Charts/Models, PPT presentations, Unit Tests & Pre-University exams etc.). They should also maintain syllabus completion status and other reports from time to time.
- They must maintain proper dress code in the premises.
- They must not discuss policy matters with students and outsiders.
- They must keep close vigil on the activities of students in and out of the class rooms. In case of misbehavior by students or bunking of the classes, the Head of the Department must be intimated immediately and proper action must be taken.
- They must also keep complete list of students (allotted to them for counseling purpose) along with their full present and permanent address, contact numbers of the students and their parents, E-mail ID's etc. They should also maintain record of their students' hobbies and habits, strengths & weaknesses and their conduct in the premises.
- They must ensure the participation of students in extra-curricular activities being organized in the institute according to their interest.
- They must maintain the dignity and confidentiality of students and counseling must be done with full honesty and commitment.
- They must maintain a professional attitude and integrity at all times.
- They may interact with parents if required.
- They must find out the reason if any student is absent for three days consequently.
- They must take prior sanction if they want leave.
- They must meet with at least three students on daily basis and keep record of the same.
- They must foster gender sensitivity among the students.
- They must treat all students equally and must not be biased on the basis of religion, caste or region.
- They must maintain transparency of evaluation of students.
- They must have an effective grievance redressal mechanism. They may forward the matter to the Head of the Department or concerned authorities if the need arises.
- They must maintain the honour and dignity of the noble profession-teaching.
- They must be innovative and provide quality education to students.
- They must develop resource materials/study material and lab manuals.
- They must conduct workshops/Seminars/Conferences and liaison with industry and R&D organizations.

- They must carry out the duties and responsibilities as assigned to them by the Management.

Code of Conduct for Non-teaching Staff

The non-teaching staff is expected to follow some code of ethics as given below-

- They must be punctual and remain on duty during working hours.
- They must adhere to the rules and regulations of the institute.
- They must respect and maintain the hierarchy in the administration.
- They must maintain honesty and integrity in their official activities.
- They must practice self-discipline and maintain confidentiality of the official matters at all times.
- They must take prior approval of leave.
- They must carry out the duties and responsibilities as assigned to them by the Management.

Code of Conduct for Students

- The students must wear proper uniform prescribed by the institute and Identity card in the premises and avoid wearing casual dress.
- The students must not leave the class without permission.
- Any behavior obstructing teaching, administration or any other activities in the campus.
- The use of mobile phones is strictly prohibited in the college premises. Students who violate the rules will have to face disciplinary actions.
- The students are expected to foster a healthy and decent relationship. Any behavior or action contrary to this is deemed punishable.
- The students are advised to use library during their leisure hours.
- The students are expected to be regular and punctual.
- The students are to respect the property and belongings of the institute. Any damage to any furniture or any other item will lead to penalty.
- Ragging is strictly prohibited in the campus. Any conduct by a student whether verbal or non-verbal with the effect/ intention of teasing any student will be considered as ragging and be entitled for disciplinary action.
- The students are expected to maintain the general cleanliness within the classrooms and laboratories and in the campus.
- The students must participate in co curricular, extra-curricular and other extension activities including community service.
- The students should stay away from any anti-social activities.
- The students must see the notice board daily.
- Visitors/ outsiders are not allowed to meet the students in the classroom.

- The students should take care of their belongings. The institution will not be responsible for any loss.