



CODE OF CONDUCT

2019-2020


Principal

Dr. Zakir Hussain College of Education
Khuldabad, Dist. Aurangabad





Everest Educational Society's
**Dr. Zakir Hussain College
of Education, Khuldaabad**

**Policy Documents for
constitutional obligations
2019-20**


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-:Vision:-

The vision of the college encompasses making quality education available to all the sections of the society, imbining in the students the community spirit, the sense of secularism and democratic and institutional responsibility, inculcating in the students the values enshrined in the constitution of India so that they get enabled and well equipped to serve the humanity with the best of their abilities.

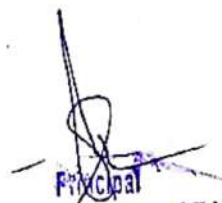
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-:Mission:-

- To provide the best possible academic environment the students.
- To provide the students with the best of ICT enabled learning facilities.
- To make the students professionally employable with the world class skills.
- To help them discover their latent talents and develop them.
- To undertake quality research work, consultancy and community work.
- To prepare the students to be able to live with other people with diverse socio-cultural backgrounds peacefully.


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Broad Objectives of the College:

- i. **Access to Quality Education:** The primary objective is to provide accessible and quality higher education to the youth located nearby the college who might not otherwise have the means to pursue it. This includes offering diverse academic programs that cater to various interests and skills, enabling students to access education that aligns with their aspirations.
- ii. **Multidisciplinary Approach:** The curriculum is designed by affiliating university to break down traditional disciplinary boundaries and promote interdisciplinary learning. This approach equips students with a broader perspective, enabling them to tackle real-world challenges that often require collaboration and multifaceted thinking.
- iii. **Skill Development:** The College aims to go beyond theoretical knowledge and focus on practical skills that are relevant to the local job market and the broader economy. By offering vocational training, internships, and hands-on learning experiences, the college helps students become job-ready and contribute meaningfully to their communities.
- iv. **Empowerment of Marginalized Groups:** The College aims to uplift marginalized communities, including women, by providing them with education and skills that enhance their prospects and enable them to play more active roles in society.
- v. **Entrepreneurship and Innovation:** The College fosters an entrepreneurial spirit by promoting innovation and creativity among students. Through incubation centers, workshops, and mentorship programs, it encourages students to identify and address local challenges while nurturing the growth of small businesses.
- vi. **Cultural Preservation:** The College celebrates local culture and traditions, promoting a sense of identity and pride among students. By integrating



cultural studies and activities into the curriculum, the institution helps preserve and promote the unique heritage of the region.


- vii. **Community Engagement:** The College is deeply connected to the local community. It organizes outreach programs, workshops, and seminars that address community needs and challenges by involving students and faculty in community development projects, the college becomes a hub for positive change.
- viii. **Environmental Consciousness:** Rural areas often have a close relationship with the environment. The college leads in promoting environmental awareness, sustainability practices, and research that addresses local environmental issues.
- ix. **Research and Innovation:** The College encourages research that addresses regional challenges, contributing to solutions that have a direct impact on the community. By promoting research, it creates a culture of inquiry and critical thinking among students and faculty.
- x. **Leadership and Civic Responsibility:** The College aims to produce graduates who are not just knowledgeable but also responsible citizens and leaders. Through leadership development programs, ethics education, and community service initiatives, students are prepared to contribute positively to society.


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CORE VALUES OF NMS
"ACTION—NMS"


- A -Adopting Teaching Learning Process with New Trends.*
- C -Collaboration with other Educational Institutions, Industries and Social Organizations.*
- T -To Produce Learned People.*
- I -Innovation Spirit Development amongst Students.*
- O -Opening the Door of Career Opportunities for the students and Neighborhood Locality.*
- N -Nurture Integrity, Creativity and Academic Freedom.*
- N -Nurturing HUMAN Values amongst Students.*
- M-Making Sure of Overall Development of Students.*
- S-Strengthen the Students in Technological Skills and Up-gradations.*


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CODE OF CONDUCT FOR THE PRINCIPAL


1. Principal should conduct the meetings of the committees duly constituted by him for the development of the college.
2. Coordination and motivation to the faculty as an administrative and authorities may be the mandatory role of Principal.
3. Principal shall also ensure quality assurance and he/she should be assisted by the Coordinator, IQAC.
4. The Principal should promote industry-institute interface for the better employability of students.
5. Principal should involve faculty members at different levels for various institutional activities.
6. Principal should closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty-in-charges.
7. Responsibility to observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
8. Principal should hold meetings of Heads of Departments to analysis the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
9. Efforts to appearance after global well-being of staffs and students.


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CODE OF CONDUCT FOR TEACHERS

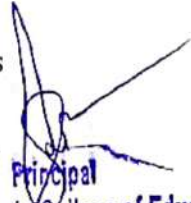
1. Teachers should handle the subjects assigned by the HOD and complete the syllabus in proper manner as well as produce good results.
2. Mentor-Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them.
3. Assignment topics for each course must be given in time to the students.
4. Teachers must be good counselors and facilitators and have responsibility to guide, encourage and assist the students.
5. Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time-to-time.
7. Teachers are expected to be present in the college campus at least 10 minutes before the college beginning time.
8. Teachers should remain in the college campus as per the guidelines of UGC.
9. Teachers should sign the attendance register while reporting for duty.


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CODE OF CONDUCT FOR NON-TEACHING

1. Non-Teaching staff working in the college, office or departments should report for duty at least 30 minutes in advance.
2. Non-Teaching staff remain on Duty during the College hours.
3. Non-Teaching staff should wear the Uniform provided by the Management.
4. Non-Teaching staff always wear their identity cards during working hours.
5. Non-Teaching staff assigned to Laboratories should keep the Labs clean.
6. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
7. Non-Teaching staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
8. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the college accounts Staff, for deposit in the college account.
9. Non-Teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
10. Non-Teaching staff shall not leave the college campus without permission before the prescribed time.


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CODE OF CONDUCT FOR STUDENTS

1. A student should carry his/her identity card while in the campus and produce it wherever he is asked to by any teaching or non-teaching staff member of the college.
2. A student must be present in the class at least 75 percent of the college instructional days.
3. Any misuse, damage or loss of college property by a student shall be considered a serious offence and it will stand a legal punishment.
4. Any indecent behavior by male students towards female students is a serious offence and shall be dealt with legal action.
5. Any indecent and rash behavior towards college staff members shall be considered a punishable offence.
6. It is obligatory on the part of every student to abide by the rules and regulation made time-to-time.
7. A student should place his/her difficulties, complaints and demands through the prescribed channel and manner.
8. A student must never provide any wrong information to the college. Any such attempt shall be legally persecuted.
9. Disrupting normal functioning of the college by any sort of fund raising or social, political demonstrations on the campus will be dealt with legal action.
10. Ragging is a serious crime on the college campus and it shall be legally dealt as per government rules and regulations.

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