



ALDER COLLEGE

Sepfüzou

Post Box : 164, Kohima – 797001 : Nagaland

E-mail: aldercollege92@gmail.com

Website: www.aldercollege.com

Ref. No.

Date

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF/SUPPORT STAFF

1. Staff members should display the highest possible standards of professional behavior required in an educational establishment;
2. Staff members should co-operate with colleagues and provide support, guidance and assistance required by them, HoDs and Administrative heads;
3. Staff members should not use their position for private advantage or gain;
4. Staff members should be aware of, and should follow institute policies, systems and procedures;
5. Staff members should attend their work punctually. Notice must be given to the administrative head in case of being late or absent;
6. Staff members shall maintain the appropriate level of confidentiality with respect to student and staff records and other sensitive matters;
7. Staff members must act in fairness, courteous and matured manner to students, colleagues and stakeholders;
8. Staff members must respect institute property and ensure correct use;
9. Staff members must stay fit for work (not being adversely influenced by drugs, alcohol, etc.,) and maintain the image of the institute through standards of dress and behavior;
10. Staff members must ensure that all assessment/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
11. Staff members must endeavor to assist the institute in achieving its objectives by adopting positive attitude and work ethics; and
12. Staff members must share responsibility for the behavior and conduct of students in the campus.

Principal
Alder College
PRINCIPAL
Alder College
Kohima, Nagaland



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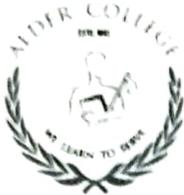
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CODE OF CONDUCT FOR TEACHERS

1. Adhere to a responsible pattern of conduct and demeanor 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. toward 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 and seminar 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 counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extracurricular activities including community service.

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CODE OF CONDUCT FOR STUDENTS

Behavioral discipline or code of conduct in classroom and college premises – do's and don'ts

1. Students must be punctual and regular in attending classes, tutorials, class tests, examinations, etc., failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests/examinations will be treated as breaching the code of conduct;
2. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the classroom without permission of the lecturer;
3. Impersonation during roll call is punishable offence;
4. Use of mobile phone during class hours is prohibited and is liable for punishment;
5. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer sheets) during examinations will not be tolerated and will be dealt with severely, and may lead to expulsion;
6. Students should carefully follow the Notices put up on the notice board as well as online. No excuse will be considered if notices are ignored;
7. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as not to disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the staff room;
8. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy. Students shall not, by their act or conduct, cause damage to the reputation of the institution;
9. Students are expected to come to college dressed suitably maintaining decency;
10. Students must wear/keep their identity cards with oneself in the college;
11. Students are not allowed to loiter or stand around the verandahs or corridors of the college during class hours;
12. When assembled every class must consider itself responsible for the conduct of its members;
13. Students are forbidden from inviting friends from other institutions and outsiders to the college except on special occasions when permission is granted;
14. No posters are to be pasted or fixed with cello tape anywhere on the college walls. Any writing, scribbling on the wall will attract disciplinary measures. College blazer or T-shirt to be worn on specific days;
15. Damage to college property shall be paid for by the student responsible;

16. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking-free zone, respect it;
17. Students must refrain from mishandling and tampering with library books or college computer systems;
18. The right to access Girl's Common Room is reserved to girls;
19. A student shall not commit or cause breach of peace inside and around the college campus;
20. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule;
21. Monthly tuition fees should be cleared before the 10th of every month; and
22. In the case of student leaving the college mid course or is expelled, the student shall forfeit the entire year's fee.

N.B

1. Any damage or effacement of college property is punishable offence. If a college property is found damaged in classroom while the class is assembled, the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.
2. Habitual misconduct/repeated breach of college rule and regulation will be considered as grave offence and will result in suspension/expulsion of the students.


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