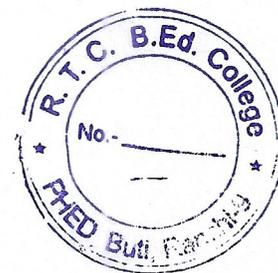




R.T.C. B.ED. COLLEGE

P.H.E.D., BUTI, RANCHI



Administration Policy

The Administration Policy in a teachers' training college refers to the structured rules, procedures and guidelines that govern how the institution is managed. It ensures smooth functioning, academic quality, discipline and compliance with educational standards.

The R.T.C B.Ed. College is strictly governed by NCTE norms, the Jharkhand State Universities Act (2000) and state regulations. Policies prioritize a 2-year duration, 75%-80% attendance, mandatory (16+04) weeks school internship programme, according to state govt. reservation policy staff's appointments and fixed reservation rules for admission.

Elements of Administration Policy of the institution:

1. Governance and Organizational Structure

- Defined hierarchy: Governing body, principal, academic council, administrative staff.
- Roles and responsibilities clearly assigned.
- Regular meetings for decision-making and policy review by management and IQAC.

2. Admission Policy

- Transparent admission process based on merit or entrance exams.
- Reservation policies as per government norms.
- Clear eligibility criteria for teacher education programs.

3. Academic Administration

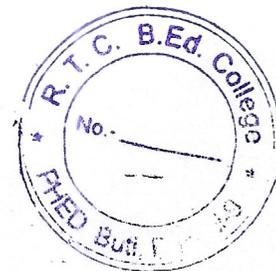
- Curriculum implementation as per bodies like National Council for Teacher Education (NCTE) and State University norms.
- Timetable planning and workload distribution.
- Continuous internal and sessional assessment according to criteria and final evaluation system through university examination.
- Teaching practice 16+04 weeks (internships) in schools.

4. Staff Recruitment and Development

- Recruitment based on qualifications prescribed by NCTE/State University norms.
- Regular faculty development programs, workshops, seminars and training program organized.
- Performance appraisal system for teaching and non-teaching staff.

5. Student Support Services

- Guidance and carrier Counseling Cell.
- Scholarship and financial aid policies.
- Grievance redressal cell, anti-sexual harassment cell and anti-ragging mechanism.



- Student Welfare Cell for economically and financially weak students.
- Equal opportunities to all students.
- Career guidance and placement support through the institution.

6. Discipline and Code of Conduct

- Rules for attendance, behavior and dress code.
- Anti-ragging policies aligned with University Grants Commission guidelines.
- Ethical standards for teachers and students.
- Discipline committee running for ethical and moral development.

7. Infrastructure and Resource Management

- Maintenance of classrooms, libraries, and ICT facilities.
- Use of teaching-learning materials and ICT in all areas.
- Budget allocation and financial accountability.

8. Examination and Evaluation Policy

- Internal and external assessment procedures.
- Transparency in marking and result declaration.
- Re-evaluation and improvement opportunities.

9. Quality Assurance

- Internal Quality Assurance Cell (IQAC)
- Regular academic audits and feedback systems.
- Compliance with accreditation bodies like National Assessment and Accreditation Council (NAAC).
- Regular inspection through state university.
- Regular performance appraisal report of faculty members maintained.

10. Community Engagement and Extension Activities

- Outreach programs regularly arranged for different communities.
- Educational, Medical camps, awareness programs through NSS and skill & professional development program.
- MOUs and Collaboration with local institutions.

11. Digital and Record Management

- Maintenance of student and staff records
- Data privacy and security policies

12. Health, Safety and Inclusivity

- Policies for safe campus environment.
- Gender equality and inclusion.
- Facilities for differently-abled students.
- Health and Medical facility

- Day Care center facility
- Hostel accommodation facilities for women students.



13. Administrative Code of Conduct:

- **Working Hours:** Strict compliance with college hours (e.g., 9:30 AM to 3:30 PM).
- **Discipline:** Prohibitions on unauthorized collections, damage to equipment, or misconduct, with clear procedures for handling damages.
- **Leave and Attendance:** Mandatory permissions required for late arrival, early departure or leaves.
- **Financial Management:** The accountant manages accounts, ensuring compliance with institutional policies.

Administrative Requirements:

- **Mandatory Training:** Teachers and non-teaching staff (section officers, assistants, UDCs, LDCs) must undergo regular, periodic training.
- **Performance Appraisal:** Performance is linked to both teaching quality and participation in training.
- **Ethical Standards:** Emphasis on maintaining a non-discriminatory, non-political and in some cases, residential atmosphere for staff and students.

Regulatory & Compliance Standards:

Institutions often aim for accreditation from bodies like NAAC to ensure they meet national benchmarks for quality education. Compliance with NCTE and State University guidelines is standard for maintaining affiliation.

Principal
R.T.C. B.Ed. College
P.H.E.D., Buty, Ranchi, Jharkhand