



ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR

(Under Aegis of Parmeshwar Neeta Education Trust)

Recognized by NCTE, Bhubaneswar

Affiliated to L.N.Mithila University, Darbhanga (B.Ed.) & Bihar School Examination Board Patna (D.El.Ed.)

CODE OF CONDUCT FOR STUDENTS

I-CARD

1. The student must carry the college I-card with her in the college and any other college related activity.
2. In case of loss of I-card, it should be informed immediately to the administrative office.

Attendance

1. Students should regularly attend all classes during the academic year.
2. At least 80% attendance is mandatory to appear in the annual examination and 95% attendance mandatory during observation and Internship.
3. The student should complete the theory assignment, internship and Observation as specified in the Curriculum before time.

Discipline

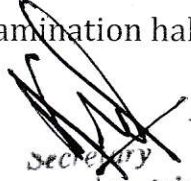
1. Students are advised to maintain decorum during their stay in the campus.
2. Students are not allowed to invite any outside person without the prior written permission of the college principal.
3. Students are prohibited from indulging in any anti-institutional, anti-national, anti-social activities within the campus.
4. Students are advised not to indulge themselves in ragging, harassment, and any other untoward incidents, in any such case indiscipline action will be initiated against the students.
5. Damage of property due to negligence/lack of care would result punishment and compensation for loss caused.
6. Smoking, chewing pan, tobacco or any other intoxicating materials are strictly prohibited inside the campus.
7. All academic rules and regulations of L. N. Mithila University and Bihar Examination Board must be followed by students.
8. Students are encouraged to be part of green initiative and adopt green practices.
9. Student will follow rules and regulation of library.

MOBILE PHONE

1. The student should switch off their mobile phone while in the classroom and library.
2. Students are not allowed to carry mobile phone in the examination hall.


IQAC
Co-ordinator
SPTTCB, Samastipur (Bihar)


PRINCIPAL
St. Paul Teachers' Training College
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Secretary
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CODE OF CONDUCT FOR FACULTY

- 1) After joining the Institute, it will be sole responsibility of the faculty to ensure their name be removed from the previous employer website
- 2) The Institute will recommend strict action to NCTE and LNMU incase employee found working with other institute or their name or certificates been used by other employer.
- 3) You shall not indulged in any activities detrimental to the interest of the institution.
- 4) You shall execute the work entrusted to you by the College Management. You shall devote more time and attention for improving the standard of the students.
- 5) You will be regular in attending the college and in completing the assignment given to you.
- 6) As an employee of this Institute , you have to present high sense of moral conduct . Being an employee of this Institute , you will not say or do anything detrimental to the discipline of this institute within or outside the premises of the college.
- 7) Teachers are expected to conduct themselves in accordance with the ideal of the professionalism
- 8) Teachers shall communicate with students impartially regardless of their religion, caste or economic characteristics.
- 9) Teachers must maintain a cordial relation with their colleagues.
- 10) Teachers should refrain from availing leave except on unavoidable grounds, and as far as possible take leave with prior intimation.
- 11) Teachers should participate extension, co-curricular activities and community service.

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CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. The head of the department should be responsible for academic planning and its proper implementation.
2. The Head of the department is responsible for the allocation of academic workload and other duties of the college.
3. The Head of the department should consider the interest/choices while allocation the subject and responsibility in the committee.
4. The Head of the department should arrange frequent meetings with the faculties to appraise the progress of academic and administrative work.
5. The Head of the department should arrange for feedback responses from the students, alumni, employers and parents.

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CODE OF CONDUCT FOR OTHER STAFF

1. Every staff member of the college abides by the rules of the college.
2. Establish and maintain co-operative and congenial relationships with other administrative staff members.
3. Staff should discharge their duties with full dedication.
4. Staff should work diligently to ensure that the college provides faculty and staffs with the necessary items to perform their assigned work.
5. Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
6. Staff should use the college funds judiciously.
7. The grievance of students for matter related to admission, examination or any other matter related thereof should be taken care immediately.
8. A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this department.
9. The supportive staffs of the college should report half an hour before the college time and maintain cleanliness in the college.
10. Supportive staff should do all the work assigned by the principal/Head of the department and other staffs.

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CODE OF THE CONDUCT FOR PRINCIPAL

1. The Principal should monitor the administrative of the academic programmes.
2. The Principal should take all appropriate steps to maintain discipline in the college.
3. The Principal should form various cells/committees for the smooth functioning of the college.
4. The Principal should encourage faculties for their professional development by attending seminars/conferences and author research paper/books
5. The Principal should take steps to make coordination among different department within the Institute.
6. The Principal should conduct meeting of various committees, as and when required.
7. The Principal shall be responsible for the submission of the annual report on the progress of the department.

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