

## **Hand Book of Rajendra Academy**

# *Rajendra Academy for Teachers' Education*

**NAAC Accredited ( Grade - B )**

Recognised by NCTE, Affiliated to WBUTTEPA, The University of Burdwan & WBBPE



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# Handbook of Rajendra Academy for Teachers' Education

Gopalpur, Kansa, Durgapur, West Bengal.

## Table of Contents

### Preface:

The code of conduct for Students, Teachers, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the institute to the Students, Teachers & Non-teaching staff. It is expected that all students, teacher and non- teaching staff should strictly follow the code of conduct mentioned in this document.

### 1. About Institution

Rajendra Academy for Teachers' Education is an initiative of Rajendranath Education and Welfare Trust (REWT) established in the year 2009 for the enhancement of quality in education by preparing a group of quality teachers for different levels of school education through M.Ed, B.Ed and D.El.Ed teacher education programmes by providing quality teacher education to the aspiring pupil teachers to build up their promising academic future. The objective of RATE is to provide the facility of quality Teacher Education to the aspiring pupil teachers for Diploma, Bachelor's degree and Master's degree by strictly adhering to the principles as lay down by NCTE from time to time. In the last ten years, RATE has proved itself as an Institute of Excellence with the eye catching results in the examinations conducted by different affiliating universities and board along with the placement of alumina as compared with other teacher training institutions of the state.



## VISION

A group of disciplined and dedicated prospective teachers equipped with prerequisite knowledge, skill and professional attitude will be in place to carry on nation building activities who would be ready to perform with responsibility under all conditions at the school level so as to make a difference in the quality of education in the country as envisaged in the law of the land and National Policies on Education.

## MISSION

- “Rajendra Academy for Teachers’ Education” aspires to be a leading institution in the country offering quality teacher education to enlighten, emancipate and empower the trainee teacher fraternity and to foster lifelong learning.
- To produce cognitively enriched, effectively educated, professionally upright, socially committed and spiritually inspired teachers.
- To build on their knowledge and skill to perform with promise at the school point in accordance with the changing pedagogical paradigm.
- To develop a strong affinity towards the national values, promote creativity and critical thinking among the prospective teachers to make a difference in school set up.
- To develop in trainee teacher, the skills and competencies necessary to play a multi-faceted role of the teacher in the context of discovery and innovation in the field of education.
- To inculcate in the student-teachers a sense of duty, discipline, responsibility and service to the nation and society
- To develop an understanding of the principles of pedagogy and its application to curriculum in the classroom by using constructivist strategy and ICT Skills.
- To provide opportunities to become talented teacher.



## 4. Core Values

The RATE functions with the following Core values :

- i. **Integrity** : All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.
- ii. **Accountability**: The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the Institute.
- iii. **Responsibility** : Everybody in the Institute is expected to discharge his / her duties with due responsibility.
- iv. **Transparency** : The general records of maximum aspects of the functioning are maintained and encourage transparency.
- v. **Respect of Individual** : While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
- vi. **Faculty Empowerment** : Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
- vii. **Service to Nation** : Institute is committed to developing the skilled manpower to serve the Nation.
- viii. **Environmental stewardship** : Committed in practicing green technologies for sustainable development of the Nation.



## 5. Code of Conduct for Students

The Institute is a community of cultured intellectuals. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. Mahatma Gandhiji's seven principles are strived to be followed, that is: Wealth with work, Pleasure with conscience, Knowledge with character, Commerce with morality, Science with humanity, Religion with sacrifice and Politics with principle. The character of the Institution is built up with the discipline and harmony in its functioning. Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

The students of Rajendra Academy for Teachers' Education conduct themselves in a manner of compatibility with the Institute's norms. Every individual is held responsible for his / her actions. Every students in the Institute is expected to be involved only in activities that are likely to maintain the prestige and the image of the Institute. Each students of the RATE behaves respectfully with all. The pupil teachers are expected to be seated in the class at least 10 minutes before the class begins. Attendance is compulsory and will be marked in the attendance register in every period and Proxy is strictly prohibited. Silence is golden in the class and they are to exhibit proper manner, while approaching the teacher educators, all of them are to follow proper manner; such as; 'May I come in', 'May I go out', 'Yes Sir' or 'Yes Madam' or 'Yes Miss', etc. Proper 'Dress' should be strictly followed, Smoking, consumption of alcohol and chewing pan etc. are strictly prohibited. They are encouraged to utilize the library during the college, in their leisure hours. Periodicals, articles, books other than the prescribed or related to the course are not allowed



All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

**Following actions constitute the code of conduct of the Students**

**i. Dress Code** : Sometimes, dress of a person indicates the status, identity and acceptance in the society. Students are required to follow the dress code prescribed by the Institute. The RATE has also recommended for the students to wear a specific type of dress compulsorily on all working days, which symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belongingness to the institution, as a pride and responsibility, not liability. The students are also advised to maintain their hair-styles along with the

**ii. Honesty** : It may be students or teacher-educators, honesty is mandatory to have a healthy society. The form of dishonesty may be; adopting malpractices/cheating during test / examination or knowingly furnishing false information for anything. These are strictly prohibited in the RATE and are also strictly dealt with. At the same time, steps are also taken to prohibit plagiarism among both the teacher-educators and the pupil-teachers.

**iii. Transparency in Administration** : With the help of MIS online information is maintained in all activities of the RATE. Even the attendance of students and conduct of classes by the teacher-educators are also maintained and can be made available for verification.

**iv. Disciplined Conduct** : Any behavior of anyone, obstructing teaching, research, and administration, other proceedings or activities in the campus are entitled for punishment.



v. **Mutual Respect for Opposite Gender** : All the faculties, ministerial staff and the students must take care that his / her behavior is impeccable toward opposite gender. Any unwelcome behavior towards students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law. Discipline Committee is in place to take care of.

vi. **Daily assembly** : The day starts with National Anthem followed by Birthday wishes and Thought for the day. Achievers are felicitated and their efforts are appreciated.

vii. **Prohibition of Ragging** : Ragging in any form to and by students as an individual or group of them whether by spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.

viii. **Hostel Discipline** : Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.

ix. **Drugs / Alcohol /Tobacco Free Campus** : Sale, distribution, manufacture, use and possession of drugs that are not prescribed by the physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.

x. **Possession or use of Fire arms, Fireworks, Explosives, Weapons or items of destruction** are strictly prohibited in the campus.



**xi. Conservation of Natural resources, Energy and Environment** : Every student and Staff is expected to be aware of these things and maintain the conduct accordingly.

**xii. Cleanliness** : Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

**xiii. Punctuality** : Plan to arrive at the class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.

**xiv. Proof of Identity** : Every student must obtain on admission, the Identity Card which must have his/her photograph attested and carry the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.

**xv. Politics Free Campus** : The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.

**xvi. Use of Library** : Students are expected to spend their free time in the library. They should not loiter in the corridor or the passage. Both the teacher-educators and the students are to maintain discipline, while in the library and strict silence must be maintained in the reading room.

**xvii. Continuous & Comprehensive Evaluation** : Regular tests, in the form of class test and unit tests are conducted to assess the academic progress of the learners. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear at the examinations conducted by the affiliating University.





**xviii. Compulsory Attendance & Maintenance of Discipline in the Class :** Attendance of the students are compulsory and no student is not allowed to wait or loiter on the Institute premises while the classes are going on. Talking and other disruptive behaviors are not permitted while the classes are in session. Food and beverages are also not permitted in computer labs or classrooms. Those must be consumed in designated areas only.

**xix. Exhibition of Mutual Respect :** When the students meet a member of the staff within the campus or outside, they will greet him / her as a mark of respect and the members of staff shall reciprocate accordingly. Every student must address a faculty with dignity as "Professor/Dr./Sir". Calling faculty by their first name is not appropriate and the students are advised not to do that. Both the members of staff and the students are advised to be polite and respectful to each other and should not do anything that will affect the dignity and the reputation of the institute.

**xx. Provision of Alternate Arrangement :** In case of absence of any teacher, the class leader is **Duty bound** / directed to inform the Head of the Department / Institute and immediate alternate arrangements shall be made.

**xxi. Prohibition of Formation of any Society/Association :** Students are not allowed to form any Association/Society in the Institute and no person will be invited to address a meeting without the prior permission of the authorities of the institute.

**xxii. Prohibition of Fund Collection:** No student is allowed to collect any money or contribution for picnic, trip, educational trips, get-together, study-tours, charity or any other activity without the prior sanction / permission of the Principal / appropriate authority.



**xxiii. Rules for Representing in the Inter-College Activities :** No student is allowed to participate in the inter-college competition, may it be academic or non-academic, without the prior permission of the Principal /Authority of the institute.

**xxiv. Prohibition on Mass Communication :** No student is permitted to pass on any information, in writing or verbal to both the Print and the Electronics media without the permission of the authority.

**xxv. Prevention on the Misuse of the Institutional Property :** Students are expected to take proper care of institute's property and help the authorities in keeping the premises clean. Damaging the property of the institute includes, disfiguring of walls, doors, fittings or breaking of furniture, study materials and misuse of electrical fittings, including A.C, Fans, lights etc., and the guilty will be duly punished.

**xxvi. Guidelines for Preserving Personal Belongings :** Students are advised not to leave their personal belongings including books and other valuables either in the classroom or anywhere in the campus. In case of loss or damage, the institution shall not be responsible for the same. However, both the employees and the students are advised to deposit any unclaimed article / thing, if they get in and around the campus in the college office.

**xxvii. Guidelines for issue of Certificates /Testimonials :** Students in need of any certificate/testimonial may apply to the college authority in the prescribed proforma for the same and deposit the required Fees / amount in the office. No need of running from pillar to post and the same shall be issued with verification, if any, in the stipulated time frame.



**xxviii. Code of Conduct during the Examinations :** Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.

**xxix. Participation in the Co-curricular Activities :** Every student has to participate, at least in any two of the co-curricular activities offered in the institute.

**xxx. Updating of Notice Board :** Steps are taken to update the notice board everyday for the information of the students. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

**xxxi. Restricted Uses of Personal Electronic Devices :** Disciplinary action will be taken against students found using cell phones, pagers walkmans, Discmans, iPods etc. in the class/laboratories/library, even in the corridors. However, they can use these devices, in their leisure, in case of exigencies in the common room without disturbing others.

**xxxii. Use of Vehicles & Parking :** Limited parking space is provided both for the students and the members of staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft / loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding / **Rash and negligent driving** will be looked upon as an act of indiscipline and can attract adverse consequences. Students are 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.



**xxxiii. Prohibit Political Activities :** The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus. No student will be allowed to take active part in current politics.

**xxxiv. Low Achiever :** If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.

**xxxv. Food and Beverage :** Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only i.e. college Canteen.

**xxxvi. Meet The Staff :** When the students meet a member of the staff within the campus or outside, they will greet him / her as a mark of respect.

**xxxvii. If Teacher Absent in Classroom :** If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.

**xxxviii. Prohibit forming Society or Association :** No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the Principal's prior permission.

**xxxix. Prohibit collecting money :** No student shall collect any money or contribution for picnic, trip, and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.

**xl. Not communicate any information :** No student shall communicate any information or write about matters dealing with the Institute administration to the Press and Social Media



### **Others Code of Conduct of Students**

- i. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
- ii. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
- iii. No type of vehicles shall be used during celebrations inside the institute campus.
- iv. 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.
- v. 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



## 7. Code of Conduct of the Teacher

- i. The teacher shall perform all his/her duties faithfully and will not avoid responsibility.
- ii. Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc. shall be dealt as per the direction of the Chairman.
- iii. Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds shall be dealt seriously.
- iv. Inciting or instigating students against other students, colleagues, administration etc. shall never be tolerated and shall be dealt seriously as per the prevailing rule. Of course, this does not interfere with his right to express the differences on principles in seminars other places where students are present.
- v. The Teacher never raising questions of castes, creed or religion race or sex and raising question is serious punishable
- vi. Teacher shall not refusal to carry out the decisions of Management, Principal and administrative and academic bodies of the college
- vii. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge
- viii. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- ix. All faculty members must maintain high standards of punctuality, honesty and professional ethics.



- i. Co-operate and assist in carrying out functions relating to the educational responsibilities of the institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and institute examinations, including supervision, invigilation and evaluation.
- ii. Participate in extension, co-curricular and extra-curricular activities including community service.
- iii. Not consume drugs, alcohol and any intoxication in college campus.
- iv. A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the College /university pertaining to his / her sphere of responsibility /duties.
- v. A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- vi. A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/university.
- vii. A teacher shall not misuse the resource and facilities of the college for personal ,commercial, political or religious purposes
- viii. A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching / examination / administration.
- ix. Teacher shall work for holistic development of student.
- x. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.



xi. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.

xii. A teacher shall not be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.

xiii. A teacher shall not make any statement, publish or write through any social media, media which may effect of the dignity of institution.

xiv. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.

xv. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.

xvi. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.

xvii. Whenever any teacher wishes to put forth any claim or seeks Redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.





xix. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.

xx. All the teachers shall handover their all original certificates to the Principal at the time of joining duty.

xxi. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.

xxii. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.

xxiii. Respect the organization Vision and Mission and help to achieve them.

xxiv. Staff members shall follow the directions and instructions properly given Principal

xxv. Lunch break only half an hour.

xxvi. Establish a politeness policy for basic manners. And respect your colleagues and non staff

xxvii. Keep your cell phones in the silent mode to avoid disturbing others sitting around you and don't operate social media in during working time.

xxviii. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.



xxix. The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He / she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.

xxx. The Teacher shall actively associate, involve, participate herself / himself in all the College activities and programmes irrespective of the Department, he/she belongs to. She/he shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.

xxxi. The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.

xxxii. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

xxxiii. The Teacher shall not directly apply for or seek another job except through the Secretary of the college.

xxxiv. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Honorable Court or Forum.



xxxv. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.

xxxvi. The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.

xxxvii. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.

### **Duties of the Teacher towards students**

i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

ii. Manage their private affairs in a manner consistent with the dignity of the profession.

iii. Seek to make professional growth continuous through study and research.

iv. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.

v. Maintain active membership of professional organizations and strive to improve education and profession through them.

vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and



## 8. Termination Condition of Staff

- i. The College may at any time, terminate the services of any probationary or confirmed teacher, if he / she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him / her, insubordination, any form of political/anti-institutional activity and / or breach of code of conduct, and/or does not abide by the leave rules.
- ii. The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found to be compatible with the mission of the college.

## 9. Other Academic Responsibilities of Teacher

A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the College / university pertaining to his / her sphere of responsibility/duties.

- i. A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not initiate students / teachers against other students or other teachers, colleagues or administration / Governing body of the College.
- ii. A teacher shall not remain absent from duty without proper information and sanction of leave in case of emergency.
- iii. A teacher shall desist / refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college / university.



- iv. A teacher may be permitted to take up consultancy under terms and conditions as outlined in the relevant Statute / Ordinance as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. The Teacher-Educators shall not be allowed to go for any private tuition.
- v. A teacher shall perform his / her academic duties and work related to examinations as assigned.
- vi. A teacher shall have the freedom of thought and expressions. He / she shall not misuse the facilities or forum of the college / university.
- vii. A teacher shall not make use of the resources and / or facilities of the Department / College / University / Governing Body for personal, commercial, political or religious purposes.
- viii. The teachers shall neither be abettors to the malpractice, nor shall be partial in the evaluation on any grounds.
- ix. Teachers shall work for the holistic development of the students.

#### **10. Code of Conduct for Non-Teaching Staff**

- i. Every staff members employed in the Institute shall discharge his / her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- ii. All Staff members should display the highest possible standards of professional behaviour.
- iii. All Staff members should be punctual and discipline towards their work.
- iv. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- v. Every Staff members should cooperate with students, colleagues & superiors.



- vi. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- vii. All the staff members should respect for the rights and opinions of others.
- viii. Every staff members should follow all norms and job details assigned by the Management, Chairman & Superior from time to time with full dedication.
- ix. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- x. Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute , Suspension, Termination etc or any other action as per the Compenent Authority

**11. Ragging Constitutes any of the following acts:**

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher or any other student,
- ii. Indulging in indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student,
- iii. Asking any student to do any act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student,
- iv. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person,



v. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student,

1. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

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

- i. Cancellation of admission,
- ii. Withholding / withdrawing scholarship / freship 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.



## 15. Code of Conduct & the Responsibilities of the Principal

- i. Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education.
- ii. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of the institution.
- iii. The Principal as the \*(executive and )Academic Head of the College, shall be responsible for academic growth of the college, Participation in the teaching, research and training programmes of the college.  
( \* delete this two wards executive head )
- iv. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, workshop, in-service and other training programmes organized by the University.
- v. Maintenance of all the records of the institution including, Admission, Collection, Expenditure as well as the Supervision of the Academic and Administrative activities and due maintenance of the discipline in and around the campus, including library and hostels etc. are the responsibility of the principal.
- vi. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and the management, from time to time.
- vii. In addition to the above duties and the responsibilities of the Principal, he/she is to supervise the University Examinations and the maintenance of Self –Assessment Reports of teachers and their service Books.
- viii. Any other work relating to the Institution as may be assigned to him/her by the Management from time to time.





## **16. Code of Conduct of Governing Body**

- i. The Institute shall be managed by a regularly constituted Governing Body / Managing Committee.
- ii. The Chairman as the head of the Governing Body is solely responsible for addressing and resolving all issues concerned with the stakeholders of the institution.
- iii. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.
- iv. Decisions and resolutions made by the Governing Body are obligatory.
- v. The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
- vi. No property of Trust will be used for personal benefits.
- vii. The members of the Governing Body can obtain service from the Trust employee as and when required relating to the requirement of the institute.
- viii. No member of Governing Body will express dissatisfaction with any decision made by the Body, but can be discussed or expressed in the meeting only.
- ix. Every member is to respect the decisions of the majority of the committee.
- x. Any member of the Governing Body needs any primary information from the Institute will have to communicate only to the Principal and not to approach any staff or teachers either orally or written.
- xi. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
- xii. All are to mind that no person is greater than the Institute.



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All the Members of the Governing Body must have a sense of mutual respect among them and should allow others to express their opinion, without any inhibition, if necessary, register the contradictory opinion.

### **17. Provision of Felicitation to the Students with Special Attributes**

Institute facilitates the students with special attributes, both in curricular and co-curricular activities, which varies from all other students to encourage them to acquire various learning tactics. For a faster all round personality development of students, there is a need of striking a balance between the curricular and the co-curricular activities. Co-curricular activities give the students an opportunity to build up particular skills and reveal their non-academic abilities. There are various types of extracurricular activities conducted by the college, which offer students, an opportunity to gain essential life skills. These skills also help to develop an understanding of the need for a high level ethical, social, cultural, environmental and wider professional conduct among the students. Also help to deal with the complex issues and to make a sound judgment as well as to develop a capacity to think independently among them, which will help them to exercise personal judgment and take initiatives for self as well as social development. Developing students' knowledge, skills and qualities relevant to chosen career paths and to those paths which may open up in the future, enabling each to succeed in a rapidly changing workplace and in becoming entrepreneurs is the underlying motto of the felicitation.



## **18. Code of Ethics**

### **19. Appointment Rules**

- i. The teacher appointed in the college will be on probation for one year from the date of joining, subject to the approval of her / his qualifications by the Affiliating University.
- ii. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his / her commitment to the vision, mission and goals of the institution.
- 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.
- ii. Every Teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.
- iii. 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.



## 20. Rules of leave

### a) Casual leave

- i. The total number of casual leave allowed to employees in an academic year is 12 days.
- ii. Casual leave can be combined with any other leave or notified holidays/authorized holidays.
- iii. Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time.
- iv. The period of absence under casual leave will be treated as "ON DUTY" for all purposes.
- v. Application for casual leave must contain the purpose for which the leave is requested.
- vi. Application for casual 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.



## **b) Maternity Leave**

- 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



#### **d) General Conditions Regarding Leave**

- i. No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
- ii. The staff shall make themselves available for duty / other work if required by the management on notified / Government / Weekly holidays.
- iii. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be
- 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



*Rajendra Academy for Teachers' Education*

**NAAC Accredited ( Grade - B )**

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