



Estd.:2008

R.T.C. B.ED. COLLEGE

P.H.E.D., Buti, Ranchi-09



**Recognised by NCTE(ERC), Bhubaneswar
and
Affiliated by Ranchi University, Ranchi**

Code of Conduct

Prepared by IQAC

R.T.C. B.Ed. College, Buti, Ranchi

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Preface

R.T.C. B.Ed. College, P.H.E.D., Buti, Ranchi is one of the top most self-financed co-educational teacher's training college in Ranchi (Jharkhand) established in 2008 and managed by the Gramvasi Alpasankhyak Vidyavardhini Samiti, a charitable society for human welfare, under the Act 21, 1860 with the registration number 191/1978-79 and 355/2006-2007, dated on 07-11-2006. The college has introduced Bachelor of Education (B.Ed.) course in the year 2008 and Diploma in Elementary Education (D.El.Ed.) course in the year 2014 with an aim to impact teachers training to meet the growing manpower requirement in higher secondary, secondary, upper primary and primary schools with a view to inculcate the spirit of good education.

Today teacher education means much more than merely acquiring knowledge about teaching skills. It builds character with commitment for the teaching profession. It empowers trainees with good leadership qualities. The academic culture of the institution on provides scope for the student trainees to re discover themselves with the latest professional skills. The academic discipline of the institution would create a strong foundation to march ahead and achieve the educational objectives for a stronger and brighter India. Moreover, the cherished motto of the institution is to contribute physically fit, mentally sound, emotionally balanced, and spiritually high teaching fraternity.


Principal
Principal
R.T.C. B.Ed. College
P.H.E.D., Buti, Ranchi, Jharkhand

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“The institution is guided by a well-defined mission and a long-term vision.”

Our Vision:

- To develop academic integrity and accountability with sincerity, dedication and a joyful team work.
- To sustain intellectual excellence and creativity.
- To nurture a vibrant academic environment that fosters innovation, leadership, and lifelong learning.

Our Mission:

- To evolve as a model institution for teacher education with global standard to develop social responsibilities with improved performance among the teachers of the new generation.
- To strive for academic excellence and quality assurance in the field of teacher education.
- To empower aspiring educators with the skills, values, and knowledge needed for inclusive and transformative education.

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INTRODUCTION

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior 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 is the Key to Success” The purpose of this code of conduct is to make the Students, Teachers, College Departments/ Cells/Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

Code of Conduct for Students

1. A Candidate admitted into B.Ed. Course must maintain the ethics of commitment to this noble teaching profession.
2. The candidate is expected to respect the college discipline and the rules framed for the purpose. This college is reputed for excellent teaching and strict discipline. It looks after proper maintenance of discipline and leaves no scope for ragging / other in disciplinary activities within the college campus.
3. Any body found guilty of such activities will be punished from cancellation of admission to expulsion from the institution. An undertaking has to be signed by the student and his/her guardian assuring that they the candidate will not indulge in any kind of in-disciplinary activities or behaviour.
4. The students should attend the college in complete uniform with well-groomed personality.
5. The students should be the necessary writing materials required for the day.
6. The students must attend the morning prayers daily and should never be late to the college.
7. According to Ranchi University and NCTE norms a trainee must attend 80% of all the theory classes (Course work) and 90% of all the practical classes (training work). However, it is hoped that the students give 100% attendance in practical training work and more than 90% of attendance in theoretical course work, so that they build absolute confidence in themselves and in the training program.

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8. It may be noted that no permission for leave will be granted without a valid or genuine reason during the training programme. Prior permission is required from the principal (or Professor in charge) under such circumstances.
9. Every candidate shall have to undergo practice teaching in a co-operating school as "Teaching Practice".
10. No other commitments, such as competitive examination, computer course, private tuition, other University Examinations should be under taken during the regular college duration.
11. Every student is expected to make the best use of the library and the laboratories.
12. The students should not hesitate to seek help from the professors during training.
13. If a candidate desires to drop out from the course before the commencement of classes, he/she will receive refund of fee except application and admission fee. After the commencement of classes there will be no refund of money.
14. Every student must wholeheartedly participate in all the academic, cultural and sport activities of the college. They should always be ready to learn more and be proactive for innovative initiatives of the college.
15. No student allows, keeping fashionable/cool/unusual/colored hair style.
16. 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.
17. Consuming Alcohol, Guthkha and Smoking is strictly prohibited in the college premises.
18. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
19. No function/program/ birth day in the college campus / class room without prior permission of the principal.
20. The students are expected to take proper care of the college property.
21. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
22. Every student is a member of the GAVS society and RTC family.
23. The students should not hesitate to contact the Class Teacher or the Principal for any academic issue.

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Code of Conduct for Library

1. The library remains open from 9.30 AM to 3:30 PM in all working days.
2. Every student/ staff of the college is eligible for library membership/identity card.
3. Silence must be observed in the library.
4. Personal belongings are not allowed inside the library.
5. All students should sign the entry register of the library, before entering.
6. Students must handle the book/s very carefully.
7. All students should note that, Library Cards are not transferable.
8. B.Ed. and D.El.Ed. Students will be issued maximum two books respectively at a time.
9. Books are issued for fifteen days only. However, the same may be renewed depending on the availabilities of copies in the library.
10. Students should check the condition of books before receiving from the library.
11. 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.
12. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
13. A fine of Rs. 5/- per day should be fined after the last date of renewal.
14. If the due date falls on holidays, return can be done on the following working day without fine.
15. Misbehavior in the library/in study room will lead to cancellation of admission/library card and serious disciplinary action will be taken against the concerning students.
16. A 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/-
17. 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.

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

Following code of conduct/code of professional ethics for the Principal, Teaching Staff & Non-Teaching Staff of R.T.C. B.Ed. College have been approved by the Gramvasi Alpasankhyak Vidyavardhini Samiti, a charitable society for human welfare. Which are as following: -

Code of Conduct for the Principal

1. Chalk out a policy and plan to execute vision and mission.
2. Keep the co-ordination in all college works.
3. Provide guidance, leadership, direction to the all stakeholders.
4. Oversee and monitor the administration of the academic programs and general administration of the college.
5. The Principal should exhibit qualities of effective leadership in all academic and administrative activities 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. Observance and implementation of directives issued by Government/ U.G.C./ Director of Education / Higher Education /Ranchi University, Ranchi, Jharkhand Academic Council and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic Calendar /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic Curriculum /Syllabus/ course of the students.
12. Assessing reports of members of the non-teaching staff and encourage teaching and non-teaching staff for their professional development.
13. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.

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14. To encourage at overall physical and cultural development of student's fraternity through various extracurricular activities.
15. 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.
16. To encourage teaching and non-teaching staff for their professional development.
17. To prepare performance appraisal report of the Teaching and non-teaching members annually.

Code of Conduct for Teachers

1. All faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
2. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
3. The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
4. During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the supervision of the Head of the institution.
5. No member of staff shall engage in any political activity within the college campus.
6. Mentorship system must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating counselling and monitoring them.
7. Teachers should help students to develop an awareness and understanding of their own rights and respect for the rights of others.
8. Teachers should be faithful in maintaining the attendance register.
9. Teachers should be teaching according to the approved syllabus of Ranchi University.
10. Teachers should be prepared lesson at the earliest in order promote safe learning environment.

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Code of Conduct for Non-Teaching / Administrative Staff

1. All staff members should display the highest possible standard of professional behavior. They should be punctual and disciplined towards their work.
2. Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
3. The normal working period for those in the category of non-teaching staff shall be from 9:00AM to 4:00PM with half hour lunch break on all working day.
4. All staff members must refrain from any form unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
5. All staff members should care in the use of college properties like computer, library books, laboratory equipment, attendance register etc.

Code of Conduct for Institution/Administrator

1. At all-time maintain a professional relationship with all teachers, staffs and students.
2. Provide CCTV for the safeguard of the students and teachers.
3. Students will take gate pass from the principal if they go out during class hour.
4. Encourage students, faculty, nonteaching staff and co- workers to develop as active, responsible and efficient individuals.
5. Promote team work, respecting their professional capacity and interest and be prepared to offer advice and assistance.
6. Parent will not be entertained during the class hour.

Course Completion Requirement for appearing in the Examination:

1. Every candidate for the B.Ed. Examination shall produce a certificate from the principal for the purpose of:
 - a) Good Conduct
 - b) Having satisfactorily completed the courses by
 - i) Attending 80% lecturers in theory

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- ii) Attending 90% classes in practical
 - iii) Completion of requisite number of teaching practice lesson as per NCTE and Ranchi University norms.
2. Candidates, who fail to fulfill the requirements with respect to the attendance norm, or completion of the academic course work like submission of assignments / projects / records will not be permitted to appear in the final first Year and Second Year University Examination.

DURATION OF COURSE

The B.Ed. programme is of two academic years.

Working Days

1. There shall be at least 230 working days each year exclusive of the period of examination.
2. The physical presence of the candidates in the institution is necessary to ensure their availability for advice, guidance, dialogue and consultation as when required.

Morning Assembly:

Morning assembly starts with Sarva Dharma Prarthana followed with pledge for the students, motivational thought, NEWS, and National Anthem.

Intake

- Only 100 students will be admitted in one academic year for B.Ed. Course.
- Reservation policy of the Govt. of Jharkhand will be adopted.

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Medium of Instruction:

- The medium of instruction will be Hindi and English.

Examinations:

- Examinations are conducted either in Hindi or English.
- Every student must appear in all the internal examinations. No re-examination will be conducted except under genuine medical conditions. Internal marks are added based on the score of the college examinations, training program activities and assessment of assignments /records.

College Uniform (For Girls)

- (i) Pink Colour Saree and Hi-Neck blouse (Monday to Thursday)
- (ii) White Salwar Kameez with navy blue dupatta (Friday to Saturday)
- b) Black Canvas Shoes, and Black Socks
- c) Navy Blue Blazer (in winter)

College Uniform (For Boys)

- a) Black Colour Full Pant, White Colour Full Shirt and Black Tie
- b) Black Shoes, and Black Socks
- c) Navy Blue Blazer (in winter)

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College Morning Prayer:

सर्वधर्म प्रार्थना

ॐ तत् सत् श्री नारायण तू
पुरुषोत्तम गुरु तू
सिद्ध बुद्ध तू स्कंद विनायक
सविता पावक तू

ब्रह्म तू यहव हक्ति तू
ईशु पिता प्रभु तू
रुद्र विष्णु तू राम कृष्ण तू
रहीम ताओ तू
ॐ तत् सत्

वसुदेव गौ विश्वरूप तू
चिदानंद हरि तू
अद्वितीय तू अकाल निर्भय
आत्मलिंग शिव तू
ॐ तत् सत्