



**Date:-**

## **Code Of Conduct Monitoring Committee**

The Code of Conduct Committee is to monitor the code of conduct applicable to the teacher trainees, teachers, administrators and non-teaching staff of the institute and the stakeholders of the institute. It ensures organizing on ethics, values, culture and other important areas for the betterment of the society.

### **Code of Conduct Monitoring Committee Objective :-**

- Preparing an Ethics Policy Document.
- To provide guidelines to various HIT holders to maintain the respect and reputation of an educational sector.
- To help achieve the mission, vision, and goals of the college.
- To conduct professional ethics programs for teacher trainees, teachers and administrative staff.

**Principal**

*Suabhi*

**Principal**

Baba Khetanath Mahila Shikshak  
Prashikshan Mahavidyalaya  
Bhitera (Behror) Raj. 301701



# BABA KHETANATH MAHILA SHIKSHAK PRASHIKSHAN MAHAVIDYALAYA

(Affiliated To RRBMU, Alwar, Approved By NCTE)

Village-Bhitera, Post-Riwali, Teh-Behror (Raj) 301701

Mobile-9460131403

Email-[bknmttcollege@gmail.com](mailto:bknmttcollege@gmail.com)

Phone-01494-295352

Website- <https://bed.bknmvidyapeeth.org>

## Code of conduct for principal

1. The Principal should oversee the administration of educational programmes.
2. The Principal should plan the provision of budget for the academic session in advance.
3. The Principal should encourage candidates for their professional development by participating in seminars, conferences and research papers.
4. The Principal is responsible for providing appropriate resolution to the complaints lodged by the staff and students of the institute.
5. The principal of the institute should be the one approving casual leave.
6. The principal of the institution should keep separate records of holidays taken by each employee.
7. The Principal of the institution should take all appropriate steps to maintain discipline
8. The Principal should take appropriate steps to create coordination between various departments within the institution
9. The Principal should form committees for the smooth functioning of the college. The Principal will be responsible for submitting an annual report on the progress of the department.

  
**Principal**  
Baba Khetanath Mahila Shikshak  
Prashikshan Mahavidyalaya  
Bhitera (Behror) Raj. 301701



# BABA KHETANATH MAHILA SHIKSHAK PRASHIKSHAN MAHAVIDYALAYA

(Affiliated To RRBMU, Alwar, Approved By NCTE)

Village-Bhitera, Post-Riwali, Teh-Behrur (Raj) 301701

Mobile-9460131403

Email-[bknmttcollege@gmail.com](mailto:bknmttcollege@gmail.com)

Phone-01494-295352

Website- <https://bed.bknmvidyapeeth.org>

## Code of Conduct for Students

1. Student teachers should be present in all the classes during the entire session.
2. 80% attendance is mandatory in the entire session
3. Student teachers should complete the theory assignments, internships and practice teaching, lesson plans and other activities specified in the syllabus on time.

### Discipline

1. Girl students are advised to maintain discipline during their stay in the college premises.
2. It is not allowed to call an outsider without the permission of the College Disciplinary Committee.
3. Students are encouraged to plant trees to keep the college campus clean and green.
4. Girl students are banned from indulging in anti-institutional, anti-national activities in the college campus and hostel.
5. Disciplinary action will be taken if student teachers are found involved in ragging, harassment etc.
6. If there is damage to college property due to negligence, punishment will be given. In case of damage, punishment will be given and compensation will be given to compensate for the loss.
7. It is mandatory for the student teachers to carry the college ID card while participating in any activity in the college campus.
8. Library cards will be issued to students to avail the benefits of library facilities.
9. It is mandatory for student teachers to switch off their mobile phones in the class room and library.
10. Student teachers are not allowed to take mobile phones in the examination hall.
11. It is mandatory for all students to participate in the prayers of Goddess Saraswati.
12. Prior written application for leave is mandatory

Principal  
Baba Khetanath Mahila Shikshak  
Prashikshan Mahavidyalaya  
Bhitera (Behrur) Raj. 301701



# BABA KHETANATH MAHILA SHIKSHAK PRASHIKSHAN MAHAVIDYALAYA

(Affiliated To RRBMU, Alwar, Approved By NCTE)

Village-Bhitera, Post-Riwali, Teh-Behror (Raj) 301701

Mobile-9460131403

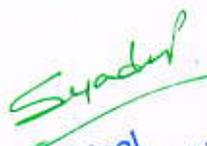
Email-[bknmttcollege@gmail.com](mailto:bknmttcollege@gmail.com)

Phone-01494-295352

Website- <https://bed.bknmvidyapeeth.org>

## Code of Conduct for Teacher

1. Teachers should express their free and clear opinion in the meetings for the betterment and upliftment of the organization
2. Teachers are expected to be the first responders to the interests of students
3. Before taking leave, leave should be taken with prior notice, permission and adjustment of one's responsibilities.
4. Teachers are expected to lead the green life of the college by adopting sustainable practices like switching off lights and fans when not required, taking prints when very important, using both sides of papers etc.
5. Teachers are expected to conduct themselves in accordance with the ideals of the profession
6. Teachers should participate extensively in curricular activities and community services
7. Teachers communicate impartially with students regardless of their religion ethnic economic characteristics
8. Teachers should maintain cordial relations with their colleagues
9. Teachers should be encouraged to improve their academic and professional achievements of students
10. Teachers should avoid taking leave except for essential work.
11. Before taking leave, leave should be taken with prior notice, permission and adjustment of one's responsibilities.

  
Principal  
Baba Khetanath Mahila Shikshak  
Prashikshan Mahavidyalaya  
Bhitera (Behror) Raj. 301701

### Code of Conduct for Head of Department

1. The Head of the Department is responsible for the allocation of academic workload and other duties of the faculty
2. The Head of the Department should take necessary steps to maintain good relations among the departmental faculties
3. The Head of the Department should monitor the progress report of the Faculties and submit the same to the Principal
4. The head of the department should consider the interest options while allocating subjects and responsibilities in the cell committee.
5. The Head of the Department should arrange for feedback from student teachers, former student teachers and parents.
6. The Head of the Department should organize regular meetings with the faculty to evaluate the progress of academic and administrative work and should be responsible for its proper implementation.

*Sudh*

Principal  
Baba Khetanath Mahila Shikshak  
Prashikshan Mahavidyalaya  
Bhitera (Behror) Raj. 301701