



NIRMALA INSTITUTE OF EDUCATION

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[NAAC Accreditation : GRADE: 'B' CGPA 2.84]

CODE OF ETHICS

This Code of Ethics shall apply to the Faculty and students of Nirmala Institute of Education, Panjim-Goa with effect from 1st January 2022.

It shall apply to all Dissertations, Project Reports and Research Papers / Articles based thereon which are submitted, by the faculty and / or teacher trainees, to the Institution's Research Journals or elsewhere.

Words and expressions appearing herein shall have the definitions / meanings assigned to them in relevant enactments / regulations / guidelines framed / promulgated by statutory bodies viz. UGC, Goa University and as amended from time to time.

1. In his / her Dissertation, Project Report and/or Research Article, every Faculty Member/Student shall:

- a. Conduct research responsibly by following all prescribed statutory and ethical norms
- b. Refrain from indulging in plagiarism i.e. the practice of taking someone else's work or idea and passing them as one's own;
- c. Obtain requisite prior permission from the cited author/publisher, wherever necessary
- d. Properly attribute and acknowledge the source of information in a manner consistent and compatible with the needs and specifications of the respective discipline and in accordance with the rules, regulations and conventions governing the source;
- e. Ensure that manuscripts are checked for originality using - Plagiarism Checkers or any other authentic sources
- f. While submitting a dissertation or project report, also submit an undertaking specifying that : the same has been prepared by him/her and that it is original work free from plagiarism. Furthermore, the said undertaking will also state that the manuscript has been duly checked for plagiarism using Plagiarism Checkers apps or any authentic source.

2. Any Faculty member/student found guilty of contravening this Code of Ethics shall, after following the due procedure laid down in this regard, be liable for the appropriate penalties as specified by enactments/regulations/ guidelines for the time being in force.

CODE OF CONDUCT FOR TEACHERS

The Code of Conduct as enacted in the statutes of Goa University are applicable to the faculty members of Nirmala Institute of Education.

Extract from Goa University Statute No. SC -5 applicable to the Colleges / Institutions:

SC-5 (xx) Code of Conduct:

(a) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the Institute / University pertaining to his/her sphere of responsibility / duties.

(b) A teacher shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students / teachers against other students or other teachers, colleagues or administration / Governing body of the college.

(c) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency

(d) A teacher shall desist / refrain from indulging in unscientific publications which would prove to be detrimental to the reputation and the progress of the Institute / University.

(e) A teacher may be permitted to take up consultancy under the terms and conditions as outlined in ordinance O.7 as amended from time to time. However, he / she shall not conduct individually or jointly with others any coaching classes directly or indirectly.

(f) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment or home examinations conducted by the Institute.

(g) A teacher shall have freedom of thought and expressions. He / she shall not misuse the facilities or Institute forum / University.

(h) A teacher shall not make use of the resources / facilities of the Department / Institute / University / Governing Body for personal, commercial, political or religious purposes.

(i) A teacher shall not be partial in assessment of a student or deliberately over mark, under-mark or victimize a student on any grounds.

(j) A teacher shall directly or indirectly not indulge in or resort to any malpractices or unfair means in teaching / examination / administration.

(k) Besides the above, the faculty members and non-teaching staff are also required to adhere to:

1. Ban on Private Tuitions

Members of the Faculty shall not engage in the conduct of coaching classes either individually or in groups.

2. Ban on Smoking, consumption of Alcoholic Drinks and taking / selling drugs

'Smoking, consumption of alcoholic drinks, taking or selling drugs within the campus are prohibited.'

CODE OF CONDUCT ON CAMPUS FOR STUDENTS

(All Trainees will be addressed as Students)

1. All students shall be accountable to the Director, Principal, Faculty members and other designated persons for their conduct.
2. No student shall use unbecoming language or indulge in insubordination and / or violent behaviour.
3. No student shall resort to any kind of demonstration on campus which can have an adverse effect on the reputation of the Institution or their conduct or that of the other students.
4. No student shall possess, use or circulate pornographic material in any form.
5. No student shall cause damage of any kind to college property or whatsoever.
6. No students shall use cell phones while in classroom unless required specifically for study during the class.
7. No students shall resort to ragging at the college campus.
8. No students shall smoke or consume alcohol, drugs at the college campus.
9. Every student should compulsorily wear the complete uniform and identity card while on campus.
10. The students shall be punctual in their timings and attendance in class.
11. No students shall leave the campus during class hours without prior permission.

GENERAL INSTRUCTIONS FOR CONDUCT IN INTERNSHIP SCHOOLS

1. The students should have good conduct. Speak respectfully and politely with authorities, teachers, staff and students during their time in the internship schools.
2. School timings to be strictly followed, i.e. be on campus before assembly and leave after the students.
3. Handle the property of the school with care. e.g. spaces, infrastructure such as Instructional materials, laboratory apparatus, IT equipment e.g. projectors, laptops etc., and other facilities.
4. Dress neatly and have a sense of personal hygiene. Keep the place allotted to you clean and tidy
5. In case of an emergency contact the Principal/coordinating teacher of the school, your peers in the same school and also your NIE mentors.
6. Avoid being over friendly with the students and avoid corporal punishment of any kind.
7. Keep a record of all activities done during the Internship for documentation in the internship file.
8. Be generous with your time, ideas and co-operate whole heartedly with your companions and school authorities.



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