

Ursuline Women's Teachers' Training College
Lohardaga

Affiliated to Ranchi University, Ranchi
N. C. T. E - Recognized
N. A. A. C. - Re - Accredited (3rd Cycle)



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Code of Conduct

Code of Conduct is a set of policy, outlining the norms, rules, responsibilities and proper practices of Teacher Education Institutions. More specifically we can say that Code of Conduct is an Institution's mission, values, and principles, linking them with standards of professional conduct. The code articulates the values that Teacher Education Institutions (TEIs) wishes to foster in staff, students and co-workers and in doing so, defines desired behavior.

The code of conduct is recognized and endorsed by the Ministry of Education, Youth and Sports (MEYS) and other policies relating to the promotion of safe, conducive and positive teaching and learning environment. The mandate of MEYS includes regulating, legislating, monitoring, coordinating and providing adequate resources with an enabling environment, to ensure effective and quality performance, higher standards, transparency and accountability among teachers and members within the teaching profession. The code of conduct sets the standards of professional behavior for teachers, administrator and co-workers in their relationship with learners, their colleagues and parents. It also provides principles to guide professionalism and promote a positive learning environment and well-being of the learners.

Ursuline Women's Teachers' Training College, Lohardaga strives to enable the students to become integrated persons, and torchbearers of future generation, face the challenges of life, recognize the human dignity and contribute to the building up the nation. In accordance with this vision the institution has set some guiding principles and code of conduct for teachers, students, administrator and other staff members as the following-

1. Guiding Principles and Code of Conduct for Teachers-

1.1. Commitment and Attitude towards their Profession:

- a. Help students to develop an awareness and understanding of their own rights and respect for the rights of others.
- b. Not to stigmatize or humiliate students.
- c. Not to give information regarding, any learner or sensitive matter of the institution to media over telephone.
- d. Be good role models in their dedication and honesty.
- e. Be punctual for the class and duty.
- f. Prepare the lesson at the earliest in order to promote safe and conducive learning environment.
- g. Be faithful in maintaining the attendance register (their reporting and departure time).
- h. Maintain the attendance register of students.
- i. Be faithful in writing an application for leave.
- j. Teach according to the approved syllabus.
- k. Not engage in any form of malpractices.
- l. Honestly present each student's performance and examination results.
- m. Empower learners to develop self-esteem and academic excellence.
- n. Be appropriately attired and presentable.
- o. Exercise reasonable care in the use of college property like computer, library books, LCD projector, table and chairs, laboratory equipments, attendance register etc.
- p. Maintain accountability and transparency at all levels.
- q. Reach as well as leave the college at the stipulated time everyday.

1.2 Commitment and Attitude towards Learners

It is in accordance with the convention on the Rights of the Child (CRC), the African Charter on the Rights and Welfare of the Child, the Child Rights Act (CRA) (1999) and other Human Rights,

- a. Participate in co-curricular activities for the benefit of the learners.
- b. Promote safe and conducive learning environment.
- c. Promote an atmosphere of trust.
- d. Treat students with respect regardless of race, colour, language, religion, national and other status.
- e. Ensure that learners are treated with dignity and respect their rights fully protected.
- f. No use of languages or behaviour towards students that is not appropriate, harassing, abusive, sexually proactive or culturally inappropriate.
- g. Not to use physical punishment on students.
- h. Be impartial.
- i. Accept the learner's strengths and weaknesses.
- j. Appreciate good efforts and performances of the students.

2. Guiding Principles and Code of Conduct for Administrator

- a. At all-time maintain a professional relationship with all teachers and learners, recognizing that all are equal and foster learner's intellectual, physical, emotional, social and spiritual potentials.
- b. Provide CCTV for the safeguarding of the students and teachers.
- c. Not to allow any student and teacher to remain in the campus after 5. 00 pm.
- d. Provide sick room for the students.
- e. Parents will not be entertained during the class hour, unless it is urgent.
- f. Students will take gate pass from the principal if they go out during class hour.
- g. Eliminate all forms of discrimination at all times.
- h. Employ positive methods of corrective discipline.
- i. Encourage learners, staff, non-teaching staff and co-workers to develop as active, responsible and efficient individuals.
- j. Promote team work, respecting their professional capacity and interest, and be prepared to offer advice and assistance.
- k. Maintain confidentiality of information about the stakeholders obtained in the course of professional service.

2. Guiding Principles and Code of Conduct for Learners

1.2. Academic Rules and Disciplines:

- a. The students are expected to reach the college at 8.30 am and attend classes till 4.00 p.m.
- b. Students will maintain silence in the college premises.
- c. Students will come in full uniform every day except on Saturday.
- d. No student can leave the class in between the lecture, except in case of urgency.
- e. Students will take leave in writing the application to the principal.
- f. Respect all the teaching staff, non- teaching staff and co-workers.
- g. Use of any unfair means during the examination is not allowed.
- h. 80 % attendance in the class and 90% attendance in internship is mandatory.
- i. Students will take care of the common property of the college.
- j. Students will not use their cell phone in the class room while attending the lectures.
- k. There is no place for ragging of any type both inside and outside the college campus.

1.3 Library Rules

- a. Students are expected to maintain silence and maintain discipline in the library.
- b. Open access library facility is provided to the students.
- c. The time for issue the library book is from 8. 30 am to 10.15 am
- d. Librarian should write the detail of book issue like name of the students, name of the books, Author, accession number and date of issue / return of the book in the library register.
- e. Every student will issue maximum five books at a time for a maximum period of one week.
- f. The library is expected to be used only for issue/ return of the books as well as for self-study. Any type of activity including group discussion is not allowed inside the library premises.
- g. The students are expected to keep the library book in its proper condition for eight days. In case of any damage, they will be fined.

1.4 Computer Lab/ Language Lab/ Science Laboratory Rules

- a. The students are not allowed to enter the laboratories before the time schedule.
- b. The students are expected to maintain silence and discipline in the laboratories.
- c. The students will visit the laboratories only for the academic purpose. Visiting internet sites or any discussion activity is strictly prohibited.
- d. Every student is allowed to go to the laboratories on time.

- e. Attendance register should be maintained for the practical classes.
- f. Students are not allowed to carry any kinds of eatable, water bottles and any other belongings in the Laboratories except note books.
- g. The students are not allowed to take the laboratory equipment without the knowledge and permission of the teacher concern.

1.5 Rules for the Hostlers

- a. The hostellers will be provided a cot, a table and a chair in the room.
- b. They should bring their own bedding, mattress, bucket, mug, plate, glass, Tiffin and other personal needs.
- c. Vegetarian and non-vegetarian food will be served. Two full meals (mid-day and evening), morning breakfast, light refreshment with tea in the afternoon will be provided.
- d. To go out of the hostel, permission of the hostel warden is required and to be out of Lohardaga, students are obliged to take prior permission from the principal.
- e. The hostel warden should be informed about any breakage or damage of tables and chairs, doors or window panes, water tabs or tube light etc so that it can be repaired as soon as possible.
- f. Hostellers are not allowed to paste pictures or scratch on the walls, doors, windows or desks. Cleanliness is the motto of the hostel.

- g. In case of any emergency, they will be allowed to use the mobile.
- h. Hostellers are not permitted to bring any friend or relatives to their bedrooms, keep them in the night or serve them food without permission.
- i. Student- sisters will join the community for prayers and other religious exercises.
- j. Roman Catholic students are expected to attend the Holy Mass and daily evening prayers.
- k. Visitors are allowed to meet their wards on Sundays and holidays from 8.00 a.m. to 5.00 p.m.
- l. Hostellers are expected to practice punctuality for the meals and other exercises.
- m. Hostellers are expected to maintain silence in the bed rooms and reading room.
- n. Should maintain modesty in clothing.
