



**N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN**  
**(AUTONOMOUS)**  
CHENNAI – 600 005

# **CODE OF CONDUCT**



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## **Our Vision**

We envision building our College as a frontline Institution to act as a catalyst in providing Academic and Research Excellence in Teacher Education and School Education under the inclusive setup, thereby contributing towards human resource development to meet the evolutionary and dynamic challenges in Education by scrupulously transforming students to Global Educators.

## **Our Mission**

**Our Mission is to prepare professionally competent and reflective Educators by**

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- Providing competency based pre-service Teacher Education through value based holistic teaching and learning by integrating technology into traditional and innovative practices;
- Inculcating basic values of teaching and research, namely, dignity, integrity, fairness, responsibility, commitment, freedom and teamwork;
- Developing cognitively enriched, effectively trained, morally upright, socially committed and spiritually inspired students;
- Nurturing critical thinking, effective communication, creativity and cultural awareness; and
- Instilling a strong belief in the core values of gender equality, human rights and ecology in order to make them socially responsible citizens.

## **Value Framework**

The value framework serves the following six-fold purposes:

- Increasing the quest for knowledge and excellence among students;
- Facilitating effective learning environment to enhance competencies of students;
- Providing new dimensions and perspective to teaching and learning;
- Contributing to the growth and development of India with realistic optimism;
- Indoctrinating Indian value system among students through Education for the development of an integrated and socially responsible personality; and
- Inculcation of knowledge on par with the rest of the world.

## **Programmes Offered**

- **Bachelor of Education (B.Ed.) General**

Duration - 2 years (Intake - 200 students)

- **Bachelor of Education (B.Ed.) Special Education (Visual Impairment-Generalist)**

Duration - 2 years (Intake - 30 students)

- **Master of Education (M.Ed.)**

Duration - 2 years (Intake - 50 students)

- **Master of Philosophy in Education (M.Phil.)**

Full Time - 1 year (Intake - 20 students)

Part Time - 2 years (Intake - 20 students)

- **Doctor of Philosophy in Education (Ph.D.)**

Full Time - 2 years (with M.Phil. Education)

Full Time - 3 years (without M.Phil. Education)

## Code of Conduct for Students

1. All students are expected to maintain the highest standards of discipline at all times in the College campus.
2. Every student must register her Biometric Attendance on arrival and departure.
3. Students are expected to attend classes regularly and strictly comply with the Attendance Norms.
4. Students can avail leave only with the consent of their parents and the permission of their Tutor / Pedagogy faculty.
5. No student will be allowed to leave the classroom without prior permission from the concerned faculty.
6. All students must wear their ID Cards and in case of loss of the same, should inform the College authorities immediately.
7. Students need to observe a modest dress code and maintain the decorum of the College.
8. Students must avoid using offensive and impolite language.
9. Students are expected to maintain a cordial and congenial relationship with all in the College.
10. Faculty and Higher Authorities should be greeted appropriately and with reverence.
11. Students are expected to participate in all academic, academic related and extension programmes organized by the College.
12. Students shall take note of the Examination schedule as mentioned in the Academic Calendar and conform to them.
13. Students must make due note of the circulars displayed in the notice boards.
14. Students are expected to visit the College website <http://nktnce.ac.in/> on a regular basis for updates.
15. Students should submit their assignments and projects within the stipulated time.
16. Students are expected to utilize their free time profitably and should not be found loitering anywhere in the College campus, during the working hours.
17. Students must refrain from engaging in malpractices during Examinations. If found guilty, they will be barred from appearing for future examinations.

18. Students should pay their fees on time.
19. Ragging of any kind is punishable and will be strictly dealt with.
20. Use of mobile phones while in classrooms is strictly prohibited.
21. Students must avoid carrying valuables to College. The College will not take responsibility for property lost.
22. Students are expected to keep the College campus clean and green.
23. Students should take utmost care in safeguarding College property. Damage of any sort will be considered as a breach of discipline and severely dealt with.
24. Food and beverages are not permitted inside the classrooms and laboratories and must be taken in the lunch room only.
25. Students are allowed to bring their vehicles only up to the designated parking area of the College. Entry beyond this point is strictly prohibited.
26. No student shall collect any money or contribution in cash or kind for any activity without prior permission from the Head of the Institution.
27. Severe disciplinary action will be taken against those, who in any way, disturb the decorum of the College.
28. Prior permission should be obtained from the Head of the Institution, in order to be a part of any activity pertaining to intercollegiate competitions, social media or press.
29. The Institution prohibits political activities of any kind in the College campus and forbids students from conducting and attending political meetings under the College banner.
30. The Head of the Institution is the ultimate disciplinary authority in the College.

## **Code of Conduct for Student-Teachers during School Internship**

1. Each Student-teacher shall be subject to the disciplinary regulations of the School where she is undergoing her Internship.
2. Student-teachers are expected to greet the Principal and other faculty members with reverence within and outside the School premises.
3. Student-teachers should conduct themselves in an ethical manner.
4. Student-teachers should function as their mentor guides them.
5. Student-teacher must dress modestly and maintain the decorum of the school.

6. Student-teachers must be adequately prepared with their subject content.
7. Student-teachers must handle classes in a professional manner.
8. Every Student-teacher shall volunteer to participate in all activities of the school.

## **Code of Conduct for Teaching Faculty Members**

1. Every Teacher shall discharge her/his duties diligently and keep up to the academic standards and performance norms laid down by the College Management and the statutory bodies in Higher Education.
2. Every Teacher shall update herself/himself professionally for the effective discharge of duties assigned to her/him.
3. Every Teacher shall conduct herself/himself with absolute dignity and decorum in dealing with her/his superiors, colleagues and students.
4. No Teacher shall accept any token or other assignment given to her/him by any external agency without the prior permission of the College Management.
5. No Teacher shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
6. No Teacher shall participate in any strike or demonstration against the College Management or the Government for any reason whatsoever.
7. No Teacher shall act in any manner that violates the norms of decency or morality in her/his conduct or behavior inside and outside the College Campus.
8. No Teacher shall incite, provoke or instigate any students or any other member of the faculty into any form of action against the College Management.
9. No Teacher shall by deed, degrade, harass or insult any other person for any reason whatsoever, or act in a manner unbecoming of the teaching profession.
10. Every Teacher, should at all times, strive for academic excellence in the discharge of her/his duties and conduct herself/himself in a manner for all to emulate.
11. The College Management may, at its sole discretion, provide an opportunity to the faculty member for presenting her/his case through a personal hearing before taking a final decision. The decision of the College Management will be

deemed final and binding and will not be subject to any appeal to any individual or forum.

## **Code of Conduct for the Employees in the College**

1. Every Staff employed in the College shall discharge her/his duties efficiently and diligently and shall conform to the rules and regulations of the College.
2. No Staff employed in the College shall absent herself/himself from her/his duties without prior permission from her/his authorities. In the event of a medical emergency, however, a medical certificate to the satisfaction of the College authorities shall be produced within a week of taking leave.
3. No Staff employed in the College shall engage directly or indirectly in any trade or business. In the case of remunerative work, specific sanction of the College authorities, in writing, shall be obtained.
4. No Staff employed in the College shall send any application for employment to any other agency, except through the Secretary of the College.
5. The relieving order of the Staff shall be open to the College Committee and they can decide on the same.
6. When a Staff employed in the College, seeks to accept honorary work without detriment to her/his duties, prior permission of the Secretary, in writing, should be obtained.
7. A Staff employed in the College, when involved in criminal proceedings, should inform the committee of such proceedings.
8. No Staff employed in the College, shall engage herself/himself in any political activity. She/He shall not associate with any political party or any organization which takes part in politics or subscribe to, or assist in any other manner, any political movement.
9. No Staff employed in the College shall contest or participate in or canvas for any candidate in any election.
10. No Staff employed in the College shall bring or attempt to bring any political or other influence on her/his superior authority in respect of her/his individual service interests.
11. No Staff employed in the College shall engage herself/himself, nor participate in any activity which is anti-secular or prejudicial to the Sovereignty and Integrity of India, or that which involves contempt of court, defamation or incitement to an offence.



12. No Staff employed in the College shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrespect to the Government.