## **GAUTAM BUDDHA TEACHERS' TRAINING COLLEGE**

**Recognized by ERC-NCTE Bhubaneswar Affiliated to Vinoba Bhave University, Hazaribag** 

> & Jharkhand Academic Council, Ranchi

Code of Conduct, Professional Ethics for the Students, Principal, Teaching Staff & Non-Teaching Staff

Teacher



## INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C)

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# Estd. 2007

## GAUTAM BUDDHA TEACHERS' TRAINING COLLEGE CODE OF CONDUCT <u>Preface</u>

The Gautam Buddha Teachers' Training College was established in May 2007. Gautam Buddha Teachers' Training College is a non-profit, unaided self-financed Institution under Ujjawal Bharat Trust Regd. IV-768/16620 date 18.10.2006 and has its Head office, P.T.C. Road, Matwari, Hazaribag. The college is recognized by National Council for Teacher Education, Govt. of India (Vide Regional director ERC-NCTE Bhubaneswar order No ERC/7-87.5.22/2008/12683 dated August 20, 2008) and affiliated to the Vinoba Bhave University. The B.Ed. College has been running with a large number of highly educated and well experienced teachers with requisite qualifications as per NCTE norms. This is the first self-financed college of the Hazaribag Dist. The remarkable achievement of the institution is that all the students have passed with 1<sup>st</sup> division.

Gautam Buddha Teachers' Training College was founded with the express aim of creating a high aim of high quality professional education where students would receive expert class and individual support. It was felt that to fulfil the dearth of trained skilful teachers in the state of Jharkhand there was urgent need of a high quality professional primary & secondary teachers' training at a reasonable cost. We have been taking trainees as per NCTE norms. As a result, the trainees are getting opportunity of achieving the B.Ed. degree and employment to serve for the country

## Estd. 2007

Principal/I.Q.A.C. Chairman (Dr. Arvind Kumar Yadav)

## **GAUTAM BUDDHA TEACHERS' TRAINING COLLEGE**

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The institution works with a clear vision & Mission

## Our Vision is:

"To bring out the best in man by providing value based, need based and career oriented

education and create self-reliant Global Citizen."

## **Our Mission Is:**

To foster total development of personality.

• To provide integrated courses in teacher education, marked and defined by valueeducation, global outlook, and interdisciplinary.

Objectives

To prepare committed teachers for colleges in the state of Jharkhand and the country.

- To prepare highly skilful and effective teachers to teach in primary, secondary and senior secondary schools.
- To foster an all around training i.e. mental, physical, cultural, social, moral and spiritual through education system.
- To implement teachers' education that would provide education and training to prospective teachers that aims at development of teachers.
- To equip teachers with the competencies requisite for dealing with the issues of the choices and challenges of students.
- To introduce innovations in the education so as to reflect India's knowledge, robust intellectuality and inexhaustible creativity.
- To undertake, conduct and promote programs that will enhance the highest aims of pedagogy and synthesis of knowledge-systems and internationalism.
- To create a sensible and sensitive teacher accountable to students as well as society.

## **INTRODUCTION**

Institution has formulated code of conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behaviour and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is "Self Discipline the Key to Success" The purpose of his code of conduct is to make the Students, Teachers, College Departments/Cells/Committees familiar about the rule and regulations of the College and to progress to wards the achievement of the mission and vision of the College.

## 1. <u>CODE OF CONDUCT FOR THE COLLEGE STUDENTS.</u>

## SELF DESCIP<mark>LINE IS THE KEY TO SUCCESS</mark>

All students are expected to observe rules and regulations to enable the smooth functioning of the college and keep harmony, Silence and Educational. Atmosphere in the College premises. Therefore, all students are introducing the following code of conduct which must be followed by every student of the college.

- 1. Classes start from 10:00 a.m. and may continue up to 04:00 p.m. on all the six days of a week.
- 2. No student shall leave the premises before the college timing without the prior permission of Principal.
- 3. As per Vinoba Bhave University, Hazaribag rules 80% attendance is mandatory to appear in semester end examination.
- 4. Every student of the college must always wear the valid identity Card issued by the college.
- 5. Students should greet the lecturers when they see them/across them rfor the first time, in a day, in the college.
- 6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
- 7. Students must adhere to the Dress Code of the College and near and tidy in their college uniform.
- 8. No student allows, keeping fashionable/cool/unusual/colored hair style.
- 9. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.

- 10.If any student/students in/are affected by the ragging in the college premises or outside of the college. He/She/They must inform immediately to the Principal/Anti Ragging committee Coordinator.
- 11.Consuming Alcohol, Guthkha and Smoking is Strictly Prohibited in the Premises.
- 12.Every student help to keep college premises/campus/Class Room & desk-chairs clean and neat everyone must use dust bin for garbage.
- 13.No student spit in college premises/campus of in class room.
- 14.College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
- 15.During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act indiscipline.
- 16.Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
- 17. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
- 18.For any kind of misbehavior with teachers/administrative staff or creating disturbances in the college premises in classroom by a student of group of students, a full range of disciplinary action will be taken against him/her/them.
- 19.Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
- 20.Furniture in the class rooms should not be moved or displaced.
- 21.Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
- 22.Writing on walls, pillars, bath rooms, and furniture of white boards is strictly prohibited.
- 23.In the even of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
- 24.Any type of malpractice is strictly prohibited in unit Test/College/University Examinations.
- 25.No function/program/birth day in the college campus/class room without prior permission of the principal.
- 26.To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.

27.Students are prohibited from doing anything inside or outside the College that with interface with is orderly administration or affect its public image. No outside.

Influence, political or any other should be brought in to the college directly or indirectly.

- 28.In case of any kind of problem or need of medical emergency in the college student should report to the Principal/Member, who will help them solve their problem.
- 29.Each student should park his/her vehicle at the parking area of the college.
- 30.A student may not knowingly provide false information or make misrepresentation to any College office in addition, the forgery, alteration, or unauthorized possession of user of College documents, records, or instruments of identification, forged or fraudulent communications (paper of electronic mail) are prohibited.

## 2. <u>CODE OF CONDUCT OF COLLEGE LIBRARY FOR THE STUDENTS OF THE COLLEGE.</u>

- 1. Every staff/student of the college is eligible for membership of the library.
- 2. Silence must be observed in the Library.
- 3. Personal belongings are not allowed inside the Library.
- 4. The Library can be utilized by the students and staff from 10:00 A.M. to 04:00 P.M. working days.
- 5. Misbehaviour in the library/ in study room will lead to cancellation of admission/membership and serious disciplinary action will be taken against the concerning students.
- 6. All students should sign the entry register of the Library, before entering.
- 7. Students must handle the books very carefully.
- 8. All students should note that, Library Cards are not transferable.
- 9. If a book is lost by the student he/she shall replace the book (same title, author and edition) or shall pay the double cost of the book as fine.
- 10.Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.

- 11.Members/students are not permitted to underline. Write in, folding/tearing of pages of defaced books in any way whatsoever.
- 12. The borrowed book should be returned on or before due date, if not, overdue charge of Rs. 1 per day for students will be collected.
- 13.If the due date falls on holidays return can be done on the following working day without fine.
- 14.As student who has lost borrower's Library Card shall make a written report to the librarian then original or duplicate library token will be issued on payment of Rs. 50/-
- 15.All final year students should return their library Card based on library circular and obtain "NO DUES CERTIFICATE" from the library for getting Admit Card of University Examination.
- 16.Student can use well equipped Library Study room from 10:00 A.M. to 04:00 P.M. with kind permission of the Principal/Librarian.

## (CODE OF CONDUCT, PROFESSIONAL ETHICS FOR THE PRINCIPAL, NON TEACHING STAFF & TEACHING STAFF)

Following code of conduct/code of professional ethics for the Principal, Teaching Staff & Non Teaching Staff of Gautam Buddha Teachers' Training College Hazaribag have been approved by the Ujjawal Bharat Trust which are as following:-

## 3. <u>THE CODE OF CONDUCT MEANT FOR THE PRINCIPAL WILL ALSO</u> <u>INCLUDE THE CODE FOR TEACHERS IN GENERAL.</u>

- 4. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- 5. Chalk out a policy and plan to execute vision and mission.
- 6. Keep the Co-ordination in all college works.

- 7. Provide guidance, leadership, direction to the all stakeholders.
- 8. Oversee and monitor the administration of the academic programs and general administration of the college.
- 9. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
- 10.Observance and implementation of directives issued by Government/U.G.C./Director of Education/ Higher Education/ Jharkhand Academic Council and other concerned authorities.
- 11.Maintain Assessment Report of the teaching and non teaching staff of the college.
- 12.Compel the teaching and non teaching staff to follow the code of conduct of the institution.
- 13.Assessing reports/Academic Calendar/ teaching plan/plan of action and action take report of teacher/head directors/coordinators.
- 14.Assessing the academic Curriculum/Syllabus/course of the students.
- 15.To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
- 16. Assessing reports of members of the non teaching staff.
- 17.To compel the teaching staff to inculcate social, cultural, national and human value among the students through education for their overall development.
- 18.To encourage at overall physical and cultural development of students fraternity through various extra cultural; activities.
- 19.To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
- 20.To encourage teaching and non teaching staff for their professional development.
- 21.To prepare performance appraisal report of the Teaching and non-teaching members annually.

## 22. CODE OF CONDUCT FOR THE TEACHER

- 1. Your appointment shall be governed by the managements committee of the college and such instruction and orders that may be issued to you orally or in writing from time to time.
- 2. Your appointment shall be subject to approval from the affiliating university.
- 3. On the basis of the documentary evidence produced by you, you are treated as a candidate belonging to GEN/OBC/SC/ST.
- 4. Your daily working hours excluding lunch interval will be as college office hour fixed by authority. Subject to this limit your actual working hours will be prescribed by the Principal from time to time.
- 5. You are not allowed to undertake any part time studies unless sanctioned in writing by authority competent to give such permission.
- 6. All legal process will be under the jurisdiction of Hazaribag district court. In case of resignation or untimely leaving the job you must inform college managing committee in writing, three months prior. If you violate the aforesaid condition, the management is free to recover salary of two months.
- 7. Your appointment shall depend on the norms issued by the National Council of Teacher Education.
- 8. Have to come to the institution in time.

In the event of not abiding by the following instructions, you are liable to termination of services for the breach of code of conduct.

- 1. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Board. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.
- Leave cannot be claimed as a matter of right.
- Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/secretary.

- Except in unavoidable circumstances, application for leave In write shall be mode in advance, a letter or a phone message giving reasons should reach the principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.
- 2. Have to take part in all programs and have to avoid talking with each other during all programs.
- 3. Have to make every conversation only in English or Hindi with teachers and student-teachers during working hours.
- 4. Not to use liquor or narcotics in the premises.
- 5. Not to divulge confidential matters relating to the institution.
- 6. Not to take active part in politics.
- 7. Not to make sustained negligence in evaluating class-work.
- 8. During working hours not to entertain any other and have to make continuous presence in the class by the last second.
- 9. Should have the leave granted before availing it.
- 10.Have not to indulge in or encourage any form of malpractice related to examination or other institution activities.
- 11.Should not have negative deal such as: disrespectful behaviour, rumor Mongering, character assassination and vulgarity.
- 12. Have not to make personal monetary transaction with the student-teachers and/ with the parents.
- 13. Have not to provoke groupism among the teachers.
- 14. Have not to destruct institution records and property.
- 15. Have to deal with the student-teachers equally and should not have soft corner for individual.
- 16. Have to follow the instruction of principal/Secretary in respect of jobs.
- 17. Have to follow the instructions of the authority in respect of academic activities.
- 18. Have to take part also in other college activities except teaching under the guidance of principal/Secretary and the body authorized by the principal/Secretary.
- 19. Have not to deny offering jobs even in leisure period if institution needs so.
- 20. The absence from institution without written information without reason for more than ten days may be the reason of termination from institution.
  - 21.As and when required a lecturer may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the institution.

- 22. Have to conduct, coordinate and organize co-curricular programs and also have to perform other duties even beyond the normal working hours.
- 23. Have not to use Mobile phones in the class room.
- 24. Habitual late coming and negligence of duty.
- 25.Insubordination and defiance of lawful order.
- 26.Making false accusations of assault either provoked or otherwise.
- 27.Embezzlement of fund or misappropriation of school property of theft or fraud.
- 28.Conviction by a court of law for criminal offence.
- 29.Obstruction to other members of the staff from lawful dutys and indulging in any sort of agitation to coerce of embarrass the school authorities.
- 30.Propagating through teaching lessons or otherwise communal outlook of inciting or allowing any student to indulage in communal evaluating sectarian activity.
- 31.Absenting form work even though present in the college premises or absent without leave.

You are expected to be exemplary in your public and private life. Your loyalty, sense of dedication and integrity of character at all times should be an inspiration for the student-teachers. You will attend to you duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to you by the head of the institution. You will abide by the rules and regulations of the institutions and will carry out the lawful order and also show due respect to the constituted authorities.

- 32.Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C./University/College/Management from time to time.
- 33.Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.
- 34.Every teacher should apply their knowledge and experience for overall development of the students of the college.
- 35.The teacher should behave and perform fair and committed to the best interest of students of the college.
- 36. The teacher should be dedicated and academically focused.

- 37.Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
- 38.Every teacher should do assessment practices for finding out show learners & fast learners & to strive adequately for overall development of the students of the college.
- 39. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University Directed/prescribed teaching days.
- 40. The teacher should not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the vision and Mission and objectives of the college/institution.
- 41.Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
- 42. The teacher should devote his time and energy to develop and improve his academic and professional competence.
- 43.Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cell of the College.
- 44. Teacher should assist College/University Examination and Evaluation works.
- 45. Examination evaluation and practical examinations should be fairly evaluated by the teachers.
- 46.Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
- 47. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other

cooperation in examination/practical work etc, if anyone is found as such legal action will be taken against him/her.

- 48. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
- 49.No teacher shall instigate or provoke any students, any other member of the staff into any form of action against the college or that seeks to disrupt the academic activities of the college.
- 50.The teacher should maintain the positive relationship with all colleagues & students of the college.
- 51. The teacher possesses his/her identity as a teacher/Employee of the college/institution in the society, therefore no teacher should act in any manner that violates the norms of decency on morality in his/her conduct or behaviour inside or outside of the college campus, every teacher should maintain the reputation, discipline & culture if the college the public places/in the society.
- 52. The teacher should inculcate a feeling of pride among the students for their parents, Teachers, Society, and institution & Nation.
- 53.Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
- 54.No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- 55.The Teacher shall report to the principal if there is any criminal complaint action/proceeding lodged against him/her in any police Station, Court or Forum.
- 56. The teacher should adopt a humane approach in dealing with students who are physically challenged.
- 57.Be punctual & careful in availing professional opportunities for career development.

- 58.Every teacher should be conscious about his/her academic development & be careful. Attention for his/her placement date, fulfil/complete the required eligibilities for their due placement.
- 59.Academic diaries (Course Progress Record) are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/ daily performance & other necessary information etc & summit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) it the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
- 60. The teacher should not be careless for filling the Academic diary/Course progress record every teacher keep his/her academic diary/Course progress record update with the signature of the Principal.
- 61.No teacher shall meet/approach directly to any member of the Management/ Governing Body of Ujjawal Bharat Trust for their personal or any issue or matter. He/She should put/forward their issue/matte through the Principal to the Management/Governing Body of the Ujjawal Bharat Trust, in written form.
- 62.Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
- 63. The teacher should not interfere/speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
- 64. The teacher shall present punctually to the college for the National Anthem & Prayer.
- 65.No teacher shall leave headquarter without permission of the Principal/Secretary.

66.Every teacher should follow the teacher's dress code as per directed by the Principal/ Secretary.

## 23.<u>CODE OF CONDUCT/NATURE WORK/GUIDELINES FOR THE COORDINATORS OF</u> <u>N.S.S./LIBRARY/SPORTS/CULTURAL & ALL COLLEGE COMMITTEE/ CELL.</u>

Following code of conduct/nature of work/directions/Guidelines for Coordinators of various cell/ committees of Gautam Buddha Teachers' Training College, Hazaribag have been approved by Ujjawal Bharat Trust. It is for knowing his/her duties, responsibilities, nature of work & for smooth functioning of the college.

- 1. All coordinators herewith informed that prepare yearly "Plan of Action" at beginning of the session for their Department/Cell/Committee, for the current session & conduct the student, centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
- 2. It is also from every Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Exofficio) chairmanship of the Principal, before the program. And 'Minutes of the meeting of each meeting must be maintained by the coordinator in proper manner.
- 3. For creating & maintaining quality among the students, as well as keeping record for also NAAC purposes, planned programs/activities/events must be organized by the concerning Dept./Cell/Committee & must be kept all records just as:- Notice Minutes of the meeting Photographs, New Paper cutting, Event attended Students list, report etc.
- 4. And it is necessary to all to submit the month wise report of the organized program/activity/event to the Principal at the end of every month in hard copy.

Also submit the Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & copies, before or up to dt. 30<sup>th</sup> June of every year.

- 5. If any directed or planned Program/activity/event could not be organised/conducted due to any reasons. Then Coordinator of Cell/committee must submit the causes in 'written form' with name & duly signed to the Principal.
- 6. Coordinator should not organise any meeting any programme/event/activity etc. In the college, without discussion/consent/permission of the Principal. Every departmental meeting should be, organize under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why How, Where, for whom, by whom).
- 7. Every coordinator must discuss & convey the planning of any program/activity/etc. To the Principal before the program.
- 8. Whatever expenses of the programs/events/activities will be occurred, it will be as usual paid by the Principals office, after submitting the bills of the programs/activities/events to the Account Section.

#### 24. CODE OF CONDUCT FOR NON TEACHING STAFF

Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C./University/College/ Management from time to time.

- 1. Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her
- 2. Must join/attend the duty punctually every day.
- 3. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising application

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#### **CODE OF CONDUCT**

for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including all types of Examination works.

- 4. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
- 5. Speak respectfully and Behave with polish to the everyone of the college. (The Principal, teachers, Students, visitors, parents etc.)
- 6. Deal justly and impartially with students regardless of their religion, caste, political, economics, social and physical characteristics.
- 7. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- 8. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
- 9. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- 10.Should adhere the professional Ethics and code of conduct of the institution.
- 11.Every employee should apply their knowledge and experience for overall development of the office work of the college.
- 12.Every employee should behave and perform fair and committed to the best interest of the college.
- 13.Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- 14.Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
- 15.Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any

manner that violates the norms of decency or morality in his/her conduct or behaviour inside of outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/in the society.

- 16.Any employee should not indulge in any organised anti-institutional activity and shall no promote, abet, assist or motivate any groupism or unhealthy activity.
- 17. Avoid conflicts between their professional work and personal interest.
- 18.No one of the non-teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
- 19.No one shall ordinarily remain abse3nt from work without prior permission of the principal or grant of leave.
- 20.Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- 21. Should adopt a humane approach in dealing with students who are physically challenged.
- 22.Be punctual & careful in availing professional opportunities for career development.
- 23.No one shall meet/approach directly to any member of the Management/Governing Body of Ujjawal Bharat Trust for their personal or any issue of matter. He/her should put/forward their issue/matter through the Principal to the management/Governing Body of the Ujjawal Bharat Trust, in written form.
- 24.Every employee should respect the function superiority of those set in authority over him/her by the Management/Principal.

25.No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

NOTE

(BESIDE ABOVE CODE OF CONDUC T/DIRECTIONS/GUIDELINES, IF ANY FURTHER INFORMATION AS PER REQUIREMENT WELL BE TIME TO TIME COMMUNICATED TO THE CONCERNING TEACHER/FACULTY/HEAD OF THE TEACHING DEPARTMENT BY THE PRINCIPAL.)



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