



T.N. Agrawal Teachers' Training College, Harigaon
(Recognised by ERC, NCTE, Bhubneshwar, Affiliated to Aryabhata Knowledge University, Patna)
Sponsored by T.N. Agrawal Educational & Social Welfare Foundation , P.O.- SanyaBarhatta, Dist -
Bhojpur, State - Bihar, Pin Code- 802162



7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways.

CODE OF CONDUCT FOR B.ED TRAINEES SCHOLARS

In General

Student teachers are governed by the code of conduct from the time when they join this Institute and till they finally leave end of the course.

All the students will strictly adhere to this code of conduct faithfully and thus maintain a very high standard of behaviour and conduct in the Institute during the course of study.

Formation of students' Union / student bodies during an ongoing academic session is not permitted. Class Representatives and Group Leaders will be elected.

Special attention will be paid to the following: -

Students will be **polite and courteous** in their daily conduct & interaction with other students, Faculty and non-teaching staff of the Institution. The students are expected to acknowledge the presence of the Principal or any Faculty member in the Classrooms and within the institutional premises by extending appropriate **“Greetings”**.

Morning Assembly conducted every day at 10 o'clock. The attire mandatory for the Morning Assembly and the entire day is given below under 'Dress Code'.

Medium of communication:

Teaching in the classroom as with all other official transactions will be conducted in Hindi and English. Notices, Circulars, Announcements, Special addresses, etc for both academic and non-academic purposes will be in the English and Hindi languages. The same will be used as a medium for accomplishing all theoretical and practical requirements of the Courses offered.

Leave

No leave of any kind is officially permissible during the entire B.Ed.training Course. Under the unavoidable circumstances of sickness, bereavement in the immediate family or other

such urgent business, due information in writing may be given to the principal who may take such action as deemed necessary. However, such leave applications will only be for file record.

Students not fulfilling the minimum required percentage of 80% as prescribed by the University are not eligible for filling up of the University Examination forms and sitting in the University Examination.

Dress Code

Students will be neatly and cleanly dressed within the limits of decent and respectable grooming. Students dressed beyond the accepted limit of decency will be imposed a fine up to Rs. 500/-.

Miscellaneous:

Maintenance of Discipline

The UGC XII Plan Guidelines (2012-17) states that:

A. "Safety of Students while they are on Excursion/Tours/Academic Trips, etc.

TNATTC, Harigaon make sure that Expedition activity are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embarked on such Expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty(50), a qualified Doctor with adequate supplies of Medicines should be included in the entourage.

Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the Parents/Guardians of the students who are setting out on the journey. Any representation or suggestions made by parents in this regard can be taken into consideration in the interest of successful and save organisation of the expedition.

It is mandatory for Institutions to elicit consent letters from the Parents/Guardians of the students who are embarking on tour. Further, no Excursion/Tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks.

Before proceeding on tour, all students are properly briefed by the way of "Training Session" about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes of environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.

B. Maintenance of discipline among students of the TNATTC:

The Principal of the College and Head of B.Ed. wing shall have the authority to exercise all such disciplinary powers over the students.

C. All B.Ed/D.El.Ed. Students must follow the instructions at the time of Teaching Practice

1. All B.Ed/D.El.Ed. trainees must attend to internal teaching practice Internship, if any trainee absents himself without a proper cause and prior information, he will be debarred from internal teaching for the entire period of teaching.
2. After teaching is over, lecturer's signature is a must on appropriate spaces, Le, specified Spaces on fair teaching lesson plan, teaching report and criticism records.
3. During internal teaching practice mobile should remain switched off failing which your teaching might be cancelled
4. According to the schedule all students must bring Fair lesson plan (after correction) & teaching report with T.L.M. Those who will not come with these records and materials, may not be allowed for internal teaching practice on that day.
5. You must maintain discipline and dignity in the campus and class rooms. You must honour the teachers and students as well. Beating the school Students is strictly prohibited in or out of the class
6. We have been allotted two rooms one for B.Ed male students & other B.Ed girl students for teaching preparation. If school has no proper facilities, you should adapt yourself in a decent way.
7. Wandering in verandas is strictly prohibited.
8. Students should avoid rough lesson plan correction at the time of teaching. If necessary, you can request at the time of short-break.

D. All B.Ed/D.El.Ed. Students must follow the instructions at the time of internship-Cum-Teaching Practice

1. All B.Ed/D.El.Ed. trainees must attend to Internal teaching practice to be held in different schools, if any trainees absents himself/herself without a proper cause and prior

information, he/she will be debarred from Internship-cum-teaching practice for the entire period of teaching

2. You must be present daily in assigned schools during prayer session. After prayer session you must go to HM's office to sign, an the attendance register.
3. You must have dignified dress (uniform) along with college Identity Card.
4. You must bring daily to concerned Schools your Essential Records like Lesson plans Learning Plans, Observation, Teaching Reports, along with TLMs and chart, duster etc.
5. You must stay in the concerned school from prayer to till the end of evening long bell. If there arises any emergency, you must take permission of the concerned HM and our lecturer. Without taking permission, if any student leaves the concerned school campus, he/she will be treated as absent on that day.
6. You must maintain discipline and dignity in the school campus and classrooms. You must honors and teachers and students as well. Beating the school student is strictly prohibited.
7. You must pay respect to all the teachers of the concerned school irrespective of your subject.
8. After teaching the lesson, you must take the signature of the concerned subject teachers in your lesson plan record and teaching report.
9. After completion of the Internship-cum-Teaching practice You must take concerned Teacher's Signature/H.Ms signature and seal on prescribed space in your Records, failing which it is not valid for the submission in the college.
10. Your behavior must earn name and fame for this promising Institution.

E. *Maintenance of Discipline among Students of Colleges, etc.*

All powers relating to discipline and disciplinary action in relation to students maintained by the Principal of the College as the case may be, in accordance with the procedure prescribed the management.

Destroying Institutions property

Defacing / writing on walls, desks, chairs and other items of Institute furniture and equipment's or destroying them will carry A FINE IN CASH from the guilty student(s) equivalent to the loss of property.

Cleanliness of the Institute Campus

Maintaining absolute cleanliness is the responsibility of all students. Classrooms and surrounding areas will be kept neat and clean. Littering Classrooms and immediate surroundings are liable to a fine of Rs. 200/- per incident.

Prohibition of bad Habits:

Smoking, drinking alcohol, use of drugs, gambling, keeping offensive items like obscene pictures, magazines, discs, etc. in the Institute Premises are strictly prohibited and punishable by expulsion. Imposition of fine for those caught smoking and the penalty amount are displayed in signboards.

Using unfair means in Tests and Examinations:

Cheating and using unfair means in Tests and Examinations will result in expulsion. Mobile Phones and other electronic gadgets are to be submitted to Exam Invigilators at the time of Examinations.

Complaints and Grievances:

All complaints and grievances will be addressed and directed, through appropriate channels, to the concerned Cell or Committee of the TNATTC which will handle the case according to its discretion.

An Internal Complaint Committee has been set up as per ensure Gender Equity and safety in and around the Campus especially for female students.

Grievances Redressal Cells is also set up for addressing all the general complaints that the students may face in their Academic and Co-Academic activities.

Use of Mobile Phones/Electronic Gadgets during Class – hours:

Use of all mobile phone/Electronic Gadgets during ongoing teaching-learning activities is strictly prohibited. All handsets should be kept in the 'Switched Off' mode when classes are underway.

Identity Cards:

Each student will keep with him/her an Identity Card prepared and dispensed by the Institute which may be produced at any time of requirement.

Access and entry into rooms other than rooms where classes are being conducted cannot be done without seeking prior permission and approval.

CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF

General

All Teaching and Non-Teaching Staff whether regular or temporary or engaged on Casual basis, are governed by this code of conduct from the time they join the Institute until the time of their superannuation/termination of engagement.

All the Teaching and Non-Teaching Staff will strictly adhere to this code of conduct conscientiously and thus maintain a very high standard of behaviour and conduct in the Institute during the time of their employment.

Special attention will be paid to the following:-

All Staff are expected to be **polite and courteous** in their daily conduct and interaction with students, faculty, fellow-workers, visitors and higher authorities.

Morning Assembly will be conducted every day at 10 o'clock. All Staff are required to attend the Assembly in formal attire.

Leave

Advance Leave Notice must be submitted as far as possible.

Dress Code

All Staff are expected to be neatly and cleanly dressed during Office hours.

MISCELLANEOUS:

Maintenance of Discipline among Staff.

All powers relating to discipline and disciplinary action in relation to Staff shall vest in the Principal of the Institution, in accordance with the procedure prescribed by the Management. All Staff are expected to abide with the following specifications: -

- (i) Time Management: Punctuality and Regularity are crucial. Office Summer Timing and Winter Timing as formulated by the institution is to be strictly observed. Personal inconveniences if any, should be reported at the earliest to the Office Staff i/c in matters of arrival or departure.
- (ii) Computers, Printers, Xerox Machines are purely for Official work and not to be used for private purposes.
- (iii) Handsets, electronic gadgets and the various applications thereof should not be indulged with during Office hours.

File Maintenance

- (i) The assignment of official duties to all non-teaching staff should be taken up seriously and conscientiously.
- (ii) Confidentiality is to be maintained where needed.
- (iii) All Files should be updated and related correspondences be attended to on time.

Property Maintenance

- (i) Assigned/Allotted Desks, Chairs, Almirahs and other physical assets should be looked after with utmost care.
- (ii) Defacing items of Institute furniture and equipment's or destroying them will carry a fine in cash equivalent to the loss of property.

Cleanliness of the Institute and Campus

- (i) Faculty and Office Rooms and individual duty stations will be kept neat and clean.
- (ii) All wastage items will be discarded in the appropriate bins provided.
- (iii) Surrounding areas of the Campus will be kept neat and clean.

Prohibition of bad Habits:


Smoking, drinking alcohol, use of drugs, gambling, keeping offensive items like obscene pictures, magazines, discs, etc. in the Institute Premises are strictly prohibited and punishable. Imposition of fine for those caught smoking and the penalty amount are displayed in signboards.

Complaints and Grievances:

All complaints and grievances will be addressed and directed, through appropriate channel to the authority concerned who will handle the case according to his/her discretion. "Internal Complaint Committee" and a "Grievances Redressal Cell" for redressal of general complaints and grievances have been constituted in the Institute.

Identity Cards:

All Staff are required to always have their Identity Card in person on all working days.


Principal
Tarakeshwar Narain Agrawal
Teachers' Training College
Harigaon, Ara