



RAMESH PRASAD YADAV TEACHERS' TRAINING COLLEGE

At+P.O. : Koderma, District - Koderma (Jharkhand) 825410

Recognised by N.C.T.E. Bhubaneswar

Affiliated to Vinoba Bhave University, Hazaribagh

Website : www.rpyttc.com, e-mail : rpyttc2015@gmail.com

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Date

Vision & Mission


Vision

Vision of Ramesh Prasad Yadav Teachers' Training College is to provide GOOD TEACHERS to the society. We very well realise the contribution of teachers in the development of society.

MISSION

Our mission is to ensure that good teacher coming out of our Institution is also a good human being. So we strive to inculcate such habits, attitudes and values which contribute to the overall development of personality of our trainees.

To fulfill our vision and achieve our mission we provide an excellent academic environment which enriches the knowledge and develops the thought process of our trainees and thus consequently give to the society GOOD TEACHER and a GOOD HUMAN BEING.


PRINCIPAL
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Teacher's Training College
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Code of Conduct



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Introduction

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A Teacher Training College serves as a platform where future educators are trained to strengthen the foundation of society. The role of a teacher extends beyond educating students; they are also the bearers of ethical, cultural, and social values. Considering this significant responsibility, the college requires a Code of Conduct to ensure discipline, ethics, and accountability among students, faculty, and staff.

This Code of Conduct acts as a guide for all stakeholders of the college, making them aware of their duties and rights. It promotes transparency and discipline in academic activities while fostering moral values and social responsibility.

Our aim is to create a positive and inspiring environment within the college, where the highest standards of education, research, and service can be achieved. Adherence to this Code of Conduct will help maintain the dignity and ideals of the college.

The **Code of Conduct** is equally applicable to all students, teachers, and staff, reflecting our commitment to the objectives, mission, and values of the institution.

CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

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 HOD/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 must adhere to the Dress Code of the College and neat and tidy in their college uniform.
6. 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.
7. Every student help to keep college premises/campus/Class Room & desk chairs clean and neat, everyone must use dustbin for garbage.

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8. 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.
9. For any kind of misbehaviour with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
10. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
11. Students must take proper care of all the college property.
12. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
13. No function/program/ birth day in the college campus / class room without prior permission of the principal.
14. Each student should park his/her vehicle at the parking area of the college.
15. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the coordination in all college works.
4. Provide guidance, leadership, direction to the allstakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
8. Assessing reports/Academic Calendar /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
9. Assessing the academic Curriculum /Syllabus/ course of the students.
10. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
11. 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.
12. To encourage teaching and non-teaching staff for their professional development.

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CODE OF CONDUCT FOR THE TEACHER

1. 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.
2. Every teacher should apply their knowledge and experience for overall development of the students of the college.
3. The Teacher should behave and perform fair and committed to the best interest of students of the college.
4. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
5. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
6. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
7. 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, cocurricular activities organized by the Department/Committees/Cells of the College.
8. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
9. The teacher should maintain the positive relationship with all colleagues & students of the college.
10. 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 or morality in his/her conduct or behaviour inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
11. Create pleasant atmosphere where students can actively participate in curricular and extra-curricular activities of the college.
12. Avoid conflicts between their professional work and personal interest.
13. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
14. 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.
15. The teacher should adopt a humane approach in dealing with students who are physically challenged.
16. Be punctual & careful in availing professional opportunities for career development.

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17. Every teacher should be conscious about his/her academic development & be careful, attention for his/her placement date, fulfill/complete the required eligibilities for their due placement.
18. 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. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
19. No teacher shall meet/approach directly to any member of the Management committee of Ramesh Prasad Yadav Seva Samiti Trust for their personal or any issue or matter. He/ She should put/forward their issue/matter through the Principal to the Management committee Ramesh Prasad Yadav Seva Samiti Trust, in written form.
20. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.

CODE OF CONDUCT/NATURE OF WORK/ GUIDELINES FOR THE COORDINATORS OF N.S.S./LIBRARY/SPORTS/CULTURAL & ALL COLLEGE COMMITTEE/CELLS.

Following Code of conduct/nature of work/directions/Guidelines for Coordinators of various cells/ committees of Ramesh Prasad Yadav Teachers Training College, Jhumri Telaiya have been approved by Ramesh Prasad Yadav Seva Samiti Trust. It is for knowing his/her duties, responsibilities, nature of work & for smooth functioning of the college.

1. All Co-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 students centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. It is also expected from every Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under 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 purpose, 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, News paper cuttings, Event attended Students list, report etc.

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4. It is necessary to all to submit the month wise reports 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 & soft copies, before or up to dt. 30th June of every year.
5. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Coordinator of Cell/committee must submit the cause/s in written form with name & duly signed to the Principal.
6. Coordinator should not organise any meeting/any program/event/activityetc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organize under the 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 Principal's office, after submitting the bills of the programs/activities/events to the Account Section.

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/NCTE/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 applications for admission, advising and counselling students aswell 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 polite 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,economic, social and physical characteristics.
7. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
8. Should adhere the Professional Ethics and Code of Conduct of the institution.

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9. Any employee should not indulge in any organised anti institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
10. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
11. 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.
12. Should adopt a humane approach in dealing with students who are physically challenged.
13. No one shall meet/approach directly to any member of the Management Committee of Ramesh Prasad Yadav Seva Samiti Trust for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management Committee of the Ramesh Prasad Yadav Seva Samiti Trust, in written form.
14. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
15. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

CODE OF CONDUCT OF COLLEGE LIBRARY FOR THE STUDENTS OF THE COLLEGE

College Library is known as a store house of knowledge. It is known as a centre of teaching activities. It is also the best platform to get information. So, Library is called the heart of college.

Therefore, there are some important rules and regulations of the library which are mandatory for the readers to follow:-

1. The library user is required to maintain silence in the library.
2. Library card must be brought to get books issued.
3. To issue a book/books, a coloured passport size photo has to be pasted on the library card.
4. In case of loss of library card, Rs. 20 will be payable for issuing another card.
5. Only two books will be issued to each student at a time. Permission will have to be taken from the Principal to obtain additional books.
6. Only two books at a time will be issued to teachers and non-teaching staff for the next fifteen days.

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7. Every student must return the book/books within ten days from the date of issue, failing which a fine of one rupee per day will be payable.
8. The book/books issued may be taken back, if required, within two days on the orders of the Principal.
9. In case the format of the issued books is distorted/pages are removed/marked with pen or pencil, another book will have to be purchased and submitted.
10. In case of loss of issued books, the latest edition of the book will have to be purchased and deposited or double the current price will have to be paid.
11. Bringing personal book/books to the library is prohibited.
12. The library cannot be used when there is teaching work in the class. The process of issuing and returning books cannot be done during teaching work.
13. Use of mobile phones is prohibited in the library.
14. Library It will be mandatory for the students to use the library during periods or free time.
15. Debating/making noise/laughing/intoxicating people of any kind is strictly prohibited in the library. Disciplinary and strict action will be taken if these rules are not followed.
16. The issued books is prohibited for use in the library.

It will be mandatory to follow the above rules/regulations of the library. Your cooperation is our accumulated wealth.



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