



PATKAI CHRISTIAN COLLEGE (AUTONOMOUS)

Chümoukedima-Seithekema, B.P.O. Patkai- 797103, Chümoukedima, Nagaland

Affiliated to the Nagaland University

Recognised by UGC under 2F & 12B of the UGC Act 1956 in 1988

NAAC Re-accreditation: 'B++' Grade (4th Cycle)

A College with Potential for Excellence // A Post-Graduate College

Reference No: CoC/PCC

Date: 2025-2026

CODE OF CONDUCT

Patkai Christian College (Autonomous)
Internal Quality Assurance Cell (IQAC)
Code of Conduct and Professional Ethics

Code of Conduct:

Employees, students and their time and services shall be governed by the following codes of conduct:

1. Uphold the honour and dignity of the academic profession.
2. Behave with honesty, integrity and fairness in all activities.
3. Not indulge in discrimination on grounds of gender, caste, class, language, region and nationality.
4. Treat every member with respect, while maintaining the hierarchy in administration.
5. Adhere strictly to laws and regulations.

Code of Ethics

Every member of Patkai Christian College is expected to uphold the following Code of Ethics:

Code of Conduct and Ethics for the Principal

The Principal of the College should be honest, fair, objective oriented, supportive for all constructive administrative and academic activities, protective and law abiding. Besides, the following traits are expected from the principal. He/ She should

1. Chalk out policies and plan to execute the Vision and Mission of the College and
2. Focus all activities on Programme Education Outcomes. Create a conducive environment for effective learning and promote Quality Initiatives to enhance teaching-learning processes and focus on overall development of students.
3. Promote industry institution interaction and support student activities by exposing them to new developments/ techniques/ skills required for industry and inculcate research development activities by bringing industry experts to campus and promote face to face interaction.



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4. Ensure that the staff and students are aware of rules, policies and procedures lay down by the College, State Government and University Grants Commission from time to time and implement them accordingly.
5. Recommend and forward communication to the authorities like State Government, University Grants Commission and any other such type of apex authority.
6. Monitor, manage and educate the administration of the College and take remedial measures / actions based on feedback of the stakeholders on administrative functioning, Teaching-Learning processes and any other developmental activities of the College.
7. Execute any other qualitative and quantitative work for the welfare of the College and stakeholders.
8. Gather and listen to the students' ideas/views and set a supportive environment for growth of the College. Create an open and approachable environment for the students and the staff to articulate their views and ideas.
9. Be fair in all disciplinary actions related to teaching/non-teaching staff and students, without discrimination based on religion, caste, gender, nationality or any other bias.
10. Identify specific skills amongst teaching and non-teaching staff and empower them so as to achieve maximum potential.
11. Carry himself/herself with the highest integrity that he/she has to exhibit outstanding and strong leadership skills.

Code of Conduct and Ethics for Administrative Officers

The Administrative Officers of the College shall:

1. Uphold the Christian character, vision, mission, values, dignity, and interests of Patkai Christian College in the discharge of their responsibilities.
2. Perform their duties with honesty, integrity, fairness, transparency, diligence, and accountability.
3. Respect the established administrative hierarchy and exercise authority only within the powers and responsibilities assigned to their respective offices.
4. Assist the Principal in implementing the policies, decisions, programmes, and developmental plans approved by the competent authorities of the College.
5. Treat teaching staff, non-teaching staff, students, parents, and other stakeholders with dignity, courtesy, fairness, and without discrimination.
6. Promote cooperation, consultation, effective communication, and mutual respect among the different offices, departments, employees, and stakeholders of the College.
7. Maintain confidentiality in matters relating to official records, examinations, appointments, disciplinary proceedings, grievances, personal information, and other sensitive institutional matters.



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8. Avoid favouritism, nepotism, conflict of interest, misuse of authority, and the unauthorized use of institutional funds, property, information, or other resources.
9. Maintain accurate official records, communicate through proper administrative channels, and ensure the timely implementation and reporting of responsibilities entrusted to their offices.
10. Protect the reputation and legitimate interests of the College and remain accountable to the principal and the competent authorities for all decisions and actions taken in their official capacity

Code of Conduct and Ethics for Teachers

1. Uphold the honour and dignity of the teaching profession and promote learning amongst stakeholders.
2. Provide innovative and quality education by identifying and sharpening student skills.
3. Be impartial and under no circumstances discriminate students based on their religion, caste, gender and nationality.
4. Interact with the students in a friendly manner and promote mentoring of students with regard to their career and progression.
5. Abide by the rules and regulations, policies and procedures of the College.
6. Abide by the procedures to ensure students' safety.
7. Collaborate with fellow teachers from individual departments as well as other departments, so as to promote interdisciplinary learning and research.
8. Be responsible and interact positively with parents and other stakeholders and guide them on appropriate policies and procedures of the College.
9. Be good counsellors, mentors and facilitators for all stakeholders.
10. Be fair and transparent in conducting assessments and grading of students.

Code of Professional Ethics and Ethics (Adopted from UGC Guidelines, February, 2018)

Responsibilities of Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.



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Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession,
3. Seek to make professional growth continuous through study and research,
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge,
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation, and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and Students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics,
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs,
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students, scientific outlook and respect for physical labour and deals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;



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9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.
11. Encourage and guide students to establish academic and social platforms and carryout focused activities

Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment,
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
5. Co-operate with members of other disciplines for research and to curate courses and programmes for students

Teachers and Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of . any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the i. other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



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Teachers and Nonteaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and Guardians Teachers should

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

Teachers should

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
6. Act as a bridge between community and academics, utilising academic agency for contributing to solving social issues, and recognising the latent knowledge base in society and channelise it for academic purposes.

CODE OF CONDUCT AND ETHICS FOR NON-TEACHING STAFF

For Office Staff

The following traits are expected from the non-teaching staff. He / She must

1. Report to duty on time on all working days and at least 30 minutes in advance (on special occasions), so as to set up the tone for the day's work.
2. Remain on duty during college hours as well as extended hours as directed by the principal.
3. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.



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4. Must not intercept or misappropriate funds of the College.
5. Must not be absent from duty without official approval or approved leave.
6. Abide by the defined time slot for lunch break.
7. Communicate work/data as and when required to Principal/ Authorities through official e-mail IDs only.
8. Strictly avoid social networking sites such as Facebook, WhatsApp etc., during the working hours.

For Laboratory Staff

1. Report to duty in advance, so as to set up the tone for day's work.
2. Remain on duty during college hours as well as extended hours as directed by the Principal.
3. Support in all laboratory related work such as cleaning, maintenance of equipment/ instruments and report nonfunctioning of equipment/ instruments to the respective Head of the Department.
4. Disburse proper material at the time of practical and ensure that every student is provided with the experimental material/ chemicals for the experiments.
5. Maintain and update Dead Stock registers and other lab manuals and ensure updated entries in them and verify it with the Head of Department/ Principal.
6. Laboratory Assistants should proactively participate in other administrative work as assigned by the Head of Department/ Principal and ensure timely completion/submission of assigned administrative work by the Principal.
7. Do not venture out of the laboratory at the time of practicals and assist teachers in conducting practicals.
8. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
9. Must not be absent from duty without official approval or approved leave by the Head of the Department.
10. Abide by the defined time slot for lunch break.
11. Avoid discrimination of students and teaching staff based on their religion, caste, gender and nationality.
12. Strictly avoid social networking sites such as Facebook, WhatsApp etc., during the working hours.



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Code of Conduct and Ethics for students

The following traits are expected from the students. He/She must

1. Give the teachers and the non-teaching staff their due respect, while understanding that they are not just service providers.
2. Wear clean clothes and be neatly dressed.
3. Be watchful for updates/ notifications related to administrative/ academic activities on the college website and department notice boards.
4. Read the prospectus and Handbook issued by the college to learn the rules and regulations of the college.
5. Not venture out of the classroom without the permission of the teacher concerned during class hours.
6. Be fulltime in the laboratory during practical hours and ensure learning of experiments and completion and submission of journals to the respective teacher(s) in stipulated time frame.
7. Support the college in all academic/ learning activities of the college and participate in such activities to upgrade skills. Students are expected to participate enthusiastically in co-curricular and extracurricular activities organized by the department/ college. They are expected to submit all their internal assignments on time.
8. Participate actively in giving feedback and student satisfaction survey as and when scheduled. This will help the College in fine tuning/ improving of teaching-learning activities.
9. Foster a healthy and decent relationship with peers of opposite sex both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
10. Use suitable channels for raising concerns and grievances. All grievances should be addressed to the College Grievance Committee. The information of such Committee is made available on the college website.
11. Use the central library or departmental library in accordance with their requirements. A browsing centre on the first floor of the Central Library has been made available to cater to internet needs and other computational work.
12. Strictly avoid disturbing ongoing classes while moving in the corridors.
13. Refer to course material and other reference books as recommended by the subject teacher.
14. Refrain from misuse of the blackboards, walls of classrooms, laboratories, working tables, and other properties. This will be dealt with seriously by the College administration and such activity would be liable for punishment.



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15. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
16. Refrain from indulging in any anti-social activities.
17. Wear their identity cards inside the campus daily without fail.
18. Not bring any vehicles in the college premise, beyond the parking zone.
19. Not circulate any third party printed materials/ brochures/ advertisements or any other material without the prior permission of the principal.
20. Ragging in any form is a serious offence and it will be dealt with as per UGC regulations and Indian Penal Code.
21. Maintain hygiene in washrooms.
22. Be responsible for their belongings in the college premises.


Principal
Principal
Patkai Christian College
Chümoukedima : Seithekema

