

**GOVERNMENT OF NAGALAND  
OFFICE OF THE PRINCIPAL, WANGKHAO GOVERNMENT COLLEGE  
MON: NAGALAND**

**CODE OF CONDUCT FOR STUDENTS, FACULTY AND STAFF**

**I. FOR STUDENT**

The code of conduct depicted underneath shall apply to all sorts of student's conduct within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm Pledge that:

- i) The student will regularly attend classes and fulfill all the academic requirements of the College/University.
- ii) The student will attend all other programmes/functions organized by the College
- iii) The student will not serve any office or institution till the completion of the course to which he/she is admitted
- iv) The student will not misbehave with any teachers, office staff or fellow students.
- vi) The student will not take part in any unacceptable behaviour such as indulging in unfair practices, using abusive language, damaging College property or indulging in substance abuse, which leads to expulsion from the College.
- vii) The student will abide by all other rules and regulations notified by the College Authority from time to time.

**Academic Misconduct**

Academic misconduct is defined as a violation of the College's standards of academic integrity whether intentional/unintentional. Academic misconduct consists practice of unfair means

during exam or plagiarism on an academic assignment. Evidence of academic misconduct includes the following:

- Some of the students' work coincides with/closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in class assignments, exams, papers, problem sets, etc. such misconduct is strictly prohibited.

### **Alcohol and Drugs**

The unlawful possession, use, purchase or distribution of alcohol in/within 100 meters of the College premises is prohibited. Violation of this will attract penalty and disciplinary action.

### **Assault, Endangerment, or Infliction of Physical Harm**

Physical restraint, assault, or any other act of violence/ use of physical force against any member of the community is forbidden and is subject to disciplinary action

**Bullying and Intimidation Bullying:** Bullying includes any electronic, written, verbal/ physical/ emotional act intended to cause any physical/ substantial emotional harm to another person/group. Bullying is prohibited, and participating in such acts will result in disciplinary action.

**Intimidation:** Intimidation is any verbal, written or electronic threats of violence/other threatening behaviour directed towards another person/ group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action.

### **Discrimination, including Harassment**

Discrimination, including harassment on a protected class is defined as unreasonable, unwelcome conduct based on an individual's sex, race, colour, age, religion, national/ethnic origin, sexual orientation, gender identity/expression, pregnancy, marital status, medical condition and disability. The College's Sexual Assault & Harassment Policy significantly prohibits all forms of sexual misconduct including sexual harassment, sexual assault, sexual exploitation, indirect exposure, dating violence, and other misconduct that is sex/ gender based.

If a person has been subjected to sexual misconduct in any form, the person should consult with the Convener, Students' Grievance & Women's Cell of the College.

### **Disorderly Conduct**

Students of Wangkhao Government College, Mon have the right to express their views, feelings and beliefs inside and outside the classrooms and to support causes publicly. This freedom of expression extend so far as expression does not impinge on the rights of other members of the community/ the orderly or essential operations of the College.

Disorderly conduct is a violation that prevents the orderly operation of the College which includes

- Excessive noise which interferes with classes, college offices or other campus activities.
- Unauthorized entry into occupation of a private work area/ closed meeting.
- Conduct that restricts/ prevents faculty, staff or students from performing their duties.
- Any other action(s) that result in unreasonable interference with the learning/working environment/ the rights of others.

### **Failure to Comply**

The College expects students to comply with the directives of law enforcement officers/ College officials acting in the performance of their duties. A responsible student's failure to comply with imposed sanctions/ any related directions of a college official in performance of his/her duties will be subject to further disciplinary action.

**Retaliation:** The College will not tolerate retaliation against any person/group who makes a complaint or cooperates with an investigation or participates in a resolution process is a violation of College policy. Retaliation should be reported promptly to the College authority and may result in disciplinary action.

### **Sexual Misconduct, including Sexual Harassment, Sexual Assault, Sexual Exploitation, Indecent Exposure and Discrimination**

The Wangkhao Government College, Mon is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. The

College seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the College recognizes that all who work and learn at the College are responsible for ensuring that the community is free from discrimination based on sex/gender including sexual assault, and sexual harassment. These behaviors threaten our learning, living and work environments and will not be tolerated.

### **Smoking**

Smoking and vaping is prohibited in all indoor/outdoor spaces throughout the College. Violation may result in a referral to student conduct, a fine and other potential penalty and may be met with disciplinary action.

### **Theft, Vandalism or Property Damage**

Theft, negligence, intentional or accidental damage to personal/college property is prohibited. Restitution may be charged to the appropriate individual(s) and may warrant disciplinary action.

### **Use of Plastics**

Use of plastics in the campus is strictly prohibited. Disciplinary action will be initiated against students found using plastics inside/around 100 meters around the College premises.

### **Anti-Ragging**

The College has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' and subsequent UGC LETTER. D.O NO F-1-15/2009(ARC) Pt III Dated the 23rd October 2020. Ragging constitutes one or more of the following acts:

- i) Conduct of any student/students whether by words spoken/written or by an act which has the effect of teasing, treating/handling with rudeness to any student.
- ii) Indulging in rowdy or undisciplined activities by any student/students which causes/is likely to cause annoyance, hardship, physical or psychological harm or to raise fear/ apprehension thereof in any other student.

- iii) Asking any student to do any act which such students will not in the ordinary course do and which has the effect of causing or generating a sense of shame/torment or embarrassment so as to adversely affect the physique/psyche of such a student.
- iv) Any act by which a senior student that prevents, disturbs the regular academic activity of any student.
- v) Exploiting the services of a student for completing the academic tasks assigned to an individual/a group of students.
- vi) Any act of financial extortion/forceful expenditure burden put on a student by other students.
- vii) Any act of physical abuse including all variants of it; sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other damage to health or person.
- viii) Any act or abuse by spoken words, email posts, public insults which would also include deriving perverted pleasure, vicarious/sadistic thrill from actively or passively participating in the discomfiture to any other student.
- ix) Any act that affects the mental health and self-confidence of any other student with/without an intention to derive sadistic pleasure/showing of power, authority or superiority by a student over any other student.

The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract one/more of the following punishments as imposed by the Anti-Ragging Committee:

- i) Suspension from attending classes and academic privileges.
- ii) Withholding/withdrawing scholarship and other benefits
- iii) Debarring from appearing in any test/exam or other evaluation process.
- iv) Withholding results.
- v) Cancellation of admission.

vi) Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period.

vii) If need be, in view of the intensity of the act of ragging committed a First Information Report (FIR) shall be filed by The Institution with the local police authorities. The Anti-Ragging Committee of the Institution shall take other appropriate decision, including imposition of punishment depending on the facts and circumstances of each incident of ragging and nature of gravity of the incident of ragging.

## **II. FOR TEACHERS**

Being the cadres of Nagaland Education Services, the teachers of this College should follow the code of conduct laid down in Nagaland Government Service Rules. But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the 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 must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

### **A. Professional Values**

i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of the student. He should be conscientious and dedicated and should help the students beyond class hours without accepting any remuneration.

ii) He/she shall not prevent any student from expressing the viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

iii) He/she should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

iv) His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of the teacher's responsibility.

vi) Above all, a teacher should conform to the ethos of the profession and act in a dignified manner. He should keep in mind that society has entrusted him/her with their children.

### **B) Professional Development and Practices**

i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates the self in his/her field and other related ones in order to upgrade the student community and also acquaint oneself with recent methodologies and other applications.

ii) A teacher must, alongside teaching, pursue research as innovation and contribute to the continuous progress and development of a subject. He/she should involve in seminars and workshops where there is an interchange of academic topics. A career long professional development is therefore a necessity.

iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of the professional duties.

iv) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.

### **C) Professional Integrity**

i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.

iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

#### **D) Professional Collaboration**

i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

iv) Teachers should refrain from responding to unnecessary political motivations. This ruins the sanctity and smooth progress of an educational institution.

v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College.

vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the College.

### **III. FOR SUPPORT STAFF**

Being the employees of the Government of Nagaland, all the support staff of the College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

#### **Professional Conduct**

i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as accountability.



iii) They should avail of leave with prior information to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.

iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within the college premises.

v) They should not hamper the functioning of the College by engaging themselves in political or anti -secular activities.

vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Workplace Conduct**

i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.

ii) They should also be responsible for the proper use and maintenance of college equipment and furniture.

iii) No support staff should be under the influence of drugs or alcohol during office hours.

iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.

v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

vi) The support staff should show no discrimination on basis of gender, caste or religion.

### **Professional Relationship**

i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular

basis the students come into contact with support staff in libraries and computer laboratories. It is expected that they behave in a helpful and friendly manner towards the students.

ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.

iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

iv) The members of the support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely with the parents.

## **CORE VALUES**

Wangkhaio Government College engages in a process of self and community reflection that could lead us to recognize and heighten awareness of the core values. Our Institution has already practiced and articulated, to seek agreement about those values, and to develop an institutional culture that holds itself accountable to those values.

Built on the vision that education serves to develop skills, and potentials of the students, and to produce quality manpower; and the mission that education helps strive for a progressive society, we practice:

### **Commitment**

We are dedicated to meeting the needs of the community we serve. We will

- Support the mission and vision of the College.
- Focus on student and stakeholder needs.
- Respond to the changing needs of the community.
- Utilize a shared decision-making process.

**Respect**

We recognize the expertise of all members of the college community and encourage individual contribution. We will

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through professional courtesy.
- Encourage and support employee and student contributions.

**Excellence**

We strive to develop and pursue higher standards. We will

- Encourage creativity and innovation.
- Encourage decision-making at the level of implementation.
- Promote continuous improvement.
- View setbacks as learning experiences.

**Accountability**

We assume and demonstrate responsibility for our actions. We will

- Ensure our work adds value to the College and the society.
- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our system and policies.
- Demonstrate social responsibility.

**Ethics and Dignity**

We believe that our similarities and differences are opportunities for establishing a common bond and strengthening the college. We will

- Provide the highest standards of honesty, respect and professional and scholarly ethics.
- Value the dignity and worth of all people.
- Expect all our conduct to be based on integrity.
- Ensure fairness in all our dealings.

**Learner-centeredness**

The learner is at the centre of our actions. Our focus is to produce thinking and creative minds for a better society. We will

- Keep learners at the centre of the teaching-learning process.
- Commit ourselves to fostering the professional and personal growth of all students.
- Promote leadership qualities in them.
- Cultivate life-long learning habits in our students.

**Diversity**

We believe that our similarities and differences are opportunities for establishing a common bond and strengthening the College. We will

- Ensure a fair and equal access for all.
- Provide educational experiences that promote a greater appreciation for diversity.
- Implement learning activities that integrate diversity topics in the classroom.
- Seek and consider multiple points of view.

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(GRIEVANCES REDRESSAL CELL)  
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