



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

KEY INDICATOR

7.1 INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

METRIC: 7.1.9

The Institution has a Prescribed Code of Conduct for Students, Teachers, Administrators and Other Staff

Additional Information

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala

D.D. JSETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE
VENGOLA, PER



Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

National College for Teacher Education, Vengola has a prescribed Code of Conduct for students, teachers, administrators and other staff displayed in the website. The following Policies were framed and they serve as guidelines for ensuring a conducive atmosphere for teaching and learning in the campus

- a) Discipline Policy
- b) Anti-Ragging Policy
- c) Technology Usage Policy

Dr. N. SETHU MADHAVAN
PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR





National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

CODE OF CONDUCT FOR STUDENTS

This Code of Conduct outlines the behaviour expected of all students, promoting a respectful, positive and inclusive campus environment

Campus Access: Students should arrive on campus by 8:30 AM and leave by 5:00 PM on working days. All entry and exit points will be closed at 5:00 PM. To access campus outside these hours or during holidays, students must obtain special permission from the principal.

1. ADHERE TO ACADEMIC INTEGRITY

- Complete and submit all assignments and projects independently and on time, unless collaboration is explicitly permitted when necessary.
- Adhere to the highest standards of academic honesty. - Cite all sources accurately and appropriately in academic work.
- Avoid plagiarism, cheating and any other forms of academic dishonesty.
- Take all exams independently and within the allotted time, without using unauthorised assistance or resources.

2. ATTENDANCE AND STUDENT ENGAGEMENT

- Attend all scheduled lectures, tutorials, practical and extracurricular activities.
- Notify instructors in advance if you will be absent and provide appropriate documentation if the absence is due to illness or an emergency.
- Ensure that your attendance meets the requirements set by Mahatma Gandhi University.

- Failure to comply with these requirements may lead to the application of condonation rules.

3. RULES FOR LEAVE TAKING

- Submit a written leave request to the principal at least one week before your intended leave.

DR. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY,
VENGOLA, PERUMBAVOOR - 683 556



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

- If you are ill, provide a leave application with a medical certificate within one week of your return.
- Ensure the application is signed by a parent and countersigned by the relevant teachers.

4. CONDUCT INSIDE THE CLASSROOM

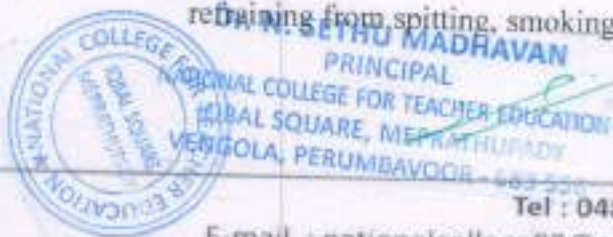
- Keep mobile phones switched off or on silent mode during lectures and practical to maintain a focused learning environment.
- Ensure you do not disrupt the class or distract other students.
- Actively participate in class activities and contribute positively to the learning experience. Follow the instructor's guidelines and respect classroom rules to foster a productive and respectful atmosphere.

5. CONDUCT WITHIN THE CAMPUS

- Treat all students, faculty and staff with respect and consideration, regardless of their background, beliefs or opinions.
- Avoid disruptive behaviour, harassment and any form of discrimination. Report any incidents of harassment or discrimination to the appropriate authority promptly.
- Refrain from engaging in inappropriate or illegal activities on or off campus that could negatively impact the institution's reputation.
- Contribute positively to the campus environment by being courteous and supportive of others.

6. INSTITUTIONAL POLICIES

- Institutional rules, policies and procedures are designed to ensure the welfare and success of both students and the institution. Abide by these guidelines to foster a positive and effective learning environment.
- Adhere to any additional policies specific to the teacher education program to maintain a supportive and productive academic experience.
- Maintain campus cleanliness by properly disposing of waste, avoiding littering, and refraining from spitting, smoking, or leaving paper on the grounds.



Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

7. UTILISATION OF COLLEGE PROPERTY/AMENITIES

- Use college property and facilities responsibly and solely for their intended purposes, in line with the institution's green policy.
- Report any damage or issues with college property to the appropriate personnel promptly.
- For grievances, use the internal Grievance Redressal mechanism to ensure issues are addressed promptly and effectively.

8. RAGGING AND HARASSMENT

- Maintain a zero-tolerance approach towards ragging, bullying and any form of harassment.
- Immediately report any incidents of ragging or harassment to college authorities to ensure a safe and respectful environment for all.

9. SAFE LEARNING ENVIRONMENT

- Ensure that every student enjoys a safe and supportive learning environment.
- Promote fairness and equal opportunities across all academic and extracurricular activities.
- The use of alcohol, tobacco, narcotics and other intoxicants is strictly prohibited within the campus.
- Unauthorized gatherings and indecent behaviour are not allowed on campus. - The possession or use of dangerous items, such as weapons or explosives, is strictly prohibited.

10. DISCIPLINARY ACTION

- Violations of this Code of Conduct may lead to disciplinary actions including warnings, probation, restitution, suspension or expulsion, based on the severity and frequency of the infractions.
- Disciplinary measures aim to uphold the integrity of our community and ensure a positive environment for all.

11. DRESS CODE

- Ensure your ID card is worn at all times while on campus.



O. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY,
VENGOLA, PERUMBAVOOR, ERNAKULAM - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

- To foster a respectful and focused learning environment, students must adhere to a proper dress code.
- Clothing should be neat, clean, and suitable for an academic setting.
- Avoid wearing clothing with offensive or inappropriate graphics or slogans

12. AMENDMENTS

- The college reserves the right to amend these regulations as necessary. Students will be notified of any changes in advance.
- Students are expected to uphold these standards as a reflection of their commitment to personal growth and academic excellence.

Dr. N. SETHU MADHAVAN
PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556





National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

CODE OF CONDUCT FOR TEACHERS

This Code of Conduct outlines the professional behaviour expected from all faculty members. It aims to create a respectful, inclusive and productive academic environment. Adherence to this Code is crucial for maintaining the institution's integrity and reputation.

1. Uphold Academic Integrity: Maintain the highest standards of honesty and integrity in teaching, research and service.
2. Demonstrate Professionalism: Exhibit ethical behaviour both on and off campus.
3. Enhance Student Success: Foster a supportive and inclusive classroom atmosphere focused on student learning and development.
4. Collaborate Respectfully: Show respect towards colleagues and work together to strengthen the academic community.
5. Follow Institutional Guidelines: Adhere to all institutional policies, procedures and guidelines.
6. Commit to Professional Growth: Engage in continuous professional development to enhance teaching and research skills.
7. Protect Privacy: Safeguard the confidentiality of students, colleagues and institutional data. Disclose confidential information only with proper authorisation.
8. Promote Academic Excellence: Set high standards for coursework, assessments and scholarly activities to encourage a culture of excellence.
9. Conduct Research Ethically: Ensure research activities are ethical, including proper citation of sources, avoiding plagiarism and securing approvals for research involving human subjects.
10. Utilise Technology Responsibly: Use technology and digital tools to enhance teaching and learning, while ensuring security and preventing misuse.
11. Engage Students Actively: Develop strategies to involve students in their learning process and support their academic and personal growth.
12. Provide Constructive Feedback: Offer timely, specific and constructive feedback to aid student learning and development.



DR. K. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY, VENKOLA, PERUMBAVOOR, ERNAKULAM - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

13. Set a Positive Example: Demonstrate behaviours and attitudes that reflect well on both students and colleagues
14. Use Resources Wisely: Handle institutional resources, including time, equipment and materials, responsibly and for their intended educational purposes.
15. Address Conflicts Professionally: Resolve conflicts or grievances through appropriate institutional channels, maintaining professionalism and respect.
16. Support Institutional Goals: Engage with and contribute to institutional initiatives and strategic goals, aligning with the college's mission and vision.
17. Exercise Academic Freedom: Utilize academic freedom within institutional policies while respecting fair treatment and due process.
18. Prepare Thoroughly: Develop lesson plans and teaching materials well before classes begin and adhere to schedules for activities and events.
19. Promote Inclusivity and Diversity: Actively support and promote an inclusive and diverse learning environment, respecting and valuing differences among students, colleagues and staff.
20. Pursue Continuous Learning: Engage in ongoing study and research to support professional growth and actively participate in professional development opportunities.
21. Commit to Transparency: Be transparent in academic and administrative processes, providing clear and honest communication with students, colleagues and the institution.
22. Respect Opinions: Acknowledge and respect students' rights to express their opinions, fostering a scientific outlook and promoting democratic values.
23. Avoid Discrimination: Ensure interactions are free from unlawful discrimination based on gender, sexuality, age or marital status.

Disciplinary Actions: Violations of this Code may lead to disciplinary measures such as warnings, probation, restitution, suspension, or termination of employment. Adhering to this Code helps maintain a positive and thriving academic community and serves as a guide for professional behaviour and ethical conduct.



Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

This Code of Conduct outlines the professional standards expected of all administrative staff. It aims to foster a respectful, efficient and ethical work environment that supports the institution's mission and goals.

1. Uphold Professionalism and Integrity: Conduct oneself in a professional and ethical manner, maintaining the institution's reputation.
2. Perform Duties Efficiently: Execute job responsibilities with accuracy, commitment to quality and efficiency.
3. Maintain Confidentiality: Safeguard sensitive information and institutional data with the utmost confidentiality.
4. Provide Excellent Support: Offer exceptional support to students, faculty, staff, stakeholders and visitors.
5. Collaborate Effectively: Work cooperatively with colleagues to achieve institutional goals.
6. Adhere to Policies: Follow all institutional policies, procedures and regulations.
7. Show Respect: Treat colleagues, students and visitors with dignity and respect.
8. Demonstrate Honesty and Fairness: Act with integrity and fairness in all interactions.
9. Avoid Conflicts of Interest: Maintain ethical standards and avoid situations that may present a conflict of interest.
10. Communicate Professionally: Engage in clear, professional and effective communication, both verbally and in writing.
11. Manage Time Wisely: Prioritize tasks and manage time efficiently.
12. Exhibit Problem-Solving Skills: Apply effective problem-solving and decision-making skills.
13. Be Punctual and Disciplined: Adhere to punctuality and discipline in all tasks.
14. Promote Inclusivity: Actively contribute to an inclusive and supportive environment for individuals from diverse backgrounds.



S. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

15. Respond Promptly: Address inquiries and concerns in a timely and responsive manner.
 16. Use Resources Responsibly: Utilize institutional resources responsibly and for their intended purposes.
 17. Engage in Professional Development: Pursue opportunities for professional growth and skill enhancement relevant to your role.
 18. Follow Health and Safety Regulations: Adhere to health and safety guidelines to ensure a safe working environment.
 19. Handle Conflicts Professionally: Resolve conflicts through appropriate channels while maintaining professionalism.
 20. Welcome Feedback: Be open to receiving and providing constructive feedback for personal and institutional growth.
 21. Represent the Institution Positively: Maintain a positive representation of the institution in all external interactions including on social media and public forums.
 22. Be Accountable: Take responsibility for your actions and decisions and fulfil your commitments and obligations.
 23. Support Sustainability: Contribute to the institution's sustainability efforts by following environmental policies and practices.
- Disciplinary Actions: Breaches of this Code of Conduct may result in disciplinary measures, including verbal or written warnings, suspension, or termination of employment. Adhering to these guidelines is essential for fostering a positive and effective workplace.



Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

DISCIPLINE POLICY

National College for Teacher Education (NCFTE) is committed to fostering a positive and supportive learning environment for all students. To maintain this environment, we have established a discipline policy that outlines the expectations for student conduct and the consequences for violating these expectations.

Objectives

- To promote a safe, respectful, and inclusive campus community.
- To ensure that all students have equal opportunities to learn and grow.
- To maintain academic integrity and uphold the standards of the institution.
- To provide a clear framework for addressing student misconduct.
- To implement a proper Grievance Redressal and Feedback mechanism

Key Points

Students are expected to treat all members of the college community, including faculty, staff, and fellow students, with respect. This includes refraining from harassment, discrimination, and bullying.

Students must adhere to the college's academic honesty policy, which prohibits cheating, plagiarism, and other forms of academic misconduct.

Students are required to comply with all college rules and regulations, including those related to housing, dining, and student organizations.

The college prohibits the use, possession, or distribution of illegal drugs or alcohol on campus or at college-sponsored events.

Disruptive behavior, such as disrupting classes or campus activities, is not tolerated.

Disciplinary Procedures

- **Reporting Violations:** Students, faculty, and staff may report violations of the discipline policy to the appropriate college authorities.

Dr. N. SETHU MADHAVAN

PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION

IQBAL SQUARE, MEPRATHUPADY

VENGOLA, PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

- **Investigation:** The college will investigate reported violations and gather evidence.
- **Hearing:** Students accused of violating the policy may be given an opportunity to present their case at a disciplinary hearing.

NCFTE is committed to providing a supportive and nurturing environment for all students. By adhering to the discipline policy, students can contribute to a positive and productive campus community.

Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556





National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

Anti-Ragging Policy

Ragging is a pervasive issue that can have devastating consequences for students. It creates a hostile and intimidating environment that hinders academic achievement, emotional well-being, and social development. To foster a safe, inclusive, and respectful campus community, National College for Teacher Education is committed to preventing and addressing bullying behaviour. This anti-Ragging policy outlines the college's stance on bullying, defines key terms, establishes reporting procedures, and delineates consequences for violations. It is essential to create a culture where all students feel valued, respected, and supported. By working together, we can create a campus free from bullying and harassment.

Policy Title: Zero Tolerance to Ragging Policy

Policy Statement

NCFTE is committed to providing a bullying-free environment for all members of its community, including students, faculty, staff, and visitors. Bullying in any form is strictly prohibited and will not be tolerated. The institution will take all necessary steps to prevent, address, and eliminate bullying behaviour.

Objective

The primary objective of this policy is to create a positive and supportive environment where individuals can learn, work, and grow without fear of intimidation or harassment. This policy aims to:

- Prevent ragging incidents
- Provide support to victims of ragging
- Hold perpetrators accountable
- Promote a culture of respect and empathy

Core Principles

Respect: All members of the institution have the right to be treated with dignity and respect.

Inclusion: The institution is committed to creating an inclusive environment where everyone feels valued and belongs.



Dr. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

Safety: The institution prioritizes the safety and well-being of all members.

Accountability: Those who engage in bullying behaviour will be held accountable for their actions.

Support: The institution will provide support and resources to victims of bullying.

Implementation and Evolution

Prevention Programs: Implement comprehensive anti-ragging programs for all members of the institution, focusing on education, awareness, and bystander intervention.

Reporting Procedures: Establish clear and accessible reporting channels for bullying incidents.

Investigation and Response: Conduct prompt and impartial investigation of all reported incidents.

Support Services: Provide counselling, support groups, and other resources for victims of bullying.

Disciplinary Actions: Implement appropriate disciplinary measures for those found responsible for bullying.

Evaluation and Review: Regularly assess the effectiveness of this policy and make necessary adjustments.

National College for Teacher Education is committed to fostering a culture of respect, empathy, and kindness. By implementing this anti-ragging policy, we aim to create a safe and supportive environment where everyone can thrive.



Dr. N. SETHU MADHAVAN
PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

Technology Usage Policy

Technology has become an indispensable tool for teaching, learning, research, and administrative functions at National College for Teacher Education. To ensure responsible and effective use of technology resources, this policy outlines guidelines for all members of the institution. NCFTE is committed to providing access to technology resources to enhance teaching, learning, research, and administrative functions. This policy outlines the expectations for responsible technology use to protect the institution's assets, maintain academic integrity, and ensure a safe and productive environment for all.

Objective

To establish clear guidelines for technology use, promote responsible digital citizenship, and protect the institution's data and systems.

Core Principles

Academic Integrity: Technology must be used to enhance learning and research, not to compromise academic honesty.

Respect for Others: Technology use should not interfere with the learning or work of others.

Security and Privacy: Users are responsible for protecting their personal information and the institution's data.

Ethical Use: Technology should be used in an ethical and legal manner.

Implementation and Evolution

Technology Training: Provide regular training on technology use, cybersecurity, and digital etiquette.

Acceptable Use Guidelines: Develop specific guidelines for various technology applications.

This policy outlines the expectations for technology use within the institution. Adherence to this policy is essential for maintaining a safe, productive, and ethical technology environment. By following these guidelines, all members of the institution contribute to a positive and responsible digital community.

Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556



Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in