JAMIA NADWIYYA WOMEN'S ARABIC COLLEGE EDAVANNA Affiliated to the University of Calicut





CODE OF CONDUCT FOR FACULTIES

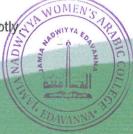
Principal and Vice Principals

- 1. **Impartiality:** Maintain impartiality in interactions and decisions involving faculty, administrative staff, and students.
- 2. **Tolerance:** Exercise tolerance when addressing contentious issues among students and subordinates.
- Non-Discrimination: Avoid any form of discrimination based on gender, color, or creed towards staff or students.
- 4. Fair Assessment: Refrain from manipulating the assessment of colleagues deliberately.
- 5. **Integrity and Efficiency:** Uphold integrity, dignity, decorum, and efficiency in all dealings.
- 6. Alignment: Align actions with the college's vision and mission.

Teachers

- 1. Dedication: Dedicate full working time to the profession during working days.
- 2. **Vision and Mission:** Keep the college's vision and mission in mind while fulfilling responsibilities.
- 3. Sincerity: Demonstrate sincerity in the profession and engage in community activities thoughtfully.
- 4. Knowledge Update: Make efforts to update knowledge in respective disciplines.
- 5. Professional Development: Pursue continuous professional development.
- 6. Research Engagement: Actively engage in research endeavors.
- 7. **Technological Advancements:** Stay informed about technological advancements and embrace updates.
- 8. **Collaboration:** Foster collaboration and discourse with other nationally or internationally significant institutions.
- 9. Impartial Treatment: Treat colleagues, students, and parents impartially.
- 10. **Tolerance**: Exercise tolerance in addressing sensitive issues among students and subordinates.
- 11. **Integrity and Efficiency:** Uphold integrity, dignity, decorum, and efficiency in interactions.
- 12. Institutional Interests: Work for the institution's collective interests.
- 13. Respect: Avoid confrontations and respect colleagues')opinions.
- 14. Punctuality: Maintain regularity, punctuality, and attend classes promptly

Principal JNW Arabic College Edavanna – 676541



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- 15. **Permission for Absence:** Seek permission from the principal before leaving campus during working hours.
- 16. Support Student Programs: Attend all student-organized programs to maintain discipline and provide support.
- 17. Student Balance: Assist students in balancing academic and extracurricular pursuits.
- 18. **Multi-Dimensional Growth:** Promote students' multi-dimensional growth and foster a sense of responsibility and independence.
- 19. Respect for Property: Encourage respect for others and public property among students.
- 20. Awareness: Promote awareness of the country's history, fundamental rights, and duties of Indian citizens.
- 21. Respect for Authority: Cultivate respect towards teachers, parents, and authorities.
- 22. Research and Social Service: Encourage research-based learning and participation in social service activities.
- 23. Leave Approval: Obtain prior written approval for leave, except for casual leaves, and promptly inform the Principal and Head of the Department in case of illness or emergencies.

Non-Teaching Staff

- 1. Punctuality: Ensure punctuality in office attendance.
- 2. Vision and Mission: Adhere to the college's vision and mission in performing duties.
- 3. Diligence: Work diligently for effective institution administration.
- 4. Politeness: Display polite and accommodating behavior towards students and teachers.
- 5. Leave Approval: Obtain written approval for leave, except for casual leaves.

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