

Estd:2014



# NATIONAL B.Ed. COLLEGE OF HIGHER EDUCATION

Managed & Financed by: JEEVAN JYOTI EDUCATIONAL AND SOCIAL WELFARE TRUST  
Recognised by NCTE (ERC) Govt. Of India, Under MMHAP University, Patna

Ref.

Date.....

## Code of Conduct for Teaching Staff

- ✓ Treat your colleagues with courtesy and professional equals regardless of their status. Every teacher shall discharge his/her duty efficiently and diligently to match with academic standards and performance norms laid by college management.
- ✓ Do not smoke, drink or eat during Teachers must report on duty on time as per working hours prescribed.
- ✓ Teachers should exercise integrity in their professional conduct and responsibility.
- ✓ Acknowledge and respect the uniqueness, individuality and specific needs of pupils and promote their holistic development.
- ✓ Keep all records accurate and up to date.
- ✓ Demonstrate patriotism and appreciation of freedom with responsibility.
- ✓ Deal justly with each student and work towards developing good human relations.
- ✓ Every teacher shall conduct himself/herself with dignity and decorum in his/her dealings with superiors, colleagues and students.
- ✓ No teacher shall absent himself/herself from duty at any time without permission of higher ups.
- ✓ No teacher shall accept any honorary or other assignment given to him/ her by any external agency without prior permission of college management.
- ✓ No teacher shall incite or provoke any student or staff member, into any form of action which disrupts academics activities of college.
- ✓ Teachers should attend the college properly dressed.
- ✓ Teachers are barred from using cell phones while taking classes.



Academic Office : Murgichak, Mohammadpur, Janipur, Patna, Mob:- 9931609744, 9931609744  
Administrative Office : Apurva Radha Complex, 3rd Floor, Office No. 303, Patna  
Ph./Fax.0612-2541666, Mob.; 9931609744  
Web:-www.nbccolleges.com, Mail id :- nbcohepatna@gmail.com

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## Code of Conduct for Students

- ✓ Parking of vehicles in no parking zones or in area earmarked for other persons is not allowed.
- ✓ Dress up in a manner that is appropriate for academic environment.
- ✓ Interact with all members of college community with politeness and courtesy.
- ✓ Respect differences in relation to gender, race, nationality, disability and religion.
- ✓ User facilities like books, equipments and resources provided to assist you in a careful and responsible manner.
- ✓ Carry your College ID at all times when on campus.
- ✓ Switch off your mobile phone in class.
- ✓ Don't bring outsiders inside the college campus. If you are aware of any unauthorized visitors you must report this to members of staff.
- ✓ Avoid disposing litter inappropriately in college campus.
- ✓ Don't be in possession of any bladed article or offensive weapon or firearms.
- ✓ Don't be in possession of drugs, alcoholic beverages or intoxicants.
- ✓ Gambling and smoking is prohibited inside college campus.
- ✓ Don't engage in any violent or threatening behavior. Avoid intimidation, verbal slurs, insults or taunts, ridicule which may disrupt educational environment.
- ✓ Don't behave in such a manner within or outside the college that may bring disrepute to college.
- ✓ Maintain academic integrity by not cheating or using unfair means during exams.
- ✓ Fire crackers and explosives are prohibited on campus.
- ✓ Ragging is strictly prohibited.
- ✓ The college prohibits all forms of sexual harassment, sexual assault indecent exposure, stalking or any other gender based conduct.
- ✓ The students should not degrade, corrupt or damage college computer equipments.



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## Code of Conduct for Non-Teaching Staff

- ✓ Loyalty to college by being punctual and reliable in all duties.
- ✓ Maintain integrity by being honest in words and action.
- ✓ Treat students with care and kindness.
- ✓ Be supportive and cooperate with staff members.
- ✓ Refrain from passing any information pertaining to college to any individual or agency.
- ✓ Wear uniform provided by management.
- ✓ Exercise self discipline and restrain at all times and deal politely with staff, students and general public.
- ✓ Must not remain absent from duty without official approval.
- ✓ Avoid unethical practices and not to do anything that will tarnish the image of college.
- ✓ Notify to the principal immediately if there is reasonable cause to suspect that student is likely to be harmed.
- ✓ Practice alcohol and drug free lifestyle.
- ✓ Non teaching staff working in laboratory and library should maintain stock register.

