



# DR. S. RADHAKRISHNAN COLLEGE OF EDUCATION

Recognized by NCTE, Bhubaneswar & Affiliated to Binod Bihari Mahto Koyalanchal University, Dhanbad (B.Ed.)  
& Jharkhand Academic Council, Ranchi (D.El.Ed.)

(Managed By: Bokaro Education Trust)

Chiksia, Near Chas Mufassil Thana, Dist - Bokaro, Jharkhand - 827013, PH: 9234303040.

Website: www.dsrcebokaro.org.in, Email: dsrce.bokaro@gmail.com

## Ethics and Code of Conduct for the Administrative Staff

1. Administrative staff should look after students' admission and examination.
2. Administrative staff should be well-versed in e-administration.
3. Administrative staff should behave politely and compassionately with parents\guardians.
4. Administrative staff should perform all professional activities through proper channels.
5. Administrative staff should not be involve in unethical practices.
6. Administrative staff should not remain absent from duties without prior permission.
7. Administrative staff should not engage directly or indirectly in any trade or bossiness.



*Principal*  
Dr. S. Radhakrishnan College of Education  
Chiksia, Chas (Muf), Dist-Bokaro, Jharkh'

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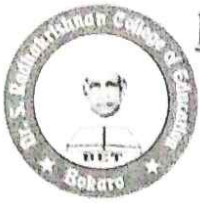
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## Ethics and Code of Conduct for the Principal

1. The Principal should ensure that the directions by the Department of Collegiate Education are strictly complied with.
2. The Principal should motivate teachers to enhance their knowledge by attending various trainings.
3. The Principal should monitor financial matters efficiently.
4. The Principal should convene meetings of different cells as and when required.
5. The Principal should ensure quality in education and academic activities.
6. The Principal should chalk out Policy and plan to execute the vision and mission of the college.
7. The Principal Should form Various college-Level Committees and appoint co-coordinators.



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*Principal*  
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## Ethics and Code of Conduct for the Teaching Staff

1. Teachers should maintain dignity and decorum of the post.
2. Teacher should perform his or her duty honestly.
3. Teacher should actively involve with the students in co-curricular and extracurricular activities.
4. Teacher should prepare a teaching plan for the allotted subjects.
5. Teacher should inculcate patriotism and discipline among students.
6. Teacher should avail leaves with prior intimation.
7. Teacher should work towards the betterment of the institution.
8. Teacher should be available for consultation with students.
9. Teacher should not include casteism.
10. Teacher should not Remain absent from duties without prior permission.
11. Teacher should not engage directly or indirectly in any trade or business.



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*Principal*  
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## Ethics and Code of Conduct for the students

Every student taking admission in Dr. S. Radhakrishnan College of Education, Chiksia, Chas will have to follow the rules of the college literally, failing which he will be a part of the punitive action prescribed by the government.

1. Students should be punctual and should maintain discipline in the college. He/ She should not remain absent without prior permission.
2. Students should get at least 75% of attendance if not he/she is not eligible to appear for the examination as per the university rule.
3. The student will come to the college in college uniform (or in decent dress), in any, case his dress should not be provocative.
4. Every student will devote his/her full attention to studies. Along with this, he/she will also provide full support to the extra-curricular activities organized by the college.
5. Every student's moral duty is to keep the college campus clean. He/She will lead a simple de-addiction and modest life.
6. He/She will behave decently in the college premises, and will not use indecent behaviour, un-parliamentary language, abuse, fight or use firearms.
7. Every student shall behave politely and courteously with his/her teachers, office staff and other employees.
8. Consumption of any kind of intoxicants will be strictly prohibited in the premises or boundaries of the college.
9. Spitting here and there, dirtying the walls or writing dirty things is strictly prohibited in the college, strict action will be taken if the student is found in anti-social and criminal activities.
10. He/She will not demonstrate his demands by agitation or spreading terror. The student will keep himself away from party politics and will not take the support of any political parties, workers or newspapers to get his demands satisfied.
11. There will be a complete ban on the use of mobile in the classrooms, library and laboratories.
12. As the college maintains zero tolerance regarding ragging. Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.



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## Ethics and Code of Conduct for the Other/ Unskilled Employees Staff

1. Unskilled employees should give importance to the cleanliness of the institution.
2. Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff.
3. Unskilled employees should develop cooperative and friendly relationships with faculty members.
4. Unskilled employees should not remain absent from duties without prior permission.
5. Unskilled employees should not engage directly or indirectly in any trade or business.



*Principal*

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