

OK 522

### CODE OF CONDUCT FOR PRINCIPAL

1. At all-time maintain a professional relationship with all teachers, staff 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, non teaching 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 members of staff shall engage in any political activity within the college campus.
6. Mentor word system must be followed by every teacher and the teachers should take proper case of their group of students by guiding, motivating counseling 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. Teaches should be faithful in maintaining the attendance register.

*Amit Kumar Singh*  
Date: 30.12.2023  
K. N. Bakshi College of Education,  
Bengabad, Giridih

9. Teachers should be teaching according to the approved syllabus of Vinoba Bhave University, Hazaribagh.
10. Teachers should be prepared lesson of the earliest in order promote safe learning environment.

#### **CODE OF CONDUCT FOR NON – TEACHING STAFF**

1. All members should display the highest possible standard of professional behaviors. They should be punctual and disciplined towards their work.
2. Every staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
3. The normal working period for non – teaching staff shall be from 09:45 AM to 4:00 PM 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 equipments, 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 works after proper maintenance of discipline and leaves no scope for ragging / other in disciplinary activities within the college campus. Anybody 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 behavior.
3. The students should attend the college in complete uniform.

Principal  
20/12/2022  
K. N. Bakshi College of Education

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 Vinoba Bhave University, Hazaribag and NCTE norms all 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. No permission for leave will be granted without a valid or genuine reason during the training programme prior permission is required from the principal under such circumstances.
8. Every trainees shall have to undergo practice teaching (Internship) in a co-operating school as "Teaching Practice"
9. No other commitments, such as competitive examination, computer course and private tuition should be undertaken 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 contact the Class Teacher or the Principal for any academic issue.

- **Duration of Course:-**

The B.Ed. Programme is of two academic year

- **Working Days**

- I. There shall be at least 230 working days each year exclusive of the period of examination.
- II. 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 Prasthana followed with pledge for the students, thought of the Day, News, Preamble and National Anthem.

*Asst. Director*  
Date: 20.12.2023  
K. N. Eakshi  
Principal

- **Intake:-**

- Only 100 students will be admitted in one academic year for B.Ed. course.
- Reservation Policy of the Government of Jharkhand will be adopted.

- **Medium of Institution:-**

The medium of institution will be Hindi and English

- **Examination:-**

- Examinations are conducted either in Hindi or English.
- Every student must appear in all the internal examination. Internal marks are added based on the score of the college examinations, training program activities and assessment of assignment records.

- **College Uniform (For Boys):-**

- Black colour full Pant, Blue colour full shirt.
- Black shoes and white shocks.

- **College Uniform (For Girls):-**

- Blue salwar, Black paizama with black dupatta.
- Black canvass shoe and white shocks.

Atit Vm Gup  
20.12.2023  
PRINCIPAL  
K. N. Bakshi College of Education  
Bengabad, Giridih

## COLLEGE MORNING PRAYER (PRATHANA)

इतनी शक्ति हमें दे न दाता  
मनका विश्वास कमज़ोर हो ना  
हम चलें नेक रास्ते पे हमसे  
भूलकर भी कोई भूल हो ना...

दूर अज्ञान के हो अन्धेरे  
तू हमें ज्ञान की रौशनी दे  
हर बुराई से बचके रहें हम  
जितनी भी दे, भली ज़िन्दगी दे  
वैर हो ना किसीका किसीसे  
भावना मन में बदले की हो ना...  
हम चले...

हम न सोचें हमें क्या मिला है  
हम ये सोचें किया क्या है अर्पण  
फूल खुशियों के वाटें सभी को  
सबका जीवन ही बन जाये मधुवन  
अपनी करुणा को जब तू बहा दे  
करदे पावन हर इक मन का कोना...  
हम चले...

इतनी शक्ति हमें दे ना दाता,  
मनका विश्वास कमज़ोर हो ना...

Atit Anand  
20/12/2023

K. N. Bakshi College of Education,  
Bengabad, Giridih