



J.D. National B.Ed. College

Vill.- Janum, P.O. - Angara, Ranchi - 835103

Recognised by NCTE, ERC - Bhubaneshwar | Affiliated to Ranchi University, Ranchi

Ref No.

Date

Code of Conduct and Ethics

Code of Conduct for Teachers towards their profession:

A Teacher should:

- Arrive at and leave the college at the stipulated time every day.
- Conduct classes according to the timetable.
- Not be absent from duty without proper leave sanction except in cases of emergency.
- Implement legitimate academic and administrative decisions made by the college authorities within their sphere of responsibility.
- Cooperate with the authorities for the betterment of the college, considering the interests and dignity of the profession.
- Provide prior notice for any leave.
- Honestly assess each student's performance and examination results.
- Exercise reasonable care in the use of college property such as computers, library books, LCD projectors, tables and chairs, laboratory equipment, attendance registers, etc.
- Teach in accordance with the approved syllabus.
- Assist students in developing awareness and understanding of their rights and respect for the rights of others.
- Treat non-teaching staff as colleagues and equal partners.
- Adhere to the conditions of the contract.
- Empower learners to develop self-esteem and academic excellence.
- Prepare lessons early to promote a safe and conducive learning environment.
- Refrain from engaging in unempirical publications detrimental to the college's reputation and progress.
- Not discriminate against students on political, racial, religious, caste, linguistic, or gender grounds, nor incite students or colleagues against each other.
- Give and expect due notice before making any changes in position.



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- Promote a safe and conducive learning environment.
- Maintain appropriate attire and presentation.
- Maintain accountability and transparency at all levels.
- Pursue continuous professional growth through study, seminars, faculty development programs, workshops, and research.
- Avoid engaging in any form of malpractice.
- Serve as good role models in dedication and honesty.
- Cooperate in educational responsibilities such as assisting in admission applications, advising and counseling students, and assisting in university and college examinations.
- Acknowledge students' strengths and weaknesses.
- Appreciate students' efforts and performances.
- Foster an atmosphere of trust among learners.

Code of Conduct for Students:

- Throughout the course, students will not enroll in any other regular course at another College/Institution/University.
- Students must wear the full uniform daily and carry and display their college-issued identity card. Failure to do so may result in action as per rules and regulations.
- Students must request leave by writing an application to the principal.
- Students are not allowed to leave the classroom during lectures without the teacher's permission.
- Cell phone use is prohibited in the classroom.
- Students must maintain discipline, integrity, and dignity on the college campus and behave appropriately with faculty, staff, and other students.
- Use of unfair means during examinations is prohibited.
- Students are responsible for maintaining the cleanliness and greenery of the college campus.



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- Students must refrain from engaging in illegal, unlawful, or criminal activities, ragging, malpractice, misconduct, fraud, or any form of addiction on the college premises.
- Students must park their vehicles in designated parking areas.
- Students must check the college WhatsApp group daily for important notices.
- At admission, each student must sign a statement accepting this code and undertake to attend regularly and complete their studies in the college. Attendance must comply with University/NCTE guidelines.
- Students must abide by college rules and circulars, and the college may take action against any defaults, including admission cancellation and entry prohibition to college facilities.

Code of Conduct for Administration:

- Administrators should provide effective academic and administrative leadership to the institution.
- Administrators should respect the rights of colleagues and students while performing their duties.
- Administrators should strictly adhere to strategies for fund mobilization and optimal utilization.
- Encourage students, staff, and non-teaching staff to develop as active, responsible, and efficient individuals.
- Maintain financial transparency and accountability.
- Take responsible action to protect students and staff from conditions harmful to health and safety.
- Promote teamwork, respecting professional capacity and interests, and offering advice and assistance.
- Maintain an educational ambiance.
- Provide CCTV for student and teacher safeguarding.
- Perform duties in a non-discriminatory manner.



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- Make utmost efforts to develop the institution in a versatile manner.
- Prioritize the interests of the institute over personal interests.

General Code of Conduct for other Staff:

- Maintain independence and impartiality in official duties.
- Uphold absolute integrity at all times.
- Maintain political neutrality.
- Avoid consuming intoxicating drinks and drugs in the office, public places, or at home.
- Demonstrate absolute devotion to duty at all times.
- Maintain a responsible and decent standard of conduct in private life.
- Refrain from expressing views prejudicial to the interest of the nation, sovereignty and integrity of India, public order, and morality.
- Must not be absent without sanctioned leave.