



S.B.M. Teachers' Training College

Babhanbay, Hazaribag- 825302 (Jharkhand)

(Recognised by NCTE, ERC-Bhubaneswar, Affiliated to Vinoba Bhave University, Hazaribag and JAC Ranchi, Jharkhand)

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Ref No. .SBMTTC/1.2025

Date .03.10.2025

CODE OF PROFESSIONAL ETHICS AND CONDUCT CORE VALUES OF THE COLLEGE

The College is committed to fostering an academic environment based on the following core values:

1. Mutual trust, teamwork and cooperation among all stakeholders.
2. Promotion of social capital through easy sharing of knowledge, skills, and resources.
3. Respect for diversity and inclusion, ensuring dignity, rights and perspectives of every individual.
4. Commitment to ethical practices that contribute to the creation of a vibrant and responsible society.

CODE OF CONDUCT FOR TEACHING STAFF


1. Every faculty member shall work in alignment with the vision, mission, policies and practices of the College.
2. The conduct of teaching staff shall be governed by the Acts, Statutes, Ordinances and Service Rules of Vinoba Bhave University, Hazaribag and other applicable regulatory bodies.
3. Faculty members shall prepare lesson plans and teaching materials well in advance before the commencement of classes.
4. All teaching staff shall discharge their duties honestly, sincerely and efficiently under the overall supervision of the Head of the Institution.
5. No member of the teaching staff shall engage in political activities within the College campus.
6. Faculty members must be punctual and adhere strictly to class schedules, academic calendars and institutional activities.
7. All teaching and non-teaching staff shall mark their attendance regularly in the prescribed attendance register maintained by the Head of the Institution.
8. Teaching responsibilities include lectures, practicals, tutorials, evaluation, invigilation, student mentoring, administrative duties, co-curricular and extra-curricular activities and institutional support services as assigned.
9. Working hours shall be strictly as per the approved timetable and any additional duties assigned by the College authorities.
10. Every teacher shall follow the Mentor-Ward System and provide academic guidance, motivation, counseling and continuous monitoring of assigned students.
11. Faculty members shall deal with students impartially without discrimination based on religion, caste, gender, economic status, social background, political beliefs, or physical attributes.
12. Faculty members shall maintain campus decorum and refrain from any behavior that violates moral or ethical standards.
13. Faculty members shall not undertake private tuition, coaching, or any other employment that may interfere with their professional responsibilities.
14. Leave shall be availed strictly as per rules with prior permission, ensuring completion of academic commitments.



15. Faculty members shall continuously strive for professional growth through study, research, publications, seminars, conferences and faculty development programs.
16. Teachers shall respect students' rights and dignity and encourage free and frank expression of opinions in a healthy academic environment.
17. Faculty members shall encourage students to improve academic performance, personality development, social responsibility, scientific temper, democratic values, patriotism, peace and respect for physical labor.
18. Teachers shall not incite students against fellow students, colleagues, or the administration.
19. All staff members shall refrain from any form of unlawful discrimination related to gender, sexuality, age, or marital status.
20. The College maintains a zero-tolerance policy towards sexual harassment. Any verbal, non-verbal, or physical misconduct of a sexual nature shall invite strict disciplinary action as per law and institutional policy.

CODE OF CONDUCT FOR NON-TEACHING / ADMINISTRATIVE STAFF

1. The conduct of non-teaching staff shall be governed by the Acts, Statutes, Ordinances and Service Rules of Vinoba Bhave University, Hazaribagh.
2. The normal working hours shall be from 9:00 a.m. to 4:00 p.m., with a one-hour lunch break on all working days, unless otherwise notified.
3. Non-teaching staff shall maintain the highest standards of professionalism, punctuality, discipline, and integrity.
4. Confidentiality of student records, staff records and other sensitive institutional information must be strictly maintained.
5. Staff members shall cooperate with teaching staff and authorities to ensure smooth academic and administrative functioning.
6. All staff shall refrain from any form of discrimination based on gender, sexuality, age, or marital status.
7. The College follows a zero-tolerance policy towards sexual harassment and any form of misconduct will result in strict disciplinary action.


10/31/25
Principal
S.B.M. Teachers' Training College
Rabhanbay, Hazaribag (Jharkhand)