



PHONE : 06542 266103  
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# AL-HABEEB TEACHERS' TRAINING COLLEGE

(A MINORITY INSTITUTION)

PERMANENTLY AFFILIATED TO BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY

RECOGNISED BY NCTE CODE NO. : APE 00796


SECTOR - VI, BOKARO STEEL CITY - 827 006 (JHARKHAND)

E-mail : ahttcbokaro@gmail.com

Website : www.ahttcbokaro.org

## Code of conduct for administrators

- Be a positive role model for all the staff member at all times and value the individual.
- Respect the right dignity and worth of all people and refrain from any discriminatory practices against any person regardless of age, gender, religion or ability.
- Be professional in your appearance and manner and accept responsibility for your actions.
- Display high standards in language, manner, punctuality, preparation and presentation.
- Maintain high standards of personal appearance and behaviour.
- Encourage others to demonstrate the same qualities.
- Be fair, considerate, impartial and honest in all dealing with others.
- Be present in the meeting with all the staff member which is held periodically for the discussion of college proceedings.
- Establish and maintain Co-operative relationship with the staff members.
- Demonstrate courtesy and respect in all dealings with students and staff members.

  
**Principal**  
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Al-Habeb Teacher's Training College  
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## Code of conduct for teachers

- Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his/her official dealings. A teacher shall at all times, be well mannered in his/her dealings with the management with other members of staff, students and with members of the public.
- Respect your fellow staff.
- Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
- Teachers will make the morning assembly effective and interesting so that the students have an eagerness to reach on time in the morning assembly.
- Teachers will not discourage weak student in studies but will encourage them to do better.
- Respect the organisation goals and helps to achieve them.
- Teachers will model strong character traits such as perseverance, honesty, respect, understanding of the law, patience, fairness, responsibility and Unity as a teacher you will treat each student with kindness, equality and respect.
- Be on time for your lectures, be punctual.
- Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him/her by the competent authority beyond the scheduled working hour and on holidays and Sundays.
- No teacher shall be absent from duty without prior permission. Even during leave or vacation with the prior permission of the competent authority, whenever leaving the station a teacher should inform the director in writing through the concerned head of the department or the director directly, if the teacher happens to be head of the department, giving the contact details at which he/she will be available during the failure of his/her absence from the station.
- All faculty members must be enthusiastic in taking up the subject allotted to them.
- Staff members shall follow the directions and instructions properly given by director and Principal.
- All faculty members should prepare a lesson plan, notes, academic file well in advance before commencement of the classes.

  
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## Code of conduct for other staff (Non-teaching staff)

- Every staff member employed in the institute shall discharge his or her duties efficiently and diligently as per the rules and regulations laid by the competent authority.
- All staff members should display the highest possible standards of professional behavior.
- All staff members should be punctual and discipline towards their work.
- Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Every staff member should maintain the image of the institute through standards of a dress general courtesy etc.
- All staff members should respect for the rights and opinions of others.
- Every staff member should co-operate with students, colleagues and superiors.

  
PRINCIPAL

Principal  
Al-Habeb Teacher's Training College  
Bokaro Steel City





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## Code of conduct for students

- Plan to arrive to class in time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Every student must obtain on admission, the identity card which must have his/her photograph attested and wear the identity card of person, whenever he/she is in the institute premises and present it for inspection on demand.
- Students shall compulsorily wear the prescribed institute uniform on all working days. Uniform symbolizes unity and uniformity, not diversity.
- Strict silence must be observed in Library.
- Students are expected to spend their free time in the Library. They should not loiter along the corridor or crowd along the passage.
- When the students meet a member of the staff with in the campus or outside, they greet him/her as a mark of respect.
- Students are expected to take proper care of institute's property and help the institute authorities in keeping the premises clean. Damaging institute's property e.g. disfiguring walls and doors, breaking furniture etc. breach of discipline.
- Every student has to participate in all the Co-curricular activities conducted in the institute.
- Using unfair means at examination by the student is not allowed, actions will be initiated against such students.
- All the students must attend the morning assembly.
- Be polite and respectful towards teachers and other students.
- Talking and other disruptive behaviours are not permitted while are in session.
- Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis.
- It is the responsibility of the student to read the notice board regularly for important announcements made by the institute's office from time to time.
- Students joining the college are bound by the rules and regulations of the institute.
- All students should take their lunch in common room respectively boys and girls.
- All students utilise canteen facilities as according to their allotment.

  
Principal

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