NAGINDAS KHANDWALA COLLEGE
(AUTONOMOUS)

CODE OF CONDUCT

FOR TEACHING STAFF

For MALAD KANDIVLI EDUCATION SOCIETY

Hon. Secretary/ Hon. Treasurer

PRINCIPAL
NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMUS)
MALAD (W), MUMBAI - 400 064

एम् के ई एस् विद्यालय गीत

दे मुझे स्वर भारती दे, गीत देश जगा सकूँ ।
दे विधाता ज्ञान वह, भारत भविप्य बना सकूँ ।।
दे मुझे स्वर भारती ....

सत्य की ही राह पर, चलने की शक्ति दे मुझे,
झूठ, भ्रष्टाचार से, लड़ने की शक्ति दे मुझे,
मात-पितु, गुरू बड़ों का, मैं नाम जग में बढ़ा सकूँ ।
दे विधाता ज्ञान वह, भारत भविप्य बना सकूँ ।।
दे मुझे स्वर भारती ....

भावना राप्ट्रीय हो, रहें भाई-चारे से सभी,
दूसरे के दर्द-दुख से, मुँह नहीं मोड़ें कभी,
मदद की दे भावना, दूजे के दुख को मिटा सकूँ ।
दे विधाता ज्ञान वह, भारत भविप्य बना सकूँ ।।
दे मुझे स्वर भारती ....

एम.के.ई.एस. विद्यालयों से पात्र शिक्षा महान हो,
जो भी शिक्षित हो यहाँ, वह नेक इक इंसान हो,
भेद-भाव न उपजे मनमें, सब को मैं अपना सकूँ ।
मैं बनूँ इंसान अच्छा, जग में कीर्ति कमा सकूँ ।
भारत भविप्य बना सकूँ, भारत भविप्य बना सकूँ ।।

Preamble

I/we, at Khandwala College, want every student to become a responsible citizen of the country and with this belief a set of guidelines in the form of Code of Conduct is framed for the students. All the students are requested to be well versed with this Code.

1. <u>Responsibility and Accountability to Institution/ Management</u>

I will show my commitment towards my service by:

- Demonstrating professional competence and ethics to teach, learn and carry out any academic duty;
- Being honest in all my academic and other human activities;
- Working in harmony with the authority/management, colleagues, students and their parents to make my institution and community better place for work and thus achieve the vision and mission of the College;
- Make sincere efforts to support the management and work towards any of its plans of expansion of institutes/ courses/ resources;
- Using the institution's resources and facilities only for institutional/ academic purpose and not for personal, commercial or any other purpose;
- Displaying utmost integrity, transparency and openness in all financial dealings with management and with third parties and refraining for any personal financial dealings with any of the stakeholders of the College;
- Raising request/ suggesting to the management/ head for required facility or learning resources to excel in teaching, research and publication activities;
- Developing meaningful content of your department/ course/ activities and publishing it;
- Voluntarily sharing necessary and important information for publishing on the College website and updating;
- Using respectful language within and outside the portals of the institution and treating students and their parents, colleagues and management with respect;
- Not insulting/ hurting or threatening to hurt/insult anyone and not indulging in any personal or political activities that may hinder the progress of my colleagues/ students/ department/ the institution I serve

- Taking on the role of a whistle-blower without hesitation, if any unethical practices are observed or brought to notice of the management/ authority;

2. Ethics, Discipline, Leave and Attendance

- Complying with the UGC/ University of Mumbai or any applicable laws/ rules of the land;
- Making my services available at all times for the development of students, department and this institution I serve;
- Wearing College identity card and formal dress well fitted to our culture;
- Starting and ending the class on time every time and insisting on students being punctual;
- Completing the required work load/hours;
- Availing leave not as a matter of pride but as per situation only when needed the most;
- Always working within the prevailing rules and enjoying concessions for leave with prior written intimation;
- Attending all meetings, lectures, functions, faculty development programmes, etc. actively and demonstrating passion and commitment to cause;
- Maintaining confidentiality of any official data and student information unless there is legitimate ground for disclosure
- Acknowledging the sources of all teaching resources (such as presentations, videos, cases, assignments, exercises, activities, games, role plays);
- Speaking respectfully to the management, colleagues and students; promptly fulfilling reporting and administrative obligations; giving due notice of intention to quit the service; refraining from actions which are in conflict with institutional mission, vision, goals and policy;
- Refraining from using social networking sites during the working hours;
- Proactively taking corrective action to set right wrong behavior or practice and openly accepting my shortcomings through transparency of my actions;
- Suggesting/ Inviting/ introducing the best of best resource persons to the students/ colleagues for/in any activities/ events;

3. <u>Responsibility and Accountability to Students</u>

- Defining learning objectives for each course and learning outcomes for each session;
- Drawing up a detailed Teaching Plan for each course taught which explains topics to be taught for each session.
- Drawing up a detailed Evaluation Plan for the entire course listing evaluation components (such as quiz, test, class participation, project, group assignment, seminar, etc.), planned date of administration, weightage, parameters for evaluation (such as content, analytical skills, written communication skills, clarity of concept, etc.); communicating to students;
- Communicating to students at the commencement of the course, not only the objectives and outcome of the course; but also the session plan, evaluation plan, rules to be enforced on punctuality, attendance, behavior in class, timely submission of assignments, academic honesty and make-up tests/assignments if any evaluations are missed; feedback mechanism; commitment to dates by which evaluations will be completed and marks and feedback given; consequences of non-compliance with rules;
- Using materials, technology, and resources that promote the development of critical thinking, problem solving, and performance skills of the self and students ;
- Being objective in evaluation and interaction and show no bias or preference on the basis of race, color, creed, religion or gender;
- Functioning as mentors, counselors and facilitators to the students and extending all possible help for their development;
- Providing honest and objective feedback that will help students to assess their learning and progress towards their goals
- Getting involved in community development by applying my knowledge through carefully and systematically planned activities
- Going beyond the curriculum so that the student gets a comprehensive understanding of the subject;
- Creating a learning experience that makes various aspects of subject matter meaningful to students;
- Emotionally connecting with students, to understand their aspirations and anxieties and help them reach their highest potential

- Selecting methods of instruction that {according to research evidence, and self-reflective research}, are effective in helping students to achieve the course objectives;
- Differentiating instruction to accommodate the learning needs of all students;
- Briefing students on what is academic honesty and setting up appropriate practices.
- Participating in and encouraging students to participate in community work.
- Using a variety of assessments that align with concepts and skills taught;
- Assessing and reporting student progress in a manner that is understandable to students, parents, and colleagues;
- Being prompt and accurate in providing feedback on their performance at regular intervals with explanation as to how their work was graded, and constructive suggestion to improve their standing in the course;
- Allocating adequate opportunity to learn and practice the skills that are to be evaluated;
- Scanning/ understanding the latest technology, books, journals, e-learning material, cases, activities and such resources ahead of each cycle of teaching and selecting those most appropriate for achieving instructional goals and learning outcomes;
- Managing classroom procedures that maximize efficient use of student and teacher time and effort;
- Maintaining relationships with students which will not interfere with fair evaluation;
- Mentoring students to help them make important academic/professional decisions;
- Identifying his or her own perspective on the topic and comparing it to alternative approaches or interpretations, thereby providing students with an understanding of the complexity of the issue and the difficulty of achieving a single objective conclusion;
- Providing a safe and open environment for class discussion and dealing with sensitive issues by: inviting all students to state their position on the issue; being respectful of students even when it is necessary to disagree; and encouraging students to be respectful of one another.

4. Research Ethics and Activities

- Actively involving in research and publication activities by writing papers to the best national and international journals and undertaking Post-Doctoral/ PhD/ MPhil/ minor/major research projects sponsored by the reputed funding agencies;

- Submitting a copy of research work/ publication to the Library for wider utility;

- Refraining from plagiarism, by not representing ideas, words, or data of another person or persons as one's own;

- Following regularly intellectual developments/ research in the discipline and related fields;

- Meeting periodically with the subject experts/ practitioners to build up the knowledge repertoire;

- Acknowledging use of student work and scholarly assistance in any research or publication.

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