

Criterion 7

7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

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Sr. No.	Content
1	Copy of code of conduct
2	Website link
3	Orientation programme for Students and teachers
4	Photographs of the orientation programme

COPY OF CODE OF CONDUCT



NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 022 - 6943 6400

CODE OF CONDUCT FOR STUDENTS

The Code of Conduct all Students-teachers at the Institute are expected to participate in activities that are beneficial to the reputation of the Institute. Every student should treat everyone with respect the following actions constitute the Institute's,

Code of Conduct:

➤ **Dress code:**

Students-teachers must adhere to the Institute's dress code, every day except Saturdays. This dress code is intended to ensure equal accommodation for students of all economic backgrounds.

➤ **Integrity:**

Malpractice/cheating during the test/examination, or intentionally providing false information, is strictly prohibited and dealt with in the same manner as plagiarism and other plagiarism-related activities for faculty.

➤ **Transparent Administration:**

Information about student attendance and teacher conduction of classes is kept. Students-teachers biometric attendance, fee structure, payments etc. are kept online.

➤ **Disciplinary action:**

Behaviour that impairs teaching, administration, or other processes or activities on campus shall be subject to disciplinary action.

➤ **Respect for women:**

Students-teachers must ensure that their conduct towards women is impeccable. Directly or indirectly, unwelcome conduct towards female students and staff in writing, spoken, or gestural will be dealt with in accordance with the law.

➤ **Daily assembly :**

The day starts with assembly with agenda of prayer, thought of the day, news reading followed by Birthday wishes and thought for the day. Achievers are felicitated and their efforts are appreciated.

➤ **Prohibition of Ragging :**


Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.

➤ **Energy and the Environment:**

All students and should be aware of and follow these guidelines.

➤ **Cleanliness:**

Students and should maintain a general level of cleanliness in the classrooms, labs and the campus as a whole.


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CODE OF CONDUCT FOR TEACHERS

- Perform their duties effectively in accordance with the institutional standards
- Update their skills and knowledge in a professional manner
- Maintain a high level of decorum when interacting with students, teaching staff, and non-teaching staff
- Ensure excellence in academics and research Act as a model for students Encourage students to participate in curricular activities and co-curricular activities
- The teacher organizes various teaching activities for the interest of the students' and also the interest of the community.
- The teacher does not discriminate against any student on the grounds of caste, religion, language, origin, social or cultural background.
- The teacher is not allowed to leave the duties assigned to him or her without permission.
- The teacher cannot engage in any illegal activities.
- The teacher doesn't violate any norms of morality or decency in his or her behaviour, inside or outside the school.
- The teachers are required to be impartial when assessing/evaluating the performance of students.
- The teacher will not participate in any organizational activities that are contrary to the ethical principles of the teaching profession.
- The entire teaching faculty has a shared responsibility to work together to meet institutional core values and objectives set by the leadership from time to time.


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WEBSITE LINK

<http://nmfbed.edu.in/policy.php?pid=3>

ORIENTATION PROGRAMMME FOR STUDENTS

ORIENTATION ON CODE OF CONDUCT FOR STUDENTS



A warm welcome to all.
We invite all students for the orientation on
"Code of Conduct for Students" on
22nd March 2021

Venue: 7II

Time: 11.00 to 1.00 PM



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D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

Minutes of the Meeting

The meeting was conducted regarding the awareness program on code of conduct for students on 22/03/2021 in **room no 711** at 11:00 am to discuss the following points

- Code of conduct for students – Student teachers must adhere to Institute's dress code and maintain discipline.
- Assembly – to begin the day with prayer and thought of the day and news reading.
- Respect – The student teachers must ensure that they respect their peers, faculty members, and the non-teaching staff.
- Prohibition of ragging – It will be entitled to disciplinary action.
- Cleanliness – Students should maintain a general level of cleanliness in the classroom and in the college campus

The meeting began with the welcome address by the principal.

The principal explained the code of conduct i.e. rules and regulations for the students.

The students were instructed in their proper behavior while they are in the college premises.

The students were also instructed on the library and examination rules.

The meeting ended with a vote of thanks and proposed the next meeting scheduled.



Dr. Tandra Badyopadhyay
Principal, NMFCE

ORIENTATION PROGRAMMME FOR TEACHERS

ORIENTATION ON CODE OF CONDUCT FOR TEACHERS



A warm welcome to all.
We invite all students for the orientation on
"Code of Conduct for Teachers" on

15th March 2021

Venue: 7II

Time: 11.00 to 1.00 PM



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NOTICE

DATE: 13/03/2021

This is to notify that a staff meeting will be conducted on 15/03/2021 at 11:30 a.m. in Room No 711. All the staff members are requested to be present at the meeting.

The agenda for the meeting is enclosed herewith for your reference.

The agenda for the meeting are as follows

1. To discuss the Code of Conduct for teachers
2. Any other matter with the permission of the chairman

Sr No.	Name of the Faculty	Signature
1.	Ms. Nitisha Jha	
2.	Ms. Usha Iyer	
3.	Ms. Shubham Patil	
4.	Ms. Glany Gonsalves	
5.	Ms. Navita Sood	
6.	Ms. Sweety Singh	
7.	Ms. Celine Rodrigue	
8.	Ms. Shubhangi Kore	
9.	Ms. Charu Singh	
10.	Dr. Rupali Wadkar	
11.	Dr. Sushmita Patro	



Dr. Tandra Badyopadhyay
Principal, NMFCE



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Minutes of the Meeting

Date: 15/03/2021

Venue: Room no.711

The meeting was conducted by Principal Ma'am to orient on Code of Conduct for teachers.

Staff Meeting Body:

- The meeting began with the welcome address by the principal.
- The principal explained the code of conduct i.e. rules and regulations for the students.
- The draft of the Code of Conduct was discussed. It was suggested that a few revisions may be made to draft the policy document.
- The teachers briefly reviewed the existing Code of Conduct (if any) to identify any areas that need to be updated or revised.
- In this connection, it was noted that all the duties and tasks should be effective as per the institutional standards.
- The teaching activities conducted in the class should be on the basis of student and community interests.
- Discussion on maintaining decorum and professionalism and acting in a manner that reflects positivity on the school and the teaching profession.
- The meeting was adjourned with a thank you to all participants for their active involvement and commitment to maintaining a positive school environment.



Dr. Tandra Badyopadhyay
Principal, NMFCE

PHOTOGRAPHS OF THE ORIENTATION PROGRAMME FOR STUDENTS



PHOTOGRAPHS OF THE ORIENTATION PROGRAMME FOR TEACHERS

