Hand Book of Rajendra Academy

Rajendra Academy for Teachers' Education

NAAC Accredited (Grade - B)

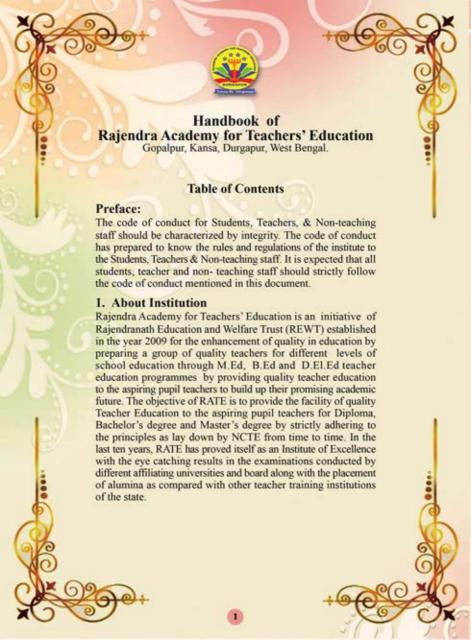
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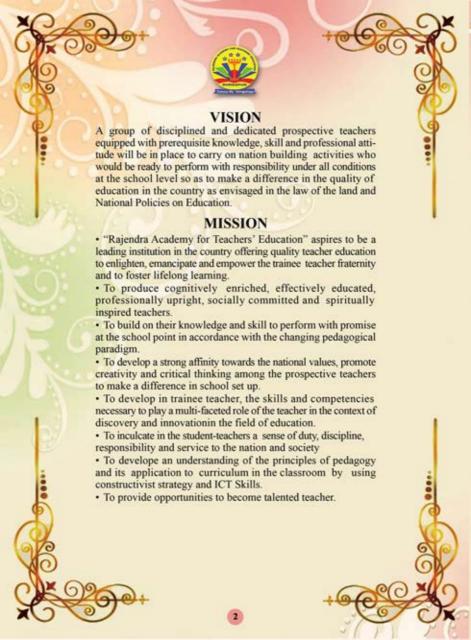


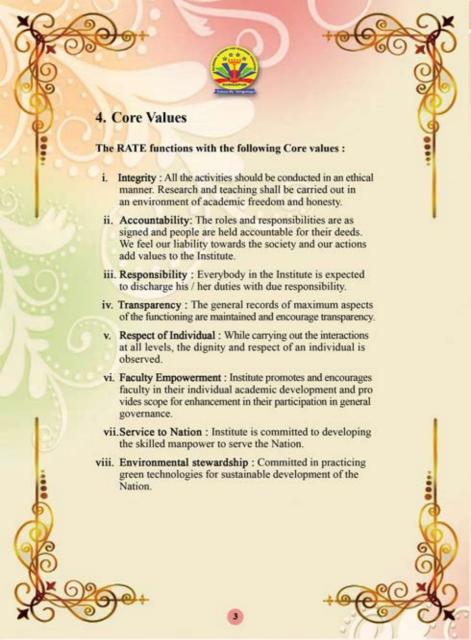
ADDRESS: Rajendra Academy for Teachers' Education

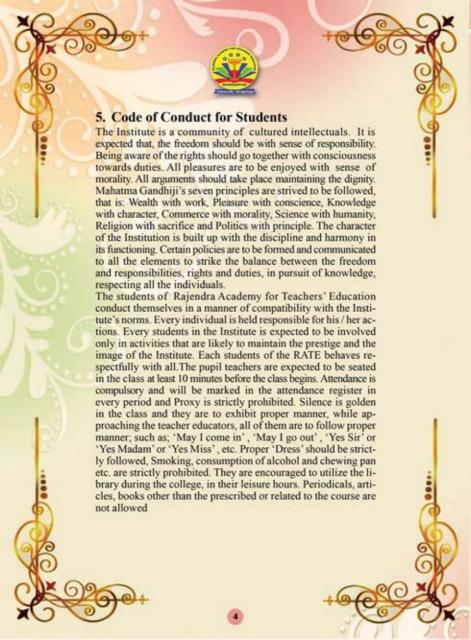
Vill+Post: - Gopalpur, PS - Kanksa, Dist - Paschim Bardhaman, Durgapur - 713212, West Bengal, India

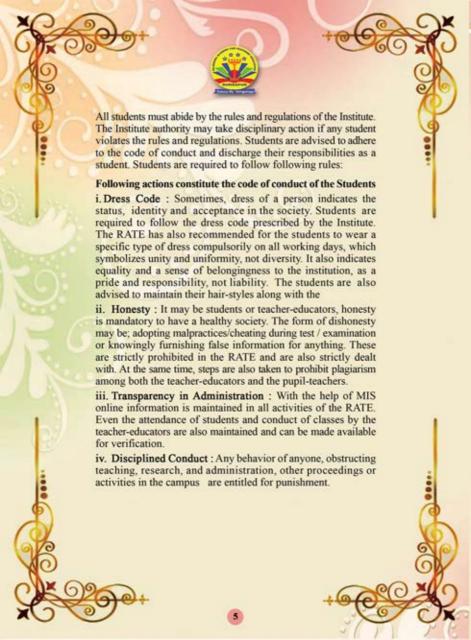
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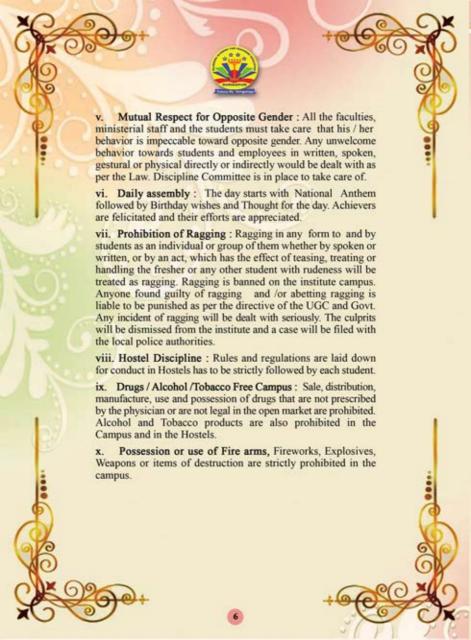


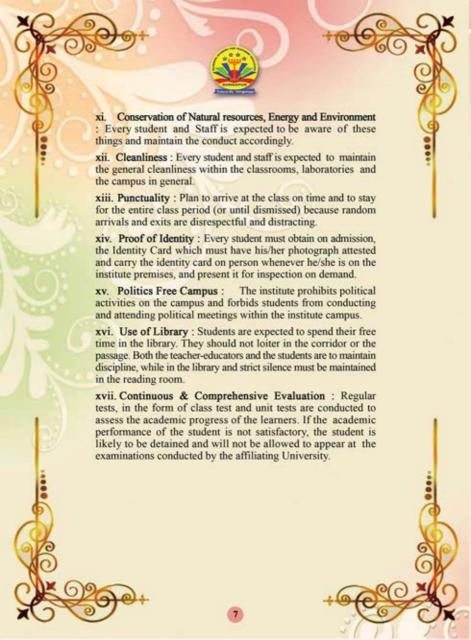


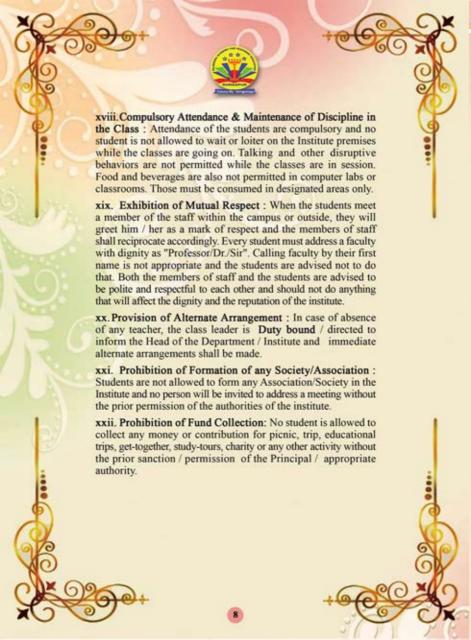


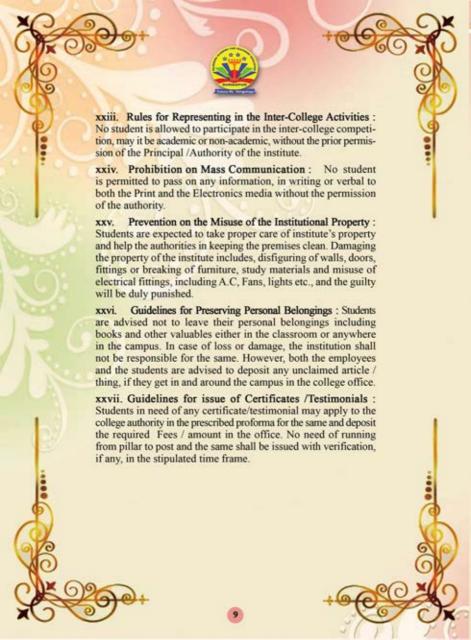


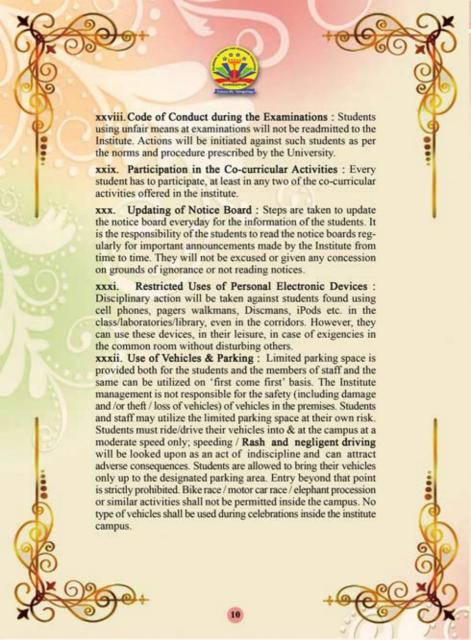


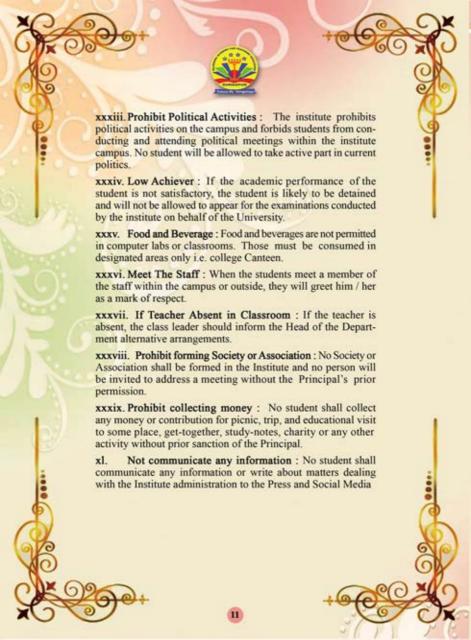


















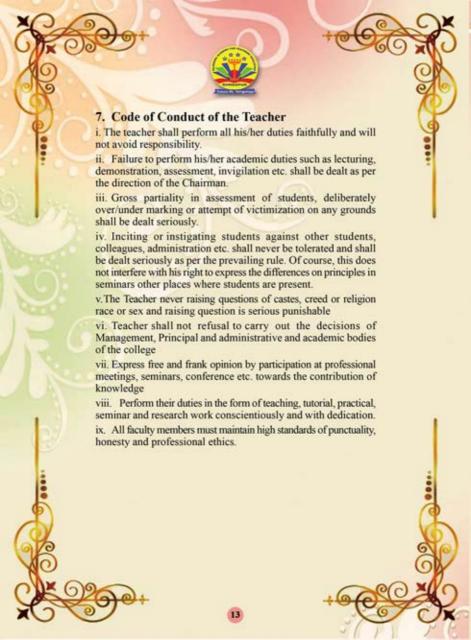
Others Code of Conduct of Students

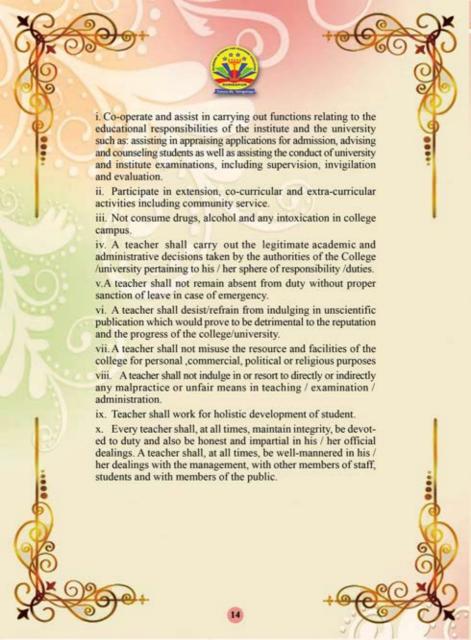
- Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
- Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
- No type of vehicles shall be used during celebrations inside the institute campus.
- Students joining the Institute are bound by the rules and regulations of the Institute.
- v. The Chairman is the ultimate disciplinary authority in the institute.
- vi. Miscellaneous: The Chairman / Principal is the ultimate disciplinary authority in the institute. Matters not covered by the existing rules will rest at the absolute discretion of the Director / Chairman of the institute. Students joining the Institute are bound by the rules and regulations of the Institute.

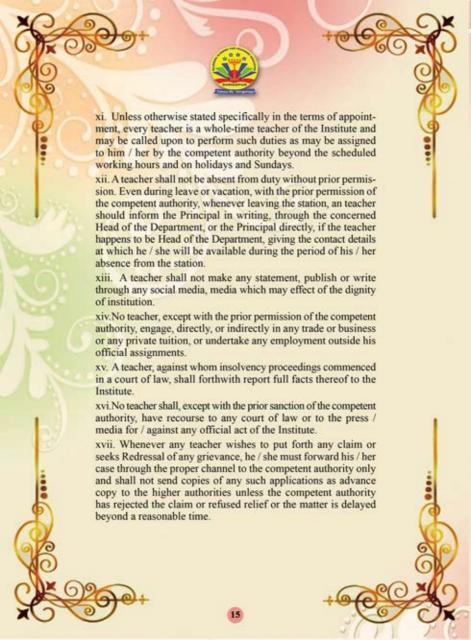
6. Punishment for Violation of Rules and Regulations:

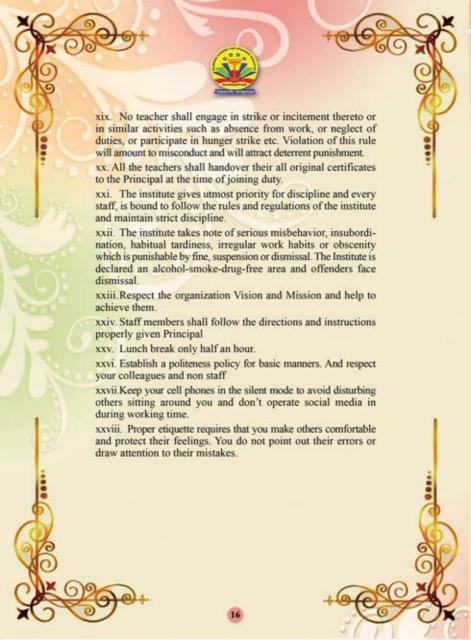
The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the institute.

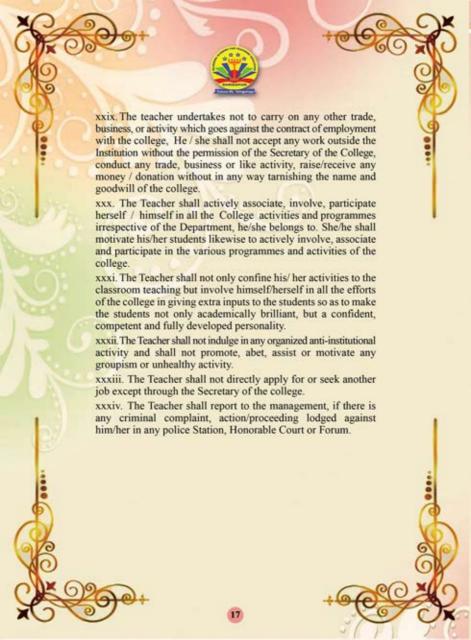
- i. Debarring from appearing university examination.
- ii. Deduction of Internal marks.
- iii. Expulsion from the institute and or hostel.
- iv. Withholding results.
- Fine up to Rs. 20,000/-. (In case of Ragging as per Supreme Court order/rules)
- vi. Lodging of FIR with the Police.
- vii. Anti Ragging is Criminal offence

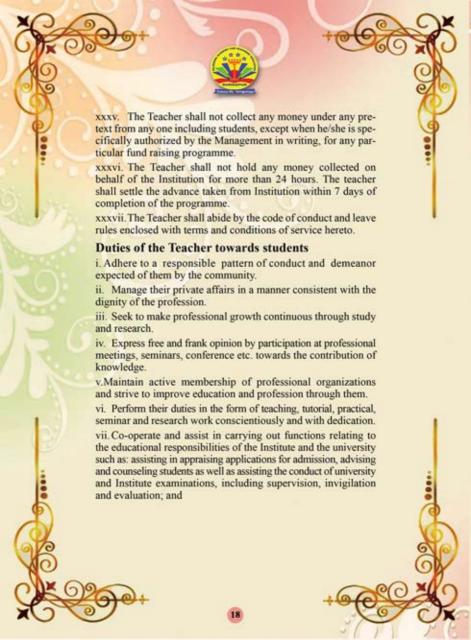


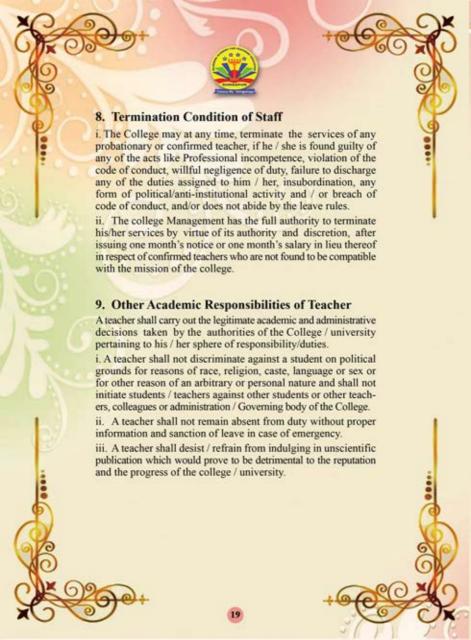


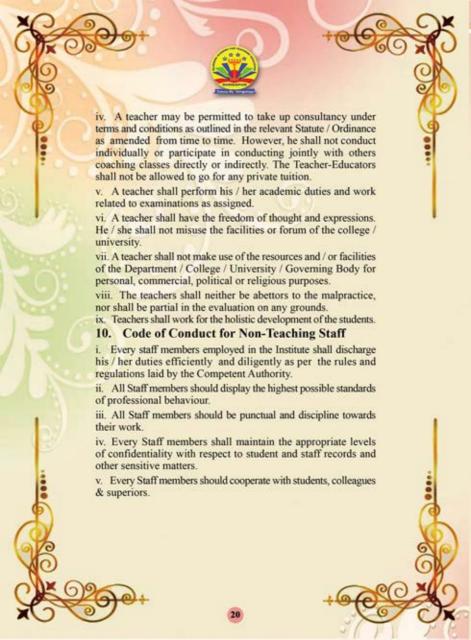


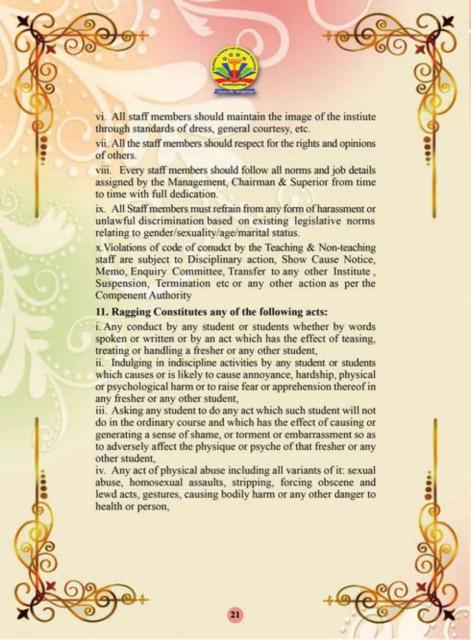














12. Punishment for Violation of Rules and Regulations of Ragging:

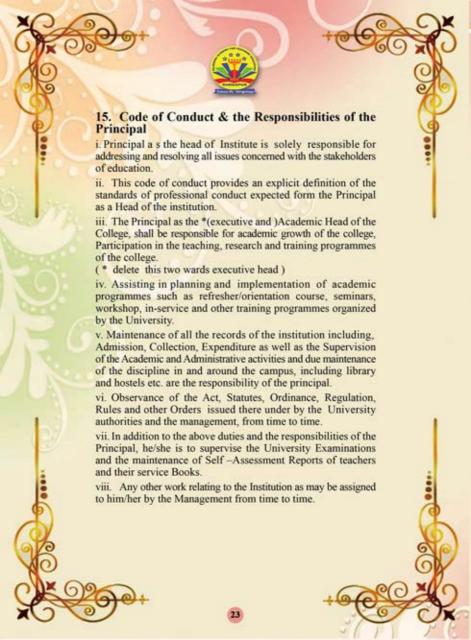
- i. Cancellation of admission.
- ii. Withholding / withdrawing scholarship / freeship and other benefits.
- iii. Suspension / Expulsion from the hostel,
- iv. Lodging of FIR with the Police.
- v. Fine up to Rs. 20,000/-.

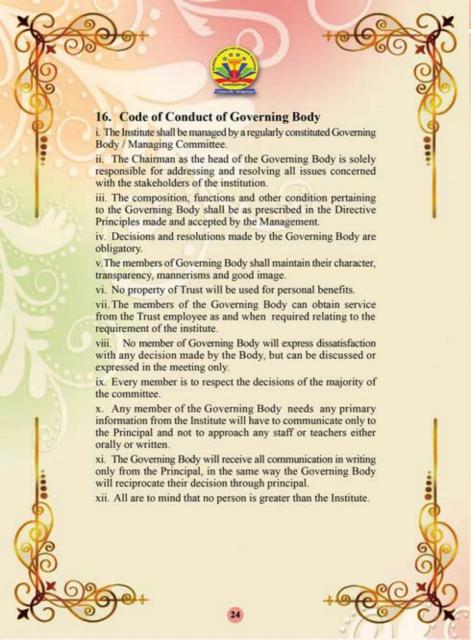
13. Parents/Guardians & Teachers

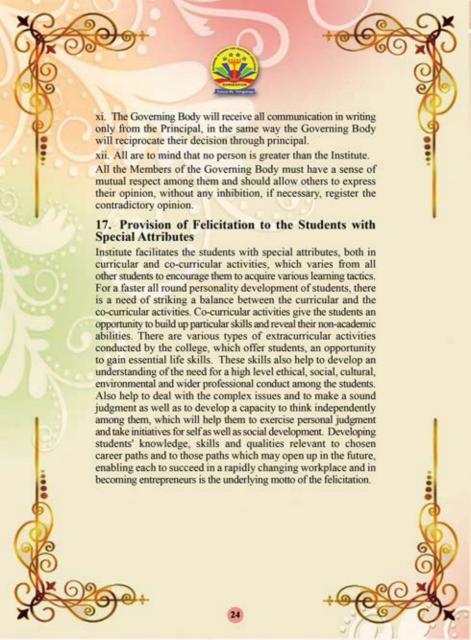
There should be regular meeting of the parents and teachers to inform about the progress and problems of their wards, with mutual exchange of ideas and for the benefit of the society and the institution

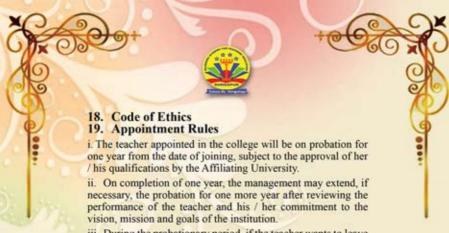
14. Teachers and Society

The objectives of any academic institution are to contribute directly or indirectly for improvement of the community / society. Recognize that education is a public service and strive to keep the public informed about the educational programmes, which are being provided by the institution. The people of the society shall be made aware of their duties and responsibilities as a citizen, by participating in community activities and shoulder responsibilities of public offices. They will be advised to refrain from taking part in or subscribing to or assisting in any activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups, but should actively work for National Integration.









iii. During the probationary period, if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.

iv. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give three months' notice or three months' pay in lieu of notice.

v. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.

20. Instruction for Staff

i. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.

 Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.

 Every Teacher shall conduct himself/herself with absolute dignity and decorum in his / her dealing with the superiors, colleagues and students every time.

iv. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.





which the leave is requested.

vi. Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.

vii. Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service.

viii. The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service.

ix. The numbers of days of casual leave remaining un-availed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.

x. The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1 day casual leave for every month served.











i. Every confirmed female teaching staff will be eligible for maternity leave of a maximum of 90 days during her entire

period of service for any one of the first two babies.

ii. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the

management.

iii. The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right.

iv. If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.

c) Special Leave

i. Every permanent employee in the College shall, hereafter earn a special leave of 9 days for every completed year of service for the enhancement of their Academic quality only.

ii. This shall not have any retrospective effect.

iii. The leave earned by the employee can neither be encashed nor accumulated. But requests for availing such leave shall be only for valid reasons with ne



iv. Accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.

v. All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The teaching staff shall always furnish his / her leave address and contact phone number at the time of availing.

That if any teacher of or staff of this institution absent for more than three / seven days without any information or prior permission from the authority concern, in that event the said staff shall not be allow to join his / her service without prior permission / sanction of the authority concern





Rajendranath Education & Welfare Trust



Mr. Jayanta Kumar Chakraborty, Chairman



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