



**THOUBAL COLLEGE, THOUBAL, MANIPUR**

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**I. CODE OF CONDUCT –PRINCIPAL:**

1. Treat all section in the students and teachers from different socio-economic categories equally.
2. Use nonjudgmental decision-making processes with members of the staff and students.
3. Power and function decentralisation in the institution to ensure seamless administration.
4. Maintain patience when dealing with difficult situations involving pupils and subordinates.
5. Allow faculty to participate freely in the organization's affairs.
6. Evaluate coworkers accurately and objectively.
7. Ensure that the institution is transformed into a centre of excellence through effective governance.
8. Create a basic financial plan and blueprint for the institution, and communicate it to colleagues in a simple way.
9. Encourage a research culture among staff and students, as well as investigative and analytical learning by providing suitable incentives.

**II. CODE OF CONDUCT - TEACHERS:**

**A. Commitment to the Profession**

1. Dedicate work hours to teaching, planning, and research.
2. Avoid taking on outside employment that may compromise teaching quality in modern education.
3. Efforts should be taken to maintain professional growth, particularly through participating in research activities and staying current in one's field of expertise.
4. Foster a strong institutional culture that promotes useful collaboration and dialogue among colleagues and stakeholders.
5. Incorporate cutting-edge educational practises into classrooms through the use information and communication technology (ICT) to increase educational quality.

**B. Commitment to Colleagues**

1. Treat colleagues as professional equals, regardless of their status and respect each other.
2. Open confrontations unsuitable in professional environment should be avoided.
3. Professional opinions and suggestions from other colleagues should be cooperating, respected and given consideration.



4. Maintain active membership in professional organizations and strive to attain the objectives that justify such organized groups.
5. Maintain a free education zone in order to work together for the common interest of the institution.
6. Support the noble ventures of the colleagues that are useful for the institution, students and the society.

**C. Commitment to the Institution**

1. Be regular and punctual and should report on time for classes. Teachers should be available in campus from 9:00 a.m to 4:00 p.m unless they are assigned duties elsewhere.
2. Teachers can leave the campus during their working hours only with the permission of the Principal.
3. Teachers should be present in all the programmes/activities organized for the students to maintain the discipline and encourage students.
4. Prior approval in writing should be obtained before taking leave. In case of illness or emergency, inform the Principal and the Head of the Department without delay.

**D. Commitment to Students**

1. Teachers should be available to students as often as possible, particularly throughout the week.
2. Teachers should show their commitment to excellence in work, manners, and achievements to students.
3. Teachers should promote gender, religious, and ethnic diversity while upholding human dignity.
4. Encourage students to follow rules.
5. Use skill development strategies to help children build a sense of responsibility, self-reliance, and independence.
6. Foster democratic and constitutional values in students.
7. Instill a sense of patriotism in the students.
8. Assist children in distinguishing between right and wrong, fairness and injustice.
9. Encourage kids to practise tolerance as they work to understand the opinions and beliefs of others, which will prepare them to thrive in a multicultural society.
10. Instill in pupils a sense of pride in themselves, their institution, and their community.
11. Encourage teachers and students to treat each other with decency and respect.
12. Poor pupils should be given more attention and support to help them improve.
13. Do not smoke, drink, or eat in front of pupils during teaching sessions.
14. Make responsible measures to protect pupils from dangerous health and safety circumstances.

**E. Commitment to the Community**

1. Perform the duties of citizenship, and participate in community activities with due consideration.
2. Discussions on controversial issues should be encouraged to instill critical analysis in the classrooms.
3. Encourage the involvement of students in social service activities



4. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
5. Develop respect for the cultural diversity of India among students.
6. Avoid taking part in such activities that hamper democratic ideals.
7. Promote collaboration with external agencies that help social interaction.

**F. Commitment to Women Empowerment**

1. Encourage female students to participate in intra- and inter-college co-curricular activities.
2. Provide skills, self-confidence, and information to female students through awareness seminars and workshops.
3. Encourage college ladies to participate in soft skill training programmes in order to prepare them for future professions.
4. Promote activities of women cell, entrepreneur club and other associations towards making girl students self reliant.
5. Promote students to work for disadvantaged sections of women in the society for their upliftment, through community projects and similar endeavors.

**G. Commitment to Environment**

1. Follow sustainable building practices and promote waste recycling and management.
2. Plant more trees in the campus.
3. Train students to generate zero waste from activities they undertake.
4. Conduct seminars and workshops on sustainable development and conservation of environment.
5. Preserve rare herbal plant species as a part of botanical garden.
6. Monitor the activities towards maintenance of the eco friendly campus.

**III. CAMPUS CODE OF CONDUCT**

1. Students are required to maintain the highest standards of discipline and dignified conduct both on and off the College campus. They must follow the College's rules and regulations and act in a manner that reflects the College's discipline and esteem.
2. All students are required to arrive in class on time, and arriving late will result in a loss of attendance for the corresponding hour.
3. When the teacher enters the classroom, students must rise from their chairs and remain standing until the teacher takes her/his seat or the teacher allows them to sit. During class time, silence is required.
4. Students must wear approved uniforms to college, which include formal white shirts tucked into black pants with a black belt and black shoes. Rubber or plastic chappals of the Hawaiian variety are not approved. Female pupils will also wear a phanek and a white shirt.
5. All pupils must show their identification cards prominently. The identity badge is a public document that any teaching or non-teaching staff member may examine. The mere denial of this invites disciplinary punishment.



## CODE OF CONDUCT, THOUBAL COLLEGE, THOUBAL

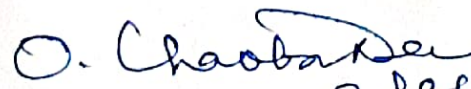
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6. The Lyngdoh Committee recommendations, which were approved by the Honorable Supreme Court of India, shall be used to form the College Union. It will be based on the parliamentary (indirect) method recommended by the Lyngdoh Committee in Section No. 6.2.4.
7. Political action of any kind is prohibited on the College grounds. Within the College, hostels, and outside the College, unauthorised meetings, propaganda work, processions, or fund collections are prohibited.
8. According to the orders of the Hon'ble Supreme Court of India, harassing juniors, ill treatment of other students, or any other type of ragging is unacceptable and liable to be punished as a criminal offence by law enforcement officials.
9. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

### IV. CODE OF CONDUCT - ADMINISTRATIVE STAFF

1. From 9:00 a.m. to 4:30 p.m., the administrative staff must be present in the office. Leaving the campus during office hours is not permitted.
2. For the institution's effective management, they should function in a clean and ordered manner.
3. While at college, they should engage in excellent communication and interpersonal interaction.
4. They should be friendly to the institution's visitors while remaining professional in their interactions.
5. They should be accommodating to students, teachers, and other members of the institution's staff.
6. They must be dedicated to their jobs and maintain confidentiality when necessary. They should be good team players who are able to cooperate with different departments for the completion of assignments on time.

Date: 3<sup>rd</sup> August, 2018

  
(O. Chaoba Devi) 3/8/2018  
Principal,  
Thoubal College, Thoubal  
Principal  
Thoubal College, Thoubal  
Government of Manipur