



UDAY MEMORIAL B.ED. COLLEGE

(A unit of Uday memorial Charitable & Welfare Trust)

Recognised by National Council for Teacher Education

Approved under Section 2 (f) of UGC Act, 1956

Affiliated to Ranchi University, Ranchi & JAC, Ranchi

KEDAL, NEORI VIKAS, SADAR, RANCHI - 835217 (JHARKHAND)

Website : www.umbedcollege.org | E-mail : umbedcollege@gmail.com, info@umbedcollege.org

Phone : 0651-2912167 | Mob. : 7488567096


INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATOR

Uday Memorial B.Ed. College is headed by Principal fulfilling the norms of NCTE with long span of experience in the field of teaching and educational administration. Having a wide vision, He/ She should be competent enough in the Management of Human Resources, Management of Material Resources, Organizing Co-Curricular Activities and above all class management by making effective policy and Plan.

The College Administrator should have insight to go deep beyond the surface and to understanding the implications of problems.

College Administrator is called Face of Institution. He/she should serve their students, teachers and rest of the staff with great dedication and responsibility. They lead institutions by their eminent thoughts and work ability. They always listen to their students and encourage them with cooperative tone. As He/ She is the head of the institutions thus, unique decision making powers of principal leads the college to path for success. So, for this reason, college principals are required to adhere to a strict code of conduct, which are given below:-

1. Must thrust moral and ethical values while dealing with some sensitive issues, and avoid careless decisions that may result in vocations of low.
2. College principal has to monitor, manage and educate the administration of the institution.
3. He/She has to chalk out a policy and plan to execute the vision and mission.
4. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them properly.
5. Has to exhibit outstanding and strong leadership skills and empower all staff members and students to reach their maximum potential.
6. To make all his/her decisions for the best interest of the students and never put his interests above the greater good of the college.


Principal
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7. He/ She have to respect the rights of all the members of the college.
8. Students trust their principal to take care of them, thus principal must apply active and passive honesty.
9. He/ She should never directly lie to anyone, must never withheld vital information that he/she has to make public.
10. Empower all his/her staff and students to reach their maximum potential and to be fair in his disciplinary actions for all faculty members, non-teaching staff and students.
11. Execute other qualitative and quantitative work for the welfare of the institution and carry forward the mission and vision of the college for academic excellence so that society is served in real manner.
12. He/ She is well versed in all the three aspects of academic, administration and account of educational administration.

CODE OF CONDUCT FOR TEACHERS

1. Teachers are supposed to be punctual and regular in teaching work.
2. He /She should Cooperate with the head of the Institute/Department and colleagues for Seminar, Workshop, Conference, curricular, co-curricular and extracurricular activities.
3. All Teachers must be punctual, sincere and regular in their approach and devote their time and their best efforts for the progress of the Students and Institutions.
4. Teacher efforts should be dedicated towards enhancing the overall quality of the Teacher Education.
5. The teacher should regularly update his/her knowledge by attending Seminar, Workshop, Conference, Faculty Development Programme and keep pace with the advent of technology.
6. The teacher should engage in research and development activities by working on research projects.
7. The teacher should increase the use of ICT tools to enrich the teaching –learning process.


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CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
3. No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
4. The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries.
5. The staff should treat the students with care and kindness, and maintain their dignity.
6. It is responsibility of every staff to meet the required standards for every assigned task.
7. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
8. The staff should take care and protect the equipments and property of the Institute, in general, assigned to him/her.
9. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
10. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
11. In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Principal.


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CODE OF CONDUCT FOR STUDENTS


Following acts and conduct on the part of the trainees will amount to Misconduct:

1. Misbehavior towards teachers or any employee of the College.
2. Absence from classes without the permission of the principal/H.O.D.
3. Intentional disturbance of the classes.
4. Disruption of the classes/propagating a strike / or any other undesirable action.
5. Indulging in physical violence in any matter.
6. Disobeying lawful orders of the Management, Principal, H.O.D, and Teacher.
7. Incompletion of attendance as per requirement of the university rules.
8. Violation of the norms as guided by the NCTE and Ranchi University.
9. Bringing unauthorized person/articles inside the college.
10. Delay in the submission of assignment and project on due date.
11. Delay in submission of migration certificated, leave applicable and any other required documents.
12. Teasing misbehavior the female trainee/Bullying or intimidation of others.
13. Theft/pilferage of the college or student property/damaging or disfiguring college property.
14. Absence from attending the morning assembly as it will amount disregard to the national anthem as it is sung assembly.
15. Non – compliance of dress code of the college.
16. Absence from internship programme.
17. Submission of grievance, if any, directly to any member of management. (These should be submitted to the Principal who will act as a bridge between trainees and management).

In above acts of misconduct, Principal shall take suitable action as per observations of the disciplinary committee depending on the gravity of the misconduct,

These may include: -

1. Oral/written warning to trainees (with intimation to the parents/guardians if required)
2. Recovery of loss of the college property.
3. Rustication from the college.
4. Debarring to fill up the university form for examination in case of shortage of attendance/ submission of required documents.


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