

## **K. K. TEACHERS TRAINING COLLEGE**

Govindpur, Dhanbad (Jharkhand)

<b>CODE OF CONDUCT FOR STUDENTS</b>	
1	Attend the class on time and stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2	Treat teachers, employees, guests and visitors and other students of the institution with respect, dignity, impartiality, courtesy and sensitivity.
3	Ragging is banned in the institute campus. Anyone found guilty of ragging and/or abetting ragging is Liable and will be dealt with seriously. The culprits will be dismissed from the institution and a case will be filed with local police authorities.
4	Violations of academic conduct like cheating during examination, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5	The institution prohibits political activities on the campus and forbids students from conducting and attending political meetings in the campus.
6	Smoking and consumption of alcohol on the institute premises or entering the institute premises, after consuming alcoholic drink is strictly prohibited.
7	Stealing, misusing, destroying, defacing or damaging institute property or personal property of other is prohibited.
8	Students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term semester examination.
9	Posting derogatory comments about individuals of the Institution on the social media indulging in any such related activities having grave consequences on the reputation of the Institute is prohibited.
10	Students receiving Government or Institute Scholarship or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the internal and external examinations.
11	The Students shall always carry identity cards with them and produce same whenever being asked to by the institute authorities.
12	The safety of girl students is given utmost priority by the institute authority. Students shall behave politely with one another as well as teachers. Any incident of harassment in any

	form will be taken very seriously and strict action will be taken against the students.
13	Strict discipline is to be followed in the examination. Any instance of fraud or malpractice will be sternly dealt with. Discourtesy towards teachers and staff members will result in disciplinary action.
14	Any grievance or disciplinary Should be brought to the notice of the Principal only. Summoning any external agency or media by the students is Prohibited.
15	Students shall park their vehicles in the parking space only and are forbidden to blow horn or indulge in bike race in the campus.
16	Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or picture of an insulting or degrading sexual nature is prohibited for the students.
17	Students are expected to be dressed decently and to behave properly with their peer group and other students.

### **CODE OF CONDUCT FOR TEACHERS**

1	Maintain decorum both inside and outside the class room and set a good example for the students.
2	Should act with integrity, comply with laws and maintain a professional Work environment and comply with institutional policies.
3	Protect institutional assets, including physical, intellectual and electronic or digital properties.
4	The Institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails or picture of an insulting or degrading sexual nature.
5	Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should support their ID cards in campus.
6	Being under the influence of illegal drugs, alcohol or substance of abuse is prohibited.
7	No teacher shall take part in politics or be associated with any political party or organization nor shall subscribe, aid or assist in any manner any political movement or activity.
8	A teacher shall be required to maintain the scheduled hours of work (eight hours each working day) during which he/she must be present at the place of his/her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, he/she should obtain permission of the competent authority.
9	As per the rules of the institution, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their class and show the consent of the substitute teacher to the HOD before going on leave as far as practicable.
10	Welcome and support people of all backgrounds and identities irrespective of race, ethnicity, culture, national origin, social economic class and educational level as well as color immigration status, sex, age, size, family status, political belief, religion and mental and physical ability.
11	A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
12	Teachers in charge of NSS units should encourage the students to participate in such

	activities and proper functioning of units be focused.
13	Teachers shall make use of ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teachers shall help, guide encourage and assist students to ensure that the learning experiences is effective and successful. Teacher shall help as a subject knowledge expert in enhancing subject skills and also act as mentor to guide their students in planning and furthering their future career goals.
14	Teachers shall do supervision of Institute examination as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as allotted by head of the department/Principal
15	Teachers are encouraged to write subject reference books. Also, they are encouraged to Publish their original research findings in reputed journals and present papers in conference/symposiums/seminars. Staff members are encouraged to take up Research projects provide they refrain from plagiarism.
16	Staff should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by Principal/Director/ any other body.
17	Complete confidentiality in examination related work is to be observed and fair conduct in assessment is expected from the teachers.
18	Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social Justice, environmental protection and peace;
19	Treat the Students with dignity and not behave in a vindictive manner towards any of them for any reason.
20	Make themselves available to the students even beyond their class hours and help and guide without any remuneration or reward.
21	A teacher should maintain active membership in professional organization and strive to improve education and profession through them.
22	Teacher may not engage in an inappropriate relationship with students, as this would be a clear breach of trust. Professional boundaries must be respected and sexual or inappropriate emotional conduct is never acceptable.