



Sri Ramakrishna Sarada Ashrama Teacher's Training College,

Rabindra Path, Hazaribagh 825301 (Jharkhand)

CODE OF PROFESSIONAL ETHICS AND CONDUCT

Core Values of the College

- Mutual trust, team work, promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.
- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

• Code of Conduct for Teaching Staff

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the Vinoba Bhave University of Hazaribag Acts, Statutes, Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

Suman Tarpan Singh

President 11/05/2022

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- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. to wards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

Code of Conduct for Non-Teaching/Administrative Staff

- Code of Conduct for non-teaching staff is mainly governed by Viniba Bhava University Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 9.00 a.m. to 4.00 p.m. with one-hour lunch break on all working days.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

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CAMPUS CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present in the class well -within time and late coming will result in loss of attendance for the corresponding hour.
3. All students shall leave the classes immediately after dispersal. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
4. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Principal/ Vice Principal and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
5. Students shall come to the college in approved uniforms.
6. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned and any violation of they will be debarred from attending classes and repetition of this could result in suspension from the college.
7. All the students are expected to attend all college functions in college uniform unless otherwise specified.
8. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
9. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of SRSA academic values will be referred to the discipline committee.
10. Any dress code violation noticed within the campus will attract suspension from attending class and could initiate further disciplinary actions.
11. As per the Govt. order, students shall not bring powered vehicles inside the campus.
12. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
13. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
14. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.

President *Srinani Tripathy*

Sri Ramakrishna Sarada Ashrama
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15. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus. Students are not permitted to use mobile phones within the campus.
16. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite suspension of attending classes. (Later, students will be counseled).
17. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
18. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
19. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
20. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
21. During internal examinations of 2 hours period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
22. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
23. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
24. Expulsion from the College is enough for expulsion from the hostel.
25. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of SRSATTC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

Sumanis Tripathi

11/05/2024

President

Chairman

Sri Ramakrishna Sarada Ashrama
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