

TARAPADA DEY EDUCATIONAL INSTITUTION



(A COMPOSITE INSTITUTION B.ED & D.EL.ED COLLEGE)

Run by Nabadwip Education Trust

Recognized by NCTE, Affiliated to BSAEU & W.B.B.P.E

South Srirampur, Srirampur, Purba Bardhaman, PIN-741316

E-mail-info@tarapadadeyeduinstitute.org. Website- tarapadadeyeduinstitute.org

Ref No –

Date-

**Copy of the Code of Conduct for students, teachers, administrators and other staff of
Institution**

Code of conduct for Employee

- i) The management committee of the college will govern your appointment orders that may and such instruction and be issued to you orally or in writing from time to time
- ii) Your appointment shall be subject to approval from the affiliating university.
- iii) On the basis of documentary evidence produced by employee, they are treated as a candidate belonging to SC/ST/OBC/GEN.
- iv) Your daily working hours excluding lunch interval will be as college office hour fix by authority. Subject to this limit your actual working hours will be prescribed by principal from time to time.
- v) No-one Will be allowed to undertake any part time studies unless sanctioned in the writing by authority competent to give such permission.
- vi) All legal process will be under the jurisdiction of Bokaro district court. In case of resignation or untimely leaving the job you must inform college managing committee In writing three months prior. If you violate the aforesaid condition, the management is free to recover salary of two months.
- vii) your appointment shall depend on the norms issued by the NCTE.
- viii) you have to present in the institution in time.

In the event of not abiding by the following instruction, you are liable to termination of services for the breach of code and conduct.

1. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth Committee to their care. Teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for other any works connected with the duties assigned to him by the head of the College or University. He shall abide by the rules and regulation for the college and carry out the lawful orders and also show due respect to the constituted authorities.

- Leave cannot be claimed as a matter of right.
- Grant of any leave shall depend on the exigencies of the institution and also shall be at discretion of the principal/secretary
- Except in unavoidable circumstances, application for leave write shall be mode in advance. A letter or a phone message giving reasons should reach the principal on the day of absence. When phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

2. Have to take part in all programs and have to avoid taking with each other during all programs.
3. Have to make every conversation only in English or Hindi with teacher and student teacher during working hours.
4. Not to use Liquor or narcotics in the premises.
5. Not to divulge confidential matters relating to the institution.



Principal

Tarapada Dey Educational Institution
Srirampur, P.O.- South Srirampur
Dt.- Purba Bardhaman, Pin - 741316

6. Not to be take active parts in politics.
7. Negligence in the evaluating Class-work.
8. During working hours not to entertain.
9. Should have the leave granted before availing it.
10. Have not to indulge in or encourage any form of malpractice related to Examination or other Institution activities.
11. Should not have negative deal such as disrespectful behavior, rumor mongering, Character assassination and vulgarity.
12. Have not to make personal monetary transaction with the student- teachers and/ with the parents.
13. Have not to provoke groupism among the teachers.
14. Have not to destruct institution records and property.
15. Have to deal with the student teachers equally and should not have soft corner for individual.
16. Have to follow the instruction of principal/Secretary in respect of gobs.
17. Have to follow the instructions of the authority in respect of academic activities.
18. Have to take part also in other College activities except teaching under the guidance of principal/ secretary and the body authorized by the principal/secretary.
19. Have not to use mobile phone in the classroom.
20. Habitual late coming and negligence of duty.
21. Conviction by a court of law for criminal offence.
22. Absenting form work even though present in the college premises or absent without leave.

You are expected to be exemplary in your public and private life. Your loyalty, sense of dedication and integrity of character at all times should be an inspiration for the student teachers. You will attend to your duties with care and commitment. Be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to you by the head of the institution. You will abide by rules and regulations of the institutions and will carry out the lawful order and also show due respect to the constituted authorities.



Principal

Tarapada Dey Educational Institution
Srirampur, P.O.- South Srirampur
Dt.- Purba Bardhaman, Pin - 741316

Code of conduct and Ethics for Pupil Teachers

- Wear decent dress (uniform) respecting his/her modesty as well as that of others.
- Expected to respect and show regard for teachers, staff and fellow students.
- Inculcate civic sense and sensitivity for environment protection.
- To exhibit exemplary behaviour, discipline, diligences and good conduct and a role model to other students.
- Not to indulge in offences of cognizable nature.
- Not to produce casteism, communalism.
- Not to outrage the status, dignity and honor of any person.
- Not to get involved in physical assault or threat and use of physical force against anybody.
- Not to expose fellow students to ridicule and contempt that may affect their self-esteem.
- Not to form any kind of students union, etc.
- Not to take active or passive part in any form of strikes/protests.
- To observe all safety precautions while working.
- Not to disfigure/damage the college property, building, furniture, machinery, library books, fixtures, fitting etc. (damage/loss caused shall have to be made good by the students.
- Use of mobile/video camera is strictly prohibited inside the examination halls, class room, laboratories and other working places. Institution has the right to confiscate the mobile phones in case any violation.
- Not to indulge in ragging/teasing, smoking, gambling use of drugs or intoxicants, drinking alcohol, nude behavior and use of abusive language.
- Not to resort to violence, bullying, threatening and coercing others for undesirable act, such as preventing from attending classes, writing exam./test etc.
- All the pupil teachers of the B.B.M shall be under the disciplinary control of principal.
- Fine, if ever imposed, is only to improve discipline and shall be paid promptly.
- While on campus, students have to take care of their belongings and no responsibility for any loss or damage can be held by the college.
- Every candidate shall produce the i-card on demand, and if lost, get a duplicate issued.
- Students must attend all lectures, tutorials and practical classes in a course punctuality.(As per the rules of NCTE & UNIVERSITY.
- To abide by the rules and regulations of the college stipulated from time to time.



Principal
Tarapada Dey Educational Institution
Srirampur, P.O.- South Srirampur
Dt.- Purba Bardhaman, Pin - 741316