




RAMBHA COLLEGE OF EDUCATION

MANAGED BY : RAMBHA SOCIAL WORK & EDUCATIONAL TRUST

CODE OF CONDUCT FOR STUDENTS OF RAMBHA COLLEGE OF EDUCATION

Following acts and conduct on the part of the trainees will amount to Misconduct –

1. Misbehavior towards teachers or any employee of the College.
2. Absence from classes without the permission of the principal/H.O.D.
3. Intentional disturbance of the classes.
4. Disruption of the classes/propagating a strike / or any other undesirable action.
5. Indulging in physical violence in any matter.
6. Disobeying lawful orders of the Management, Principal, H.O.D and Teachers.
7. Incompletion of attendance as per requirement of the university rules.
8. Violation of the norms as guided by the NCTE and KU.
9. Bringing unauthorized person/articles inside the college.
10. Delay in the submission of assignment and project on due date.
11. Delay in submission of migration certificate, leave application and any other required documents.
12. Teasing/misbehavior to female trainee/Bullying or intimidation.
13. Theft/pilferage of the college or student property/damaging or disfiguring college property.
14. Absence from attending the morning assembly as it will amount disregard to the National Anthem as it is sung on assembly.
15. Non – compliance of dress code of the college.


Principal
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16. Absence from School internship programme.
17. Submission of grievance, if any, directly to any member of management. (These should be submitted to the Principal who will act as a bridge between trainees and management).

In above acts of misconduct, Principal shall take suitable action as per observations of the disciplinary committee depending on the gravity of the misconduct,

These may include: -

1. Oral/written warning to trainees (with intimation to the parents/guardians if required)
2. Recovery of loss of the college property.
3. Rustication from the college.
4. Debarring to fill up the university form for examination in case of shortage of attendance/ submission of required documents.

ESTD 2018

Rajani

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CODE OF CONDUCT FOR TEACHERS

- Teachers are supposed to be punctual and regular in teaching work.
- He /She should cooperate with the head of the Institute/Department and colleagues for Seminar, Workshop and Conference, curricular, co-curricular and extracurricular activities.
- All Teachers must be punctual, sincere and regular in their approach and devote their time and their best efforts for the progress of the Students and Institutions.
- Teacher efforts should be dedicated towards enhancing the overall quality of the Teacher Education.
- The teacher should regularly update his/her knowledge by attending Seminar, Workshop, Conference, Faculty Development Programme and keep pace with the advent of technology.
- The teacher should engage in research and development activities by working on research projects.
- The teacher should increase the use of ICT tools to enrich the teaching –learning process.



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CODE OF CONDUCT FOR ADMINISTRATOR

Rambha College of Education is headed by Principal fulfilling the norms of NCTE with long span of experience in the field of teaching and educational administration. Having a wide vision, she/he should be competent enough in the Management of Human Resources, Management of Material Resources, Organizing Co-Curricular Activities and above all class management by making effective policy and Plan. The College Administrator should have insight to go deep beyond the surface and to understanding the implications of problems.

College Administrator is called Face of Institution. He/she should serve their students, teachers and rest of the staff with great dedication and responsibility. They lead institutions by their eminent thoughts and work ability. They always listen to their students and encourage them with cooperative tone. As He/ She is the head of the institutions thus, unique decision-making powers of principal leads the college to path for success. So, for this reason, college principals are required to adhere to a strict code of conduct, which are given below:-

- Must thrust moral and ethical values while dealing with some sensitive issues, and avoid careless decisions that may result in vocations of law.
- College principal has to monitor, manage and educate the administration of the Institution.
- She/he has to chalk out a policy and plan to execute the vision and mission. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them properly.
- Has to exhibit outstanding and strong leadership skills and empower all staff members and students to reach their maximum potential.


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- To make all his/her decisions for the best interest of the students and never put his interests above the greater good of the college.
- She/he has to respect the rights of all the members of the college.
- Students trust their principal to take care of them, thus principal must apply active and passive honesty.
- She/he should never directly lie to anyone, must never withheld vital information that he/she has to make public.
- Empower all his/her staff and students to reach their maximum potential and to be fair in his disciplinary actions for all faculty members, non-teaching staff and students.
- Execute other qualitative and quantitative work for the welfare of the institution and carry forward the mission and vision of the college for academic excellence so that society is served in real manner.
- She/he is well versed in all the three aspects of academic, administration and account of educational administration.



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CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
3. No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
4. The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries.
5. The staff should treat the students with care and kindness, and maintain their dignity.
6. It is responsibility of every staff to meet the required standards for every assigned task.
7. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
8. The staff should take care and protect the equipment and property of the Institute, in general, assigned to him/her.
9. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
10. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
11. In case, any staff gets involved in any legal proceeding, he/she shall about the same to the Principal.



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CODE OF CONDUCT FOR PRINCIPAL

- The Principal should ensure that the development plans of the college, both long term and short term with respect to the academic programme are duly processed and implemented through relevant authorities, bodies, committees and faculty members.
- It is the responsibility of the principal to observe the acts, statutes, Ordinances, regulations, rules, mission and vision and other order issued by the University authorities and the management from time to time.
- The Principal has to assure the competent and effectiveness of Administrative plans and assignments, administration of the academic programs of the college as well the general administration of the college. It has to be done under the purview of the principal as the head of college.
- The Principal has the responsibility of addressing and resolving all issues concerned with the students and faculty.
- The Principal has the responsibility to ensure that ample importance is given to the general sensitivity measures in all the activities of the college.
- With regards to the disciplinary measures the Principal has the authority to take all the necessary action as per the direction of the regulatory authority.
- In this regard Principal should take action which should be impartial and should maintain complete transparency.
- The principal has the responsibility to deliver leadership, direction and coordination within the college.


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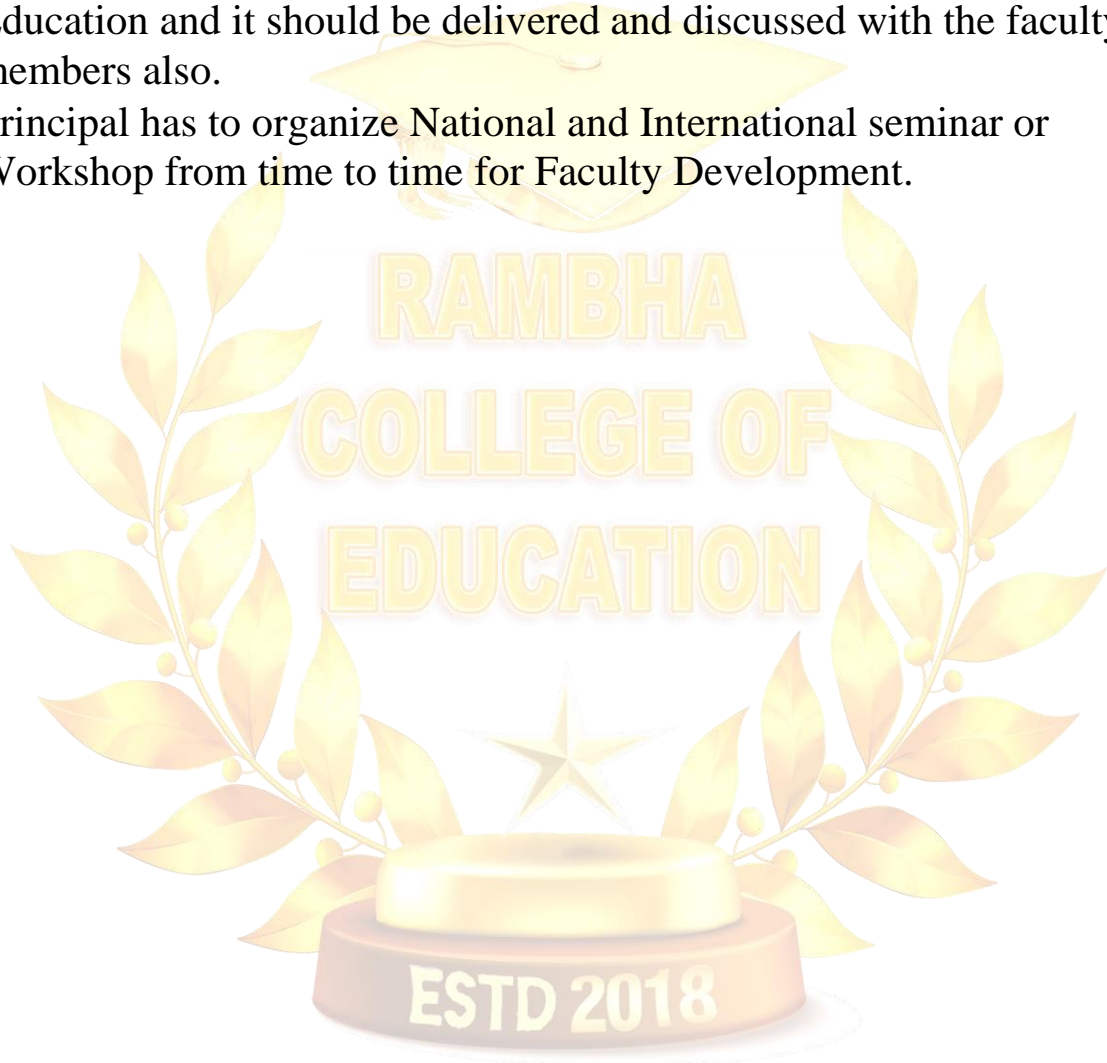
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- Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the college.
- Principal should be aware about the New Policy Regarding Education and it should be delivered and discussed with the faculty members also.
- Principal has to organize National and International seminar or Workshop from time to time for Faculty Development.



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DETAILS OF MONITORING COMMITTEE FOR PROFESSIONAL ETHICS PROGRAMS


The institution has different committees and cells to monitor adherence to the Code of Conduct and professional ethics. The committees are as follows:

- Anti Ragging Committee
- Grievance Redressal Committee
- Discipline Committee Members
- House on Duty Teacher in charges

ANTI RAGGING COMMITTEE

Functions:

- The Anti Ragging Committee keeps vigil on incidents of Ragging in the campus.
- New trainees are oriented in the beginning of the session about the institutional rules and regulations of anti-ragging.
- The Committee also takes the anti-ragging undertaking from the students.
- To make Rambha college Campus "Zero Tolerance for Ragging"


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“RAGGING IS A PUNISHABLE OFFENCE”

Policy for Anti Ragging includes:

- Suspension from attending classes and academic privileges.
- With holding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in College program, seminar, workshop or competitions etc.
- Suspension/expulsion from the hostel. Cancellation of admission.
- Rusticate/Suspend from the institution.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine up to Rs. 25,000/-.

Note: Where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

Reference: Anti-Ragging,

https://www.ugc.gov.in/Bureaus/bureaus_details?EwV4Rtmy2x07nuhP3MYqbpwm5MTBRsa5u2ipRdltuUxMTUu1gSiipessUFP0rnrg

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GRIEVANCE REDRESSAL COMMITTEE

Function:

- The procedure for looking into and reviewing faculty and student complaints or grievances is established by the Grievance Redressal Committee.
- Committee informs faculty and students of the members willingness to hear complains.
- The Grievance Redressal Committee investigates the reason for the complaints grievances and finds out the solutions.
- Grievance Redressal Committee ensures effectual resolution based on the seriousness of the list of Teachers, Students and Non- Teaching Staff in the decision-making bodies.


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DISCIPLINE COMMITTEE

Function:

- Students are supposed to come in proper uniform and always carry identity card in college premises.
- Student should be present in his or her classroom while lecture is going on.
- Students should not loiter on the corridors or veranda.
- Spitting, disfiguring, sticking bills, scribing on the walls, floors, pillars, doors, digital smart Board, camera, biometric machine, mike system are strictly prohibited.
- Students are advised to take all possible care of college properties and must not tamper with the same.
- Misbehavior of a college student inside or outside the college Premises shall be considered as breach of college discipline and May entitles such offending students to be expelled from college
- Student are expected to abide by the general hygienic principles, and they should not attend classes if they are suffering with infectious diseases.
- No meeting of students can be allowed inside the college without the permission of the principal.

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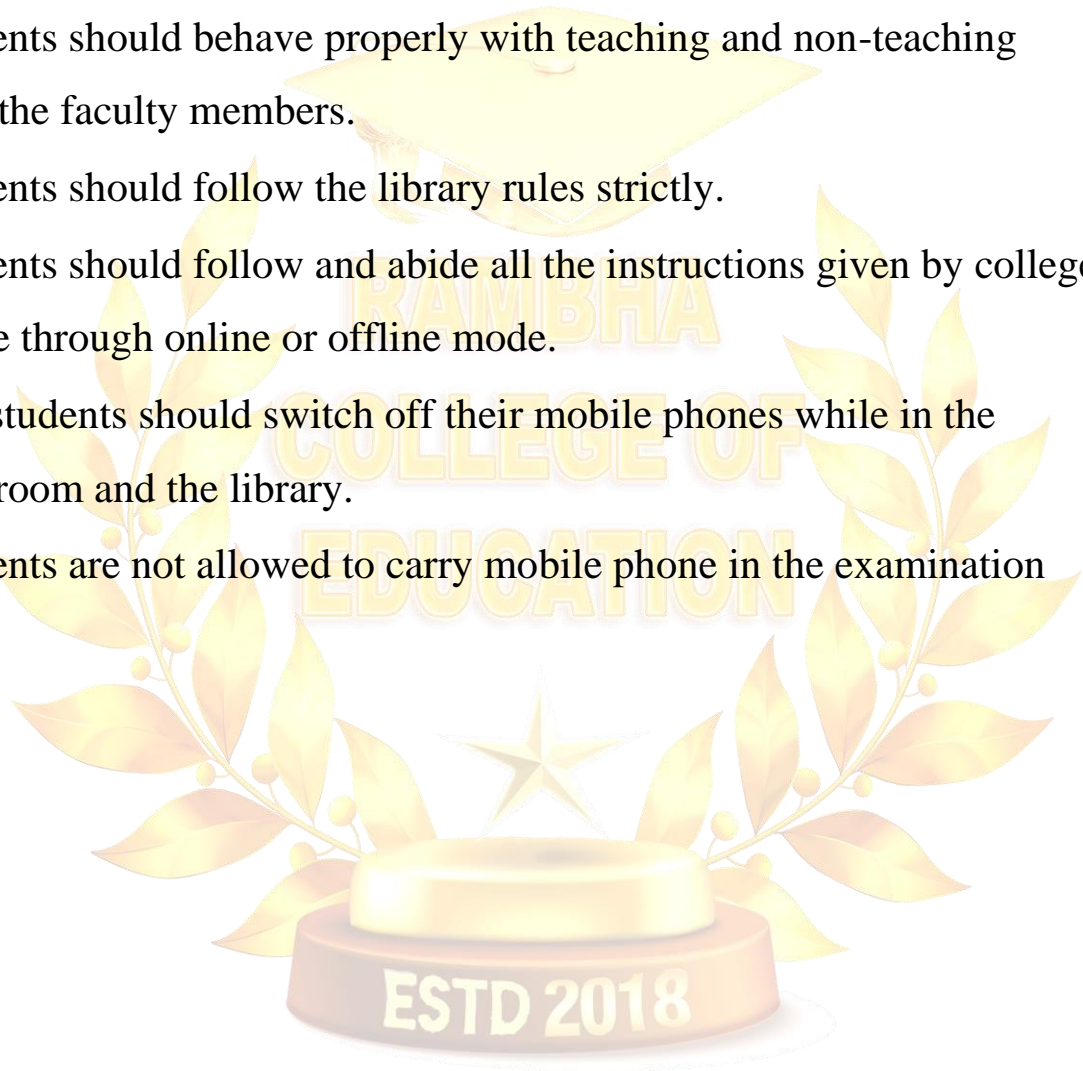
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- It's a duty of every Student's to keep the college campus clean and beautiful.
 - Students should behave properly with teaching and non-teaching both the faculty members.
 - Students should follow the library rules strictly.
 - Students should follow and abide all the instructions given by college office through online or offline mode.
 - The students should switch off their mobile phones while in the classroom and the library.
 - Students are not allowed to carry mobile phone in the examination




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