



MATA MANJHARO AJAB DAYAL SINGH TEACHERS TRAINING COLLEGE

**Plot No. 1321,1322 Village – Domlur (Baradparwa). P.O. Dolur Taluk – Jagadispur,
District – Bhojpur, Bihar (A Self Financed D.El.Ed. B.Ed. & M.Ed. College)**

**NCTE Recognized and Affiliated to
The Veer Kunwar Singh University, Bihar” & Bihar School Examination
Board**

NAAC Accredited - ‘B’

**Organised by :
Anandanagar Welfare Society
Registration No. S/IL/30057**

Internal Quality Assurance Cell (IQAC)

Code of Conduct

Coordinator

IQAC Coordinator

Principal

Code of Conduct for the Principal:

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspire and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of Conduct. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by **College**, are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
14. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
15. To encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference / symposium/ workshop/ seminars.

Code of Conduct for Professor / Associate Professor/ Assistant Professor :

College has put forward its code of ethics for the **Professor /Associate Professor/ Assistant Professor** along the following lines.

1. 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 each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. He/ she shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a he/she should accept constructive criticism.
3. 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.
4. His/Her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
5. He/she should in still a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
6. Above all he/she should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him with their children.
7. It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
8. He/she should involve himself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
9. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.
10. He/she 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 programmes. This will generate a holistic development and a congenial relationship with the students.
11. He/she must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
12. 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.
13. 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.
14. He/she must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

15. He/she should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
16. He/she should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
17. He/she should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
18. He/she should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.
19. He/she should accord the same respect and treatment to the non-teaching staff as they do to their fellow colleagues. The Institution should hold joint meetings before upholding any decision regarding the College.
20. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

Code of Conduct for System Administrator:

College has put forward its code of ethics for the System Administrator along the following lines.

1. To maintain the network and PCs.
2. To attend complaints received from students and staff regarding PC or the Network.
3. To maintain peripherals like printers, scanners etc. in serviceable condition all time.
4. To assist the management in procurement of hardware, software and equipment.
5. To maintain internet connectivity and take steps to prevent misuse.
6. Any other duties assigned by the Principal/Head/Professor

Code of Conduct for Lab. Attendant:

College has put forward its code of ethics for the Lab Attendant along the following lines.

1. To ensure safety of the students in the laboratory.
2. To draw the lab schedules for the students and display on the board.
3. To record and maintain the attendance of the students.
4. To ensure discipline of the students in the laboratory.
5. To conduct lab examination as and when required.
6. To assist the faculty member in conducting lab sessions of their students.
7. To maintain the dead stock /consumable/semi consumable registers of respective laboratories maintenance of all instruments/equipments in the respective laboratories.
8. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.

Code of Conduct for Librarian:

College has put forward its code of ethics for the **Librarian** along the following lines.

1. To prepare and issue of Library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To maintain fine collection register and instruct students to deposit the fine
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To receive international journals & magazines and highlight important articles & news.
6. To compile back volumes of journals and periodicals and arrange for binding and Stacking.
7. To maintain the day wise records of visits of staff faculty members in library.
8. Display of cuttings of news papers on education /social matters on notice board
9. The list of requirement of books submits to the principal for further procurement.
10. To ensure discipline of the students in the library.
11. To effectively encourage faculty & student to use e-journals books keeping always in working condition.
12. Regularly under take binding of books which are damaged.
13. Any other matter assigned by Principal from time to time.

Code of Conduct for Examination Officer:

College has put forward its code of ethics for the **Examination Officer** along the following lines.

1. To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior super visors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to The West Bengal University of Teachers' Training Planning and Administration and West Bengal Board of Primary Education.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to The West Bengal University of Teachers' Training Planning and Administration and West Bengal Board of Primary Education & maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of University/Board.

7. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
8. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
9. To submit term work /oral practical marks to The West Bengal University of Teachers' Training Planning and Administration and West Bengal Board of Primary Education & time bound manner.
10. To organize arrangement of furniture and numbering of examination seats for The West Bengal University of Teachers' Training Planning and Administration and West Bengal Board of Primary Education examinations.
11. To receive the examination stationery from The West Bengal University of Teachers' Training Planning and Administration and West Bengal Board of Primary Education & keep in the strong room.
12. Any other duties assigned by the Principal from time to time.

Code of Conduct for Placement Officer:

College has put forward its code of ethics for the **Placement Officer** along the following lines.

1. Prepare a data bank of potential industries for placements and keep updating.
2. Initiate to organize recruitment process for placements.
3. Organize printing of placement Brochures/soft copies of information regarding students' placements.
4. Obtain feedback regarding strength and weaknesses of students who have been placed finally.
5. Obtain feedback regarding performance of placed students and obtain inputs additional training/grooming of current students at least for their year
6. Grooming the students for placements by organizing soft skill trainings.
7. Counselling of students regarding emerging areas of job opportunities.
8. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
9. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
10. Any other duties assigned by the Principal from time to time.

Code of Conduct for Office Superintendent:

College has put forward its code of ethics for the **Office Superintendent** along the following lines.

1. Scrutinize Admission & Eligibility documents and registers of admission.
2. Supervise and maintain personal files of staff and faculty.
3. Maintaining P.F. account as the case may be.
4. Keeping discipline and work schedule of class IV employees.
5. Maintain casual leave register.
6. Maintain movement register for staff under office administration.
7. Organise printing of brochures and placement documents for the institute.
8. Assistant Principal in receiving guests and visiting dignitaries in a dignified manner
9. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
10. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
11. To maintain the records of scholarships of students.
12. To take care of biometric requirement.
13. He/she shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
14. Any other duties assigned by the principal from time to time

Code of Conduct for Non-Teaching Staff:

College has put forward its code of ethics for the **Non-Teaching staff** along the following lines.

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
2. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
3. Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal in writing immediately.
4. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc.
5. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the Principal, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.

6. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

Code of Conduct for Supporting staff:

College has put forward its code of ethics for the **SupportingStaff** along the following lines.

1. He/she should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. He/she 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 college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their colleagues, teaching staff or students.
7. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
8. They should also be responsible for the proper use and maintenance of college equipments and furniture.
9. No Staff should be under the influence of drugs or alcohol during office hours.
10. He/she 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.
11. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
12. He/she should show no discrimination on basis of gender, caste or religion.
13. Interactions between Staffs 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 Staffs in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
14. They 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.
15. They should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
16. They 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.

Code of Conduct for Students :

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.

1. Each student should behave sincerely in the college. He / She should behave politely with the teaching staffs, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the principal or the vice-principal of the college.
2. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
3. Students should have park their vehicles in the place allotted to them.
4. Students should not wander in the college campus by bunking the classes.
5. Smoking, drinking and chewing 'gutkha' is strictly prohibited in the college campus.
6. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
7. Students are prohibited from bringing any such weapons in the college which would physically harm others.
8. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
9. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
10. Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
11. The rules of the office and the library are mandatory for each student.
12. No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
13. Students should participate in the sports, cultural and other extra-curricular activities and co-operate for good things.
14. At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.

15. It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
16. Each student will be given an Identity card by the college. He should show it if asked by the teachers, officers and administrative staff. Otherwise they will have to pay a fine of Rs.50/-If the Identity card is lost student can obtain another I-card by paying Rs.250/-
17. Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
18. Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
19. Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
20. Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.
21. Bringing a dummy person as a parent in the college is an offence.
22. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
23. Nobody should meet the Student directly and they should enquire in the office before doing so.
24. The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
25. If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.

Students should strictly follow all the above rules as well as any other rules made by the college from time to time.