



# **R.T.C. B.Ed. College**

## **P.H.E.D., Buti, Ranchi-09**

### **Code of conduct for Institution/Administrator**

1. At all-time maintain a professional relationship with all teachers, staffs and students.
2. Provide CCTV for the safeguard of the students and teachers.
3. Students will take gate pass from the principal if they go out during class hour.
4. Encourage students, faculty, nonteaching staff and co- workers to develop as active, responsible and efficient individuals.
5. Promote team work, respecting their professional capacity and interest and be prepared to offer advice and assistance.
6. Parent will not be entertained during the class hour.

### **Code of conduct for Teachers**

1. All faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
2. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
3. The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
4. During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the supervision of the Head of the institution.
5. No member of staff shall engage in any political activity within the college campus.
6. Mentor ward system must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating counselling and monitoring them.
7. Teachers should help students to develop an awareness and understanding of their own rights and respect for the rights of others.
8. Teachers should be faithful in maintaining the attendance register.
9. Teachers should be teaching according to the approved syllabus of Ranchi University.
10. Teachers should be prepared lesson at the earliest in order promote safe learning environment.

### **Code of conduct for Non-teaching / Administrative staff**

1. All staff members should display the highest possible standard of professional behavior. They should be punctual and disciplined towards their work.
2. Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
3. The normal working period for those in the category of non-teaching staff shall be from 9:00AM to 4:00PM with half hour lunch break on all working day.
4. All staff members must refrain from any form unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, teaching staff and students.
5. All staff members should care in the use of college properties like computer, library books, laboratory equipment, attendance register etc.

### **Code of Conduct for Students**

1. A Candidate admitted into B.Ed. Course must maintain the ethics of commitment to this noble teaching profession.
2. The candidate is expected to respect the college discipline and the rules framed for the purpose. This college is reputed for excellent teaching and strict discipline. It looks after proper maintenance of discipline and leaves no scope for ragging / other in disciplinary activities within the college campus. Any body found guilty of such activities will be punished from cancellation of admission to expulsion from the institution. An undertaking has to be signed by the student and his/her guardian assuring that they the candidate will not indulge in any kind of in-disciplinary activities or behaviour.
3. The students should attend the college in complete uniform with well groomed personality.
4. The students should bring the necessary writing materials required for the day.
5. The students must attend the morning prayers daily and should never be late to the college.
6. According to Ranchi University and NCTE norms a trainee must attend 80% of all the theory classes (Course work) and 90% of all the practical classes (training work). However, it is hoped that the students give 100% attendance in practical training work and more than 90% of attendance in theoretical course work, so that they build absolute confidence in themselves and in the training program.
7. It may be noted that no permission for leave will be granted without a valid or genuine reason during the training programme. Prior permission is required from the Principal (or Professor in charge) under such circumstances.

8. Every candidate shall have to undergo practice teaching in a co-operating school as "Teaching Practice".
9. No other commitments, such as competitive examination, computer course, private tuition, other University Examinations should be under taken during the regular college duration.
10. Every student is expected to make the best use of the library and the laboratories.
11. The students should not hesitate to seek help from the professors during training.
12. If a candidate desires to drop out from the course before the commencement of classes, he/she will receive refund of fee except application and admission fee. After the commencement of classes there will be no refund of money.
13. Every student must wholeheartedly participate in all the academic, cultural and sport activities of the college. They should always be ready to learn more and be proactive for innovative initiatives of the college.
14. The students are expected to take proper care of the college property.
15. Every student is a member of the GAVS society and RTC family.
16. The students should not hesitate to contact the Class Teacher or the Principal for any academic issue.

### **Course Completion Requirement for appearing in the Examination**

1. Every candidate for the B.Ed. Examination shall produce a certificate from the Principal for the purpose of :
  - a) Good Conduct
  - b) Having satisfactorily completed the courses by
    - i) Attending 80% lecturers in theory
    - ii) Attending 90% classes in practical
    - iii) Completion of requisite number of teaching practice lesson as per NCTE and Ranchi University norms.
2. Candidates, who fail to fulfill the requirements with respect to the attendance norm, or completion of the academic course work like submission of assignments / projects / records will not be permitted to appear in the final first Year and Second Year University Examination.

### **DURATION OF COURSE**

**The B.Ed. programme is of two academic years.**

## **Working Days**

1. There shall be at least 230 working days each year exclusive of the period of examination.
2. The physical presence of the candidates in the institution is necessary to ensure their availability for advice, guidance, dialogue and consultation as when required.

## **Morning Assembly**

Morning assembly starts with Sarva Dharma Prarthana followed with pledge for the students, motivational thought, NEWS, and National Anthem.

## **Intake**

- Only 100 students will be admitted in one academic year for B.Ed. Course.
- Reservation policy of the Govt. of Jharkhand will be adopted.

## **Medium of Instruction**

- The medium of instruction will be Hindi and English.

## **Examinations**

- Examinations are conducted either in Hindi or English.
- Every student must appear in all the internal examinations. No re-examination will be conducted except under genuine medical conditions. Internal marks are added based on the score of the college examinations, training program activities and assessment of assignments /records.

## **College Uniform (For Girls)**

- a) (i) Pink Colour Saree and Hi-Neck blouse (Monday to Thursday)  
(ii) White Salwar Kameez with navy blue dupatta (Friday to Saturday)
- b) Black Canvas Shoes, and Black Socks
- c) Navy Blue Blazer (in winter)

## College Uniform (For Boys)

- Black Colour Full Pant, White Colour Full Shirt and Black Tie
- Black Shoes, and Black Socks
- Navy Blue Blazer (in winter)

## College Morning Prayer

### सर्वधर्म प्रार्थना

ॐ तत् सत् श्री नारायण तू  
पुरुषोत्तम गुरु तू  
सिद्ध बुद्ध तू स्कंद विनायक  
सविता पावक तू

वसुदेव गौ विश्वरूप तू  
चिदानंद हरि तू  
अद्वितीय तू अकाल निर्भय  
आत्मलिंग शिव तू  
ॐ तत् सत् .....

ब्रह्म तू यहव हवित तू  
ईशु पिता प्रभु तू  
रुद्र विष्णु तू राम कृष्ण तू  
रहीम ताओ तू  
ॐ तत् सत् .....