



SANTOSH COLLEGE OF TEACHERS' TRAINING AND EDUCATION

NCTE Recognized, Affiliated to Ranchi University

Tupudana, Ranchi, Jharkhand • Phone No. 0651-2251093 • www.sccte.ranchi.in

Ref. No.: SCTTE/CB/20/1882(1)

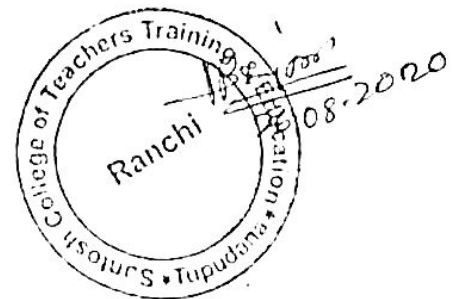
Date: 26/05/2020

Code of Conduct

Code of Conduct for Principal

The Principal of the Institute has to be honest, fair, objective, supportive productive and law abiding he has to

- 1 Chalk out policy and plan to execute the vision and mission.
- 2 Ensure that the staff and students aware to rules and policies laid down by the college and enforce them.
- 3 Monitor, manage and educate the administration of the Institution.
- 4 Listen to the students ideas and set a supportive tone.
- 5 Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- 6 Empower all his staff and student to reach their maximum potential.





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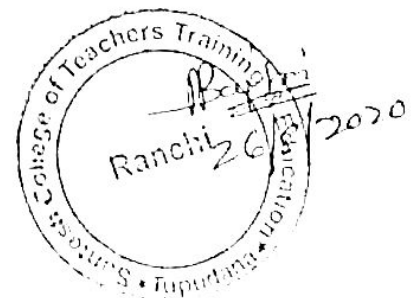
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Code of Conduct for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He/ She can inspire, hope, ignite. Them and in still a love of learning among the students. Besides the teachers have to

- 1 Uphold the honor and dignity of the teaching profession.
- 2 Provide and innovative and quality education to pupils.
- 3 Be impartial and discriminative against students.
- 4 Interact with the students in a friendly manner.
- 5 Abide by the rules and regulations of the institution.
- 6 Collaborate with fellow teachers.
- 7 Be good counselors and teachers.
- 8 Help, guide, encourage and assist students in their learning.





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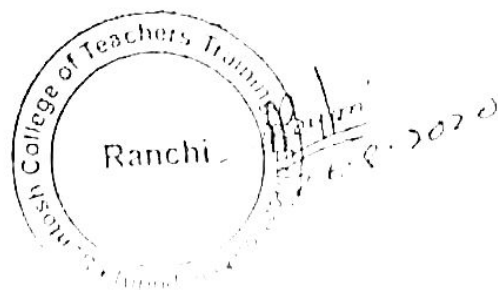
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Date: 26/08/2020

Code of Conduct for Students

The institute ensures that :-

- 1 Every students shall wear clean sheet and formal dress, filled to our culture and tradition casual wear such as T-shirts, shorts and jeans must be avoided.
- 2 During class hours a student cannot go out of the classroom without permission of the teacher concerned.
- 3 The use of mobile phone is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- 4 When a teacher enters the classroom, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- 5 Late comers are forbidden from entering the classroom.
- 6 Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- 7 Students should stay away from any anti-social activities.
- 8 Students should stay war their identify card inside the campus daily.
- 9 Ragging in any form is serious offence and it will dealt with severely.
- 10 Visitors are not allowed to meet the students in the classroom.
- 11 Students should take care of their belongings. The institution will not be responsible for any loss.
- 12 The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.





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Code of Conduct for Non- Teaching Staff

The following traits are expected from the Non-teaching staff. He/ She must.

- 1 Report to duty at least 30 minutes in advance.
- 2 Remain on duty during college hours.
- 3 Adhere strictly to the laws and regulations of the college.
- 4 Respect and maintain the hierarchy in the Administration.
- 5 Maintain honesty and integrity in all activities.
- 6 Must not be absent from duty without official approval.

