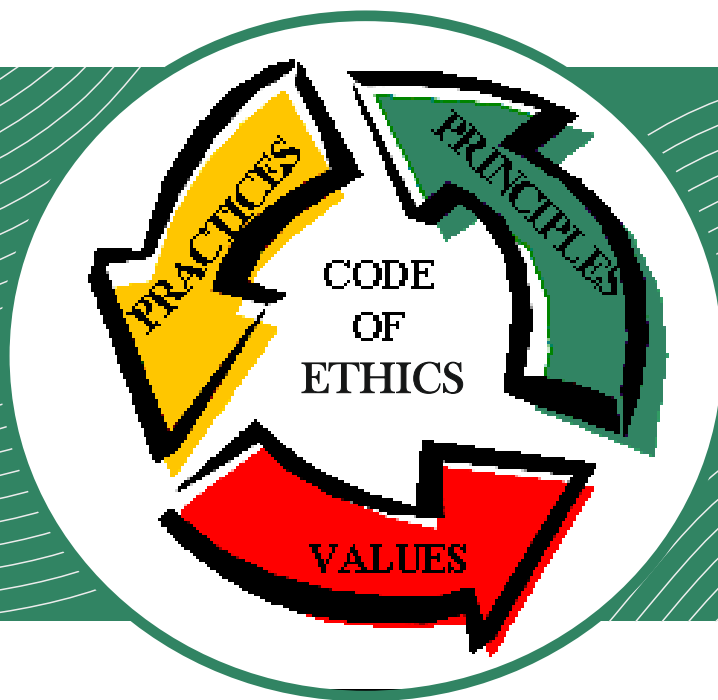


CODE OF ETHICS POLICY



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

MIER COLLEGE OF EDUCATION

Autonomous

**Recognised by the Govt. of J&K and
Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade**

CODE OF ETHICS POLICY



B.C Road, Jammu Ph. 2546078, 2565098 Email: principal@miercollege.in
Website: www.miercollege.in



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Code of Conduct for Students

The following code of conduct has been established to help students in the college to show courteous behaviour and social etiquette besides adhering to the norms and standards laid down from time to time.

1. During the training period in College, the students are expected to evince a high sense of discipline and good behaviour worthy of a reputed co-educational training institution.
2. Students are expected to follow the timings, schedule of activities and calendar framed for the college and take part in curricular and co-curricular activities as per instructions of their teachers and authorities.
3. Students in the college have to wear uniform compulsorily on specified days, functions and during the days when Teaching Practice is on. Clothing and personal appearance should be neat, pleasant, and appropriate.
4. All students are expected to perform some duties/activities in College/ Institutional functions like NSS and other socially useful productive work. Refusal to participate in these activities and unwillingness to come for rehearsals etc. before and after College time or during holidays etc. shall be dealt with strictly.
5. Students will not leave the College during college hours without due permission. No student will be allowed to meet visitors/outside during the college hours.
6. A student is required to appear in all the internal assessment tests. Failure to appear in these exams or miss them will lead to disciplinary action against the students.
7. For eligibility to sit in the final examination, at least 80% in theory and 90% attendance in practical is required in each paper.
8. Students are expected to follow instructions as are notified from time to time. The Head of the Institution can impose fine, suspend a student and in serious cases, even rusticate or expel him/her from the College. The Head of the Institution is the final authority in all such cases. Strict disciplinary action shall be taken against students who remain habitually absent or irregular or who do not appear in the examinations/tests conducted by the College from time to time. A student remaining on unauthorised absence shall be liable to be struck off the rolls.

9. Candidates will have to give a written undertaking that in case of their selection in the MIER College, they would not proceed on unauthorised maternity leave or leave preparatory to marriage/engagement or interviews. Any leave on above counts shall, therefore, tantamount to cancellation of admission to the course.
10. No student of the College shall appear in any examination of any University/ Institution as long as he/she is undergoing training.
11. No student of the College shall accept or retain full time or part time job during the period of his/her training in this institution.
12. The students shall not take part in any political activity, nor shall they indulge in any subversive and anti-social activity.
13. The students shall adhere to the rules and regulations related to the use of ICT and inappropriate use of Internet.
14. Lodging complaints for redressal of any grievance by students with persons other than the designated college authorities is strictly prohibited. Students who flout this and / or incite others for strikes etc. or adopt means to publicize the issue at different levels and without the prior permission of the Principal will invite disciplinary action against them which may include fine, suspension or even rustication after a summary enquiry by the college authorities.
15. Ragging is strictly prohibited. It is a cognizable offence and could culminate in punishment such as fine, expulsion or even rustication and jail after a summary enquiry. A ragging committee, as per UGC norms, is constituted to monitor the menace.
16. The Committee against Sexual Harassment (CASH), as per UGC norms, is formulated in the college as an instrument for addressing issues/grievances/cases of sexual harassment and recommending their redressal.
17. Students availing of hostel facilities are required to follow hostel regulations framed by the college.
18. Candidates applying for withdrawal of admission up to one day prior to the close of admission shall be entitled for refund of fee deposited after making deduction of Rs.1000/- or as prescribed by the competent authority from time to time. No claim for refund of admission shall be entertained after the commencement of the class-work except the refundable (if any).



Principal



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Code of Conduct for Faculty

Having adopted the teaching profession, the faculty is expected to achieve the highest level of academic excellence and ensure multifaceted development of the students. They are obligated to conduct themselves according to the ideals of the profession and be role models for the students and the community at large.

Behaviour and Etiquettes:

1. Teachers are expected to treat all students alike without being partial to anyone irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
2. Teachers are required to establish a relationship of trust with parents/guardians in the interest of all round development of students.
3. Teachers shall desist from doing anything which is derogatory to the respect of the student or his/her parents/guardians.
4. Teachers are required to develop values like punctuality, regularity and discipline to raise the standard of teaching effectiveness.
5. Teachers must promote good and courteous behaviour both in and outside the classrooms, in accordance with the college's policy on ethics.
6. Teachers must refrain from making derogatory statements about students and colleagues, especially in the presence of students, other teachers, officials or parents and should respect the professional standing and opinions of his/her colleagues and management.
7. Teachers shall not use mobile phones for attending or making calls inside the classroom. They can use it only for teaching/learning purposes.

Professional Ethics:

8. They must facilitate students' all round development.
9. Teachers need to adapt their teaching to the individual needs of students.
10. Teachers shall maintain the confidentiality of the information concerning students and dispense such information only to those who are legitimately entitled to it.

11. Teachers are expected to refrain from subjecting any student to fear, trauma, anxiety and physical punishment, mental and emotional harassment.
12. Teachers are expected to inculcate values like communal harmony, religious tolerance, universal brotherhood, environmental protection, dignity of labour, democratic values, social service, human rights, equality, scientific temper, life skills and above all responsible citizenship among the students.
13. Teachers shall refrain from accepting any gift or favour that might appear to influence professional decisions or actions.
14. Teachers must prepare the course/teaching plan with detailed break-up of the syllabus to disseminate the knowledge and understanding among students.
15. Teachers are required to adopt multiple mode approach to teaching-learning including experiential learning, participative learning, problem solving methodologies, online mode, etc. for enhancing student learning.
16. Teachers are required to follow a dress code that reflects professional attitude; establishes authority and maintains a level of respect in the classroom.
17. Teachers are required to actively participate in extension, co-curricular, extra-curricular and community service activities.
18. Teachers are expected to cooperate and help in planning, implementing and monitoring of various academic and administrative functions of the college.
19. Teachers are expected to have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
20. Teachers shall put-forth efforts to keep themselves updated professionally by undertaking professional development initiatives on a periodic basis and continue to add to their knowledge.



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Code of Conduct for Non-Teaching and Administrative Staff

The non-teaching and administrative staff, being supporting staff of the College, provide assistance in the smooth and efficient functioning of the college. They are expected to adhere to the following code of conduct while discharging their day-to-day duties:

Behaviour and Etiquettes

1. They are expected to treat all students alike without being partial to anyone irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
2. They should treat co-workers and the teaching faculty with respect and civility.
3. They should deal with the parents and guardians of the wards with utmost respect and politeness when they approach the administration for any issue that concerns their wards.

Professional Ethics:

4. Through the tasks allocated to them, they should aim to maintain the College's academic culture.
5. They must not sub-delegate the responsibilities assigned to them without prior approval of the Principal or Management of the college.
6. They are not allowed to leave the College campus during working hours without prior permission of the Principal.
7. They should get permission from the Principal and inform about the leave to their immediate superiors about the proper functioning of the offices.
8. They should perform all professional tasks diligently.
9. They are expected to adhere to the rules and regulations of the College.
10. While performing their official tasks and duties, they are expected to uphold honesty, dignity, discipline, fairness, justice, ethical and moral righteousness.
11. As the custodians of the files and documents entrusted to their department, they should safeguard the secrecy and confidentiality of the records kept in their offices.
12. Ethical and moral righteousness is expected from all staff members.
13. They shall put forth efforts to keep themselves updated professionally by undertaking professional development initiatives on a periodic basis and continue to add to their

Principal

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