



# भुवन-मालती शिक्षक प्रशिक्षण महाविद्यालय

ग्राम-बसंतपुर बाड़ा टोला, पो०-रूपडीह, छतौनी-ढाका रोड, मोतिहारी, पूर्वी चम्पारण, बिहार-845401 ☎:7250403409/9128959036

Website: www.bmttc.in Email: info@bmttc.in

(Affiliated to Aryabhata Knowledge University, Patna & Bihar School Examination Board, Patna)

पत्रांक: .....

दिनांक: .....

## Code of Conduct for B.Ed. /D.El.Ed. Students

### In General

From the moment they enroll in this Institute until they graduate from the programme, student teachers are bound by the code of conduct.

A very high standard of behavior and conduct in the Institute during the course of study will be maintained by all students if they strictly abide by this code of conduct.

It is not authorized to form a student union or other organizations while there is still class in session. Group Leaders and Class Representatives will be chosen.

### Special attention will be paid to the following: -

Students will act with decency and politeness in daily interactions with faculty, non-teaching staff, and other students at the institution. The principal or any other faculty member may be present in the classrooms or elsewhere on the campus, and the students are expected to acknowledge their presence by greeting them as appropriate.

Morning assembly is held each day at 10:00. Under "Dress Code," the clothing required for the Morning Assembly and the entire day is listed below.

### Medium of communication:

Both Hindi and English shall be used for instruction in the classroom as well as for all other official interactions. The languages of English and Hindi will be used for all notices, circulars, announcements, special addresses, etc. for academic and non-academic reasons. To fulfill all of the academic and practical criteria of the courses given, the same will be the medium employed.

### Leave

No official leave of any type is authorized for the duration of the B.Ed. training programme.

During unavoidable situations like illness, bereavement within the close family, or others

The principal may receive the appropriate information in writing regarding such urgent business and take whatever action is thought necessary. Such leave requests, though, will only be for file records.

Students are not eligible to fill out University Examination forms or take the University Examination if they do not meet the minimum needed percentage of 80% as set by the University.

### **Dress Code**

Within the bounds of decent and respectable grooming, students will be properly and cleanly dressed. Students who dress outside the bounds of decency may be subject to a fine of up to Rs. 500.

### **Miscellaneous:**

#### **Maintenance of Discipline:**

The following is taken directly from the UGC XII Plan Guidelines (2012–2017): A. "Safety of Students While They Are on Excursion/Tours/Academic Trips, etc.

At least two trained instructors, one of whom is a female teacher, must supervise and guide expedition activities, according to BMTTC, Motihari. The total number of students that can travel on this Expedition can be altered depending on a number of variables, including the length of the trip, the weather, the route type, and manageability. If there are more than fifty (50) students, a certified doctor and sufficient supply of medication should be present.

The institutions should prepare the schedule and travel itinerary well in advance and provide it to the parents/guardians of the kids who are setting out on their trip.

#### **B. Maintenance of discipline among students of the BMTTC**

The college's principal and the head of the B.Ed. wing will have the power to these kinds of disciplinary authority over the students.

#### **C. All B.Ed/D.El.Ed. Students must follow the instructions at the time of Teaching Practice**

1. All B.Ed/D.El.Ed. Learners must go to to inner educating hone Internship, in case any learner absents himself without a legitimate cause and earlier data, he will be suspended from inner instructing for the whole period of instructing.
2. After teaching is over, lecturer's signature could be a must on fitting spaces, i.e. indicated Spaces on reasonable educating lesson arrange, instructing report and feedback records.
3. Amid inside teaching practice portable ought to stay exchanged off coming up short which you're instructing could be cancelled.



4. Agreeing to the plan all understudies must bring Reasonable lesson arrange (after adjustment) & educating report with T.L.M. Those who will not come with these records and materials, may not be permitted for inner instructing hone on that day.

5. You must keep up teach and nobility within the campus and course rooms. You must respect the instructors and understudies as well. Beating the school Understudies is entirely precluded in or out of the course.

6. We have been distributed two rooms one for B.Ed male understudies & other B.Ed young lady understudies for educating planning. In case school has no appropriate offices, you ought to adjust yourself in a not too bad way.

7. Wandering in verandas is entirely disallowed.

8. Understudies ought to maintain a strategic distance from harsh lesson arrange adjustment at the time of educating. On the off chance that essential, you'll ask at the time of short-break.

**D. All B.Ed/D.El.Ed. Students must follow the instructions at the time of internship Cum-Teaching.**

1. All B.Ed/D.El.Ed. learners must go to to Inside educating hone to be held in distinctive schools, in the event that any learners absents himself/herself without a legitimate cause and earlier data, he/she will be suspended from Internship-cum-teaching hone for the whole period of instructing

2. You must be show day by day in relegated schools amid supplication session. After supplication session you must go to HM's office to sign, an the participation enroll.

3. You must have dignified dress (uniform) at the side college Personality Card.

4. You must bring day by day to concerned Schools your Basic Records like Lesson plans Learning Plans, Perception, Teaching Reports, in conjunction with TLMs and chart, duster etc.

5. You must remain within the concerned school from supplication to till the conclusion of evening long chime. In the event that there emerges any crisis, you must take authorization of the concerned HM and our teacher. Without taking consent, on the off chance that any understudy takes off the concerned school campus, he/she will be treated as missing on that day.

6. You must keep up teach and nobility within the school campus and classrooms. You must respects and instructors and understudies as well. Beating the school understudy is entirely denied.

7. You must pay regard to all the instructors of the concerned school independent of your subject.
8. After educating the lesson, you must take the signature of the concerned subject instructors in your lesson plan record and educating report.
9. After completion of the Internship-cum-Teaching You must take concerned Teacher's Signature/H.Ms signature and seal on endorsed space in your Records, coming up short which it isn't substantial for the accommodation within the college.
10. Your behavior must win title and popularity for this promising Institution.

#### **E. Maintenance of Discipline among Students of Colleges etc.**

All powers relating to teach and disciplinary activity in connection to understudies kept up by the Central of the College as the case may be, in agreement with the method procedure method strategy endorsed the administration.

#### **Destroying Institutions property**

Defacing / writing on walls, desks, chairs and other items of Institute furniture and equipment's or destroying them will carry A Fine In Cash ₹-500 from the guilty student(s) equivalent to the loss of property.

#### **Cleanliness of the Institute Campus**

Keeping up outright cleanliness is the obligation of all understudies. Classrooms and encompassing ranges will be kept flawless and clean. Littering Classrooms and prompt environment are obligated to a fine of Rs. 200/- per occurrence.

#### **Prohibition of bad Habits:**

Smoking, drinking liquor, utilize of drugs, betting, keeping hostile things like disgusting pictures, magazines, plates, etc. within the Established Premises are entirely precluded and culpable by removal. Inconvenience of fine for those caught smoking and the punishment sum are shown in billboards.

#### **Using unfair means in Tests and Examinations-**

Cheating and utilizing out of line implies in Tests and Examinations will result in removal. Versatile Phones and other electronic contraptions are to be submitted to Exam Invigilators at the time of Examinations.



**Complaints and Grievances:**

All complaints and grievances will be tended to and coordinated, through fitting channels, to the concerned Cell or Committee of the BMTTC which can handle the case agreeing to its tact. An Inner Complaint Committee has been set up as per guarantee Sex Value and security in and around the Campus particularly for female understudies. Grievances Redressal Cells is additionally set up for tending to all the common complaints that the understudies may confront in their Scholastic and Co-Academic exercises.

**Use of Mobile Phones/Electronic Gadgets during Class – hours:**

Utilize of all versatile phone/Electronic Gadgets during continuous teaching learning exercises Is entirely precluded. All handsets ought to be kept within the „Switched Off“ mode when classes are underway.

**Identity Cards:**

Each understudy will keep with him/her a Character Card arranged and apportioned by the Organized which may be created at any time of requirement. Access and section into rooms other than rooms where classes are being conducted cannot be done without looking for earlier authorization and endorsement.

**CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF****General**

All Educating and Non-Teaching Staff whether customary or brief or engaged on Casual premise, are administered by this code of conduct from the time they connect the Founded until the time of their superannuation/termination of engagement. All the Instructing and Non- Teaching Staff will entirely follow to this code of conduct honestly and hence keep up a really tall standard of conduct and conduct within the Founded amid the time of their business.

**Special attention will be paid to the following:-**

All Staff are expected to be respectful and affable in their every day conduct and interaction with understudies, workforce, fellow-workers, guests and higher specialists. Morning Get together will be conducted each day at 10 o'clock. All Staffare required to go to the Get together in formal clothing.

**Leave**

Advance Leave Notice must be submitted as far as possible. Dress Code All Staff are expected to be neatly and cleanly dressed during office hours.

#### **MISCELLANEOUS:**

##### **Maintenance of Discipline among Staff.**

All powers relating to teach and disciplinary activity in connection to Staff might vest in the Vital of the Institution, in agreement with the strategy endorsed by the Administration. All Staff are anticipated to tolerate with the taking after determinations: -

(i) Time Administration: Promptness and Normality are significant. Office Summer Timing and Winter Timing as defined by the institution is to be entirely watched. Individual burdens in case any, ought to be detailed at the most punctual to the Office Staff i/c in things of entry or flight.

(ii) Computers, Printers, Xerox Machines are simply for Official work and not to be utilized for private purposes.

(iii) Handsets, electronic contraptions and the different applications thereof ought to not be revealed with amid Office hours.

##### **Record Support**

(i) The task of official obligations to all non-teaching staff ought to be taken up genuinely and scrupulously.

(ii) Secrecy is to be kept up where required.

(iii) All Records ought to be upgraded and related correspondences be gone to to on time.

##### **Property Support .**

(i) Assigned/Allotted Work areas, Chairs, Almirahs and other physical resources ought to be looked after with most extreme care..

(ii) Destroying things of organized furniture and equipment's or pulverizing them will carry a fine in cash comparable to the misfortune of property.

##### **Cleanliness of the Organized and Campus**

(i) Staff and Office Rooms and person obligation stations will be kept flawless and clean.

- (ii) All wastage things will be disposed of within the suitable canisters given.
- (iii) Encompassing regions of the Campus will be kept flawless and clean.

**Disallowance of bad Habits:**

Smoking, drinking liquor, utilize of drugs, betting, keeping hostile things like disgusting pictures, magazines, circles, etc. within the Founded Premises are entirely disallowed and culpable. Burden of fine for those caught smoking and the punishment sum are shown in billboards.

**Complaints and Grievances:**

All complaints and grievances will be tended to and coordinated, through suitable channel to the specialist concerned who will handle the case concurring to his/her tact. "Internal Complaint Committee" and a "Grievances Redressed Cell" for redressed of general complaints and grievances have been constituted within the Founded.

**Personality Cards:**

All Staff are required to continuously have their Character Card in individual on all working

  
**Principal**  
B. M. Teacher's Training College  
**Principal** Motihari •  
B.M.T.T.College  
Motihari

Bhuvan Malti Teachers' Training College  
  
**Secretary**   
B.M.T.T.College  
Motihari