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BASUNDHARA TEACHERS' TRAINING COLLEGE **(A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)**

RECOGNISED BY NCTE-ERC, BHUBANESHWAR
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,
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SERVICE RULES FOR TEACHERS & NON-TEACHING STAFF

All employees of Basundhara Teachers' Training College shall be governed by the Code of Conduct and Service Rules prescribed by The North Bihar Educational Trust and the Management Committee of Basundhara Teachers' Training College, as specified rules.

Every employee shall be liable to disciplinary action for the breach of any provision of the Code of Conduct and Service Rules as specified in the contract of service between the management of the College and the concerned employee.

(1) The Code of Conduct for the teaching or nonteaching staff of the Basundhara Teachers' Training College shall be as follows:

a) Teaching or Non-teaching Staff Shall:

- 1) Knowingly or will fully neglect his duties;
- 2) Propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;
- 3) Discriminate against any student on the ground of caste, creed, language, religion, place of origin, social and cultural background or any of them;
- 4) Indulge in, or encourage, any form of malpractice connected with examination or any other College activity;
- 5) Make any sustained neglect in correcting classwork or homework done by students;
- 6) While being present in the College, absent himself (except with the

previous permission of the head of the College) from the class while he is required to attend;

- 7) Remain absent from the College without leave or without the previous permission of the head of the College:

Provided that where such absence without leave or without the previous permission of the head of the College is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty, the teacher has applied for and obtained, *ex post facto*, the necessary sanction for the leave;

- 8) Accept any job of a remunerative character from any source other than the College or give private tuition to any student or other person or engage himself in any business;
- 9) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication;
- 10) Engage himself as a selling agent or canvasser for any publishing firm or trader;
- 11) Ask for or accept with the previous sanction of the Principal, BTTC any contribution, or otherwise associate himself with the raising of any funds or make any other collections whether in cash or in kind, in pursuance of any object whatsoever.
- 12) Enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends; nor shall he conduct his personal matters in such a manner that he has to incur a debt beyond his means to repay;

- 13) Accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he has come into contact by virtue of his position in the College.

Explanation. – The expression “gift” shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealing with him in connection with the College.

b) Dealing with Students & Staff:

- 14) Practice, or incite any student to practice, casteism, communalism or untouchability;
- 15) Practice, or incite any student to practice sexual abuse in any form.
- 16) Cause, or incite any other person to cause, any damage to College property;
- 17) Behave or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the College premises;
- 18) Be guilty of, or encourage violence or spread any false accusation of a co-worker or spread false and damaging information about any staff or department or management or the College per se, or any conduct which involves moral turpitude;
- 19) Be guilty of misbehaviour or cruelty or misconduct or sexual harassment towards any parent, guardian, student, teacher or other employee of the College;

c) Personal Discipline

- 20) Be guilty of borrowing money or any other material from students or

other staff.

- 21) Be guilty of use of drugs, intoxicating drinks or any other substance abuse;
- 22) Be guilty of spreading rumours of any kind that may damage the integrity of the College.
- 23) Be guilty of accusing the College authorities or incite others to rise against the College management;
- 24) Organize or attend any meeting during the College hours except where he is required or permitted by the head of the College to do so;

d) Use of Time

- 25) The teaching or nonteaching staff shall observe punctuality and regularity in his attendance and will not absent himself/herself without obtaining the previous sanction of the principal in writing.
- 26) The teaching or nonteaching staff shall devote his/ her whole time to the duties of the said employment and will not, on his/her own account or otherwise either directly or indirectly carry on or be concerned in any personal work, gossip, trade or business whatsoever.
- 27) The teaching or nonteaching staff shall work within the framework of the aims and objectives of the College as defined in the prospectus and as interpreted by the owning 'The Good Samaritans' society.
- 28) The teaching or nonteaching staff shall conform to all the rules and regulations in force in the College and will obey all such lawful orders and directions as he/she shall from time to time receive from the Principal or Manager or someone duly authorized by him/her.
- 29) The teaching or nonteaching staff shall work honestly, efficiently and

diligently under the orders and instructions of the Principal or one delegated by him/her, and will make himself/ herself useful by actively participating in all College activities.

- 30) The teaching or nonteaching staff shall be punctual in respect of his entering classroom, doing class-work and also for any other work connected with the duties assigned to him by the head of the College;
- 31) He /she shall leave the College campus after completing the day's work and submitting a report of the same to his immediate supervisor.
- 32) He/she shall come prepared for the class with clear Lesson Plans, meanings, explanations etc. to teach the students.
- 33) He/she shall teach the class based on the Text Books prescribed by the University Syllabus.
- 34) He/she shall submit to the Supervisor Weekly Lesson plans in the given format and daily Lesson Notes in the form of Teacher's Diary.

e) Duties Related to Students:

- 35) The teacher shall carefully identify learning disabilities with the help of the Special Educator and give Special Education to such students outside of class time.
- 36) He/She shall carefully record anecdotes good or bad of the student in the College campus and maintain a Student Portfolio file.
- 37) He/She shall in case of emergency contact first the College authorities and with their consent, the parents.
- 38) He/she shall abide by the rules and regulations of the College and show due respect to the constituted authority.

f) Timing

- 39) All staff are expected to report to duty at 9:45 a.m. They should bring their students in line for Assembly at 10:00 a.m.
- 40) All teachers will be in their respective classes from 10:15 a.m. No teacher should be found sitting in the staff room during this period.
- 41) All teachers are expected to take breakfast at home and not during College hours, except during the lunch break time.

g) Leave Rules

- (1) **Casual Leave:** A Teacher is eligible to avail casual leave for a total of 12 days in a calendar year for special needs. This leave shall not be accumulated, nor shall it be combined with any other kind of leave. Normally, it is given just one day per month. After one year of service three days of casual leave are given at a time if the said teacher has not availed of the same in the previous months.

The leave request for Casual Leave ought to be given at least 2 day before or before leaving College the previous day.

Any leave is not a matter of right but should be asked for and granted before taking leave. If it is not approved, it will be Leave without Pay.

Not more than six teachers will be granted leave per day. If any person takes leave beyond this number, the leave will be considered as Leave without Pay.

- (2) **On Duty Leave:** This leave shall be accumulated for related to Ph.D. work, seminar/conferences, examination duty practical/theory, nor

shall it be combined with any other kind of leave.

- (3) A teacher cannot take leave on both sides of any holiday in which case, the days including the holidays will be considered as leave taken.
- (4) **Leave without Pay:** Staff meeting and other functional days will be considered as compulsory attendance days. Absenteeism during those days will be Leave without Pay.
- (5) **Late coming:** Late coming will result in Loss of pay @ ½ day loss of pay for 3 late coming. Any left out late coming will be carried over to the next month.

If the late coming is for more than 15 minutes, it will be considered half day loss of pay.

h) Discipline

- 42) Personal laptops and pen drives will not be allowed in College.
- 43) Use of electronic equipment is prohibited during the College hours.
- 44) They are not allowed to use mobile phones during class hours, and not carry mobile phones to classroom.
- 45) Staff should not pass or message indecent, hurting & derogatory comments. They should not click selfies or take photos of anyone else or any place in College.

i) Classroom Behaviour:

- 46) Teachers are not expected to sit on the desk or put leg on bench while in the classrooms. They are expected to student and teachers.
- 47) The teachers should not whistle or shout or scream or beat the students or throw anything on the students.

Uma Shanker



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