



RAMBHA COLLEGE OF EDUCATION

MANAGED BY : RAMBHA SOCIAL WORK & EDUCATIONAL TRUST

Aspects included in the Perspective /Strategic Plan:

1. Application for grants from government and non-government sources
2. To construct a spacious college building for Upcoming University Purpose.
3. To strengthen short term courses and revise them as per the needs of students.
4. Up-gradation of the classrooms with ICT facilities.
5. To introduce new courses add-on/short-term courses.
6. Facilitating exchange programmes for students and faculty by signing MoUs for collaboration with other institutions.
7. To review evaluation system and execute more programmes for the attainment of outcomes.
8. To strengthen research work.
9. To organize maximum Seminars /Workshop/ Activities
10. To provide support and money for innovative research of the teacher and students.
11. To enrich library with maximum books and extend to e-resources.
12. To make the campus Wi-Fi and under the surveillance of CCTV for security purpose .
13. Beautification of the campus with innovative environmental practices, plantation , wall painting
14. To modify the computer lab and language lab.
15. To energize feedback mechanism and involvement of the students.
16. To encourage energy conservation activities.
17. To sign more functional MoUs for academic and activity based learning .
18. To purchase more equipment's for sports department.
19. To make compliance of financial audit in due time.
20. Smart Classes to be introduced

Ralyani

Principal
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Girilata, JSR-832107

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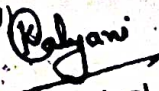
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21. To encourage teachers for research project.
22. To introduce NSS and community service under this.
23. Organization of national and international seminars and workshops.
24. Placement opportunities for alumni students..
25. Plan for seeking financial aid under UGC/NCTE etc. for faculty development seminar / workshop.
26. Increase in the furniture.
27. Sports Equipment.
28. Biometric devices for teacher and student attendance.
29. Mastersoft LMS.
30. DEL NET for library

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 Teacher.
7. Incompletion of attendance as per requirement of the Kolhan University rules.
8. Violation of the norms as guided by the NCTE and Kolhan University (KU)
9. Bringing unauthorized person/articles inside the college.
10. Delay in the submission of assignment and project work after due date


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11. Delay in submission of migration certificated, leave applicable and any other required documents.
12. Teasing misbehavior the female trainee/Bullying or intimidation of others.
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 assembly.
15. Non – compliance of dress code of the college.
16. Absence from internship program me.
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 as per the rules and regulations implemented by the Head of the Institution.

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 Program me 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 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 inform about the same to the Principal.

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, regulations, rules, mission and vision and other order issued by the University authorities and the management from time

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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 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.

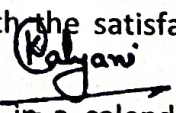
Principal has the responsibility for the smooth conduct of curricular, co-curricular and extracurricular activities of the college.

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.

Leaves Rules for Teaching Staff of RAMBHA COLLEGE OF EDUCATION.

1. Staff members are entitled to three kinds of leave -
16 Casual leave, 6 Medical leave, 6 Emergency leave in a year.
2. Casual leave would be of 16 days in a calendar year, 8 in January to June and 8 in July to December.
3. Casual leave may be of full days or half day as required by the concerned staff member.
4. Staff member may seek half day leave either in first half or in second half of the working hours of the college out of entitled 16 days casual leave.
5. Casual leave shall not be matter of right. It will be granted only with the satisfaction of the authority.
6. Medical leave entitlement to the staff members will be of 06 days in a calendar year with


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medical paper or Doctor Prescription

7. 08. Medical leave will be granted on the genuine grounds with the satisfaction of the authority.
8. No leave will be granted during inspection or other unwarranted situation except in extremely emergent situation.
9. Leaves availed will be calculated at the end of the calendar year. Leave without pay will be applicable if entitled leaves are found exhausted.
10. Management reserves the right of relaxation as well as imposition

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