

# GRIZZLY CHARITABLE TRUST



## GRIZZLY COLLEGE OF EDUCATION

Near Satpulia, Gumo, Jhumri Telaiya, dist.- Koderma, Jharkhand-825409

Recognised by ERC, NCTE, Bhubaneswar

Affiliated to Vinoba Bhave University, Hazaribag

&

Jharkhand Academic Council, Ranchi

**Code of Conduct, Professional Ethics for the Students, Principal,  
Teaching Staff & Non Teaching Staff**

Prepared by

**INTERNAL QUALITY ASSURANCE CELL  
(I.Q.A.C.)**

**Grizzly College of Education, Jhumri Telaiya**

**INDEX**

<b>S.N.</b>	<b>Particular</b>	<b>PageNo.</b>
<b>1.</b>	<b>Preface</b>	<b>03</b>
<b>2.</b>	<b>Vision &amp; Mission of the College</b>	<b>04</b>
<b>3.</b>	<b>Introduction</b>	<b>05</b>
<b>4.</b>	<b>Code Of Conduct For The College Students</b>	<b>05-07</b>
<b>5.</b>	<b>Code Of Conduct for Library</b>	<b>07-08</b>
<b>6.</b>	<b>Code of Conduct for The Principal</b>	<b>09</b>
<b>7.</b>	<b>Code of Conduct for Head of the Teaching Departments</b>	<b>10-11</b>
<b>8.</b>	<b>Code of Conduct for The Teacher</b>	<b>11- 14</b>
<b>9.</b>	<b>Code of Conduct for Coordinators</b>	<b>14-15</b>
<b>10.</b>	<b>Code of Conduct for the Non Teaching Staff</b>	<b>16-18</b>

Grizzly College of Education

## Preface

The Grizzly College of Education was established in February 2007. Grizzly College of Education is a non-profit, unaided self-financed Institution under Grizzly Charitable Trust regd. No. 66/02 dated 03.01.2002 and has its Head office, 3<sup>rd</sup> Floor, 1<sup>st</sup> Phase, Ujala Complex, Jhumri Telaiya, Koderma. The college is recognized by National Council for Teacher Education, Govt. of India (Vide Regional director, ERC, NCTE, Bhubaneswar's order no. ERC/7 - 93.6 (I).13/2009/15755 dated March 16, 2009) and affiliated to the Vinoba Bhave University. The B.Ed. College has been running with a large number of highly educated and well experienced teachers with requisite qualifications as per **NCTE norms**. This is the first self-financed college of the Koderma Dist. The remarkable achievement of the institution is that all the students have passed with 1st division.

Grizzly College of Education was founded with the express aim of creating a high aim of high quality professional education where students would receive expert class and individual support. It was felt that to fulfill the dearth of trained skillful teachers in the state of Jharkhand, there was urgent need of a high quality professional primary & secondary teachers' training at a reasonable cost. We have been taking trainees as per NCTE norms. As a result, the trainees are getting opportunity of achieving the B.Ed degree and employment to serve for the country.

**Principal/I.Q.A.C. Chairperson  
(Dr. B.C. Swain)**

# Grizzly College of Education

# GRIZZLY COLLEGE OF EDUCATION

Near Satpulia, Gumo, Jhumri Telaiya, Dist.- Koderma, Jharkhand-825409

Recognised by ERC, NCTE, Bhubaneswar, Affiliated to Vinoba Bhave  
University, Hazaribag & Jharkhand Academic Council, Ranchi

**The institution works with a clear vision & Mission**

## **Our Vision is :**

The Institution becomes a knowledge hub where the next generation teachers would be equipped with a multidisciplinary perspective of knowledge; grounded with values rooted in Indian culture and history; empowered with twenty-first-century skills; and committed to professional excellence to produce manpower for the country as well as for the global world.

## **Our Mission is :**

To Provide experience-based learning for multifaceted development

- To contribute to National development through teacher education
- To integrate pedagogy and technology for learning
- To promote self-learning and group learning
- To develop global competencies and life skills among students
- To acquire multilingual skills and demonstrate effective communication
- To relate knowledge with day-to-day experience
- To adopt technology to address the explosion of knowledge
- To imbibe constitutional and human values based on Indian culture
- To follow inclusive practices in all activities organized by the institution
- To identify the uniqueness of every learner and nurture him/her

Grizzly College of Education

## **INTRODUCTION**

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “*Self Discipline is the Key to Success*” The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

### **1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.**

#### **SELF DISCIPLINE IS THE KEY TO SUCCESS**

All students are expected to observe rules and regulations to enable the smooth functioning of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore, all students are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 10.00 a.m. and may continue up to 04.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/Principal.
3. As per Vinoba Bhave University, Hazaribag rules 80% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in

their college uniform.

8. No student allows, keeping fashionable/cool/unusual/colored hair style.
9. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
10. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Anti Ragging committee Coordinator.
11. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited In The Premises.
12. Every student help to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dust bin for garbage.
13. No student spit in college premises/campus or in class room.
14. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
15. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
16. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
17. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
18. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
19. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
20. Furniture in the class rooms should not be moved or displaced.
21. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.

22. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
23. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
24. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
25. No function/program/ birth day in the college campus / class room without prior permission of the principal.
26. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
27. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
28. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/Mentor, who will help them solve their problem.
29. Each student should park his/her vehicle at the parking area of the college.
30. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

## **2. CODE OF CONDUCT OF COLLEGE LIBRARY FOR THE STUDENTS OF THE COLLEGE**

1. Every staff / student of the college is eligible for membership of the Library.
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 10 A.M. to 4.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.

6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title,author and edition) or shall pay the double cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working daywithout fine.
14. A student who has lost borrower's Library Card shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs.50/-
15. All final year students should return their library Card based on library circular and obtain "NO DUES CERTIFICATE" from the library for getting Admit Card of University Examination.
16. Students can use well equipped Library study room from 10.00am to 4.00 p.m. with kind permission of the Principal/Librarian.

**(Code of Conduct, Professional Ethics for the Principal, Non Teaching Staff &Teaching Staff)**

Following code of conduct/code of professional ethics for the **Principal, Teaching Staff & Non Teaching Staff** of Grizzly College of Education, Jhumri Telaiya have been approved by the Grizzly Charitable Trust. Which are as following:-



### **3. CODE OF CONDUCT FOR THE PRINCIPAL**

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/ U.G.C./ Director of Education / Higher Education /Jharkhand Academic Council and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic Calendar /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic Curriculum /Syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff.
14. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
15. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
16. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
17. To encourage teaching and non teaching staff for their professional development.
18. To prepare performance appraisal report of the Teaching and non-teaching members annually.

#### **4. HEAD OF THE TEACHING DEPARTMENTS**

Following code of conduct/code of professional ethics for the H.O.D.s of teaching departments of Grizzly College of Education, Jhumri Telaiya have been approved by Grizzly Charitable Trust.

1. Every departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
2. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
3. Submit reports of **completed and not completed syllabus reports** and **unit tests** reports, time to time to the principal in written form.
4. To maintain the updated minutes book of the Departmental Meetings and submit it to the Principal time to time.
5. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
6. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
7. Use ICT adds maximum for teaching learning process.
8. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic diary/ Course progress Record.
9. Organize “Educational Excursion and student exchange” for the students & after excursion/exchange program make outcome/benefit report of the excursion/exchange program & produce it to the Principal and also keep one hard copy of it with departmental document file.
10. Organise guest lectures on various subjects for the students, with kind permission of the Principal.
11. There are expected to strictly follow the Annual Academic Calendar and make the report of each event.
12. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.

13. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
14. Provide the subject notes/question papers/study material etc. to the students.
15. Redress the grievance of the students at department level & Counsel them need fully.
16. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in „written form“ with name & duly signed to the Principal.
17. HOD/ Coordinator encourage every teacher to fill regularly the academic diary/ Course progress record his/her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of the every month in working hours.

## **5. CODE OF CONDUCT FOR THE TEACHER**

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the

college.

8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations and Evaluation works.
14. Examination evaluation and Practical examination should be fairly evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students , without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.
20. The teacher possesses his/her identity as a teacher/Employee of the

college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.

21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupies or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his/her academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. Academic diaries (Course Progress Record) are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
32. The teacher should not be careless for filling the Academic diary/ Course progress record every teacher keep his/her academic diary/ Course progress record updated with the signature of the Principal.
33. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Grizzly Charitable Trust for their personal or any issue or matter. He/ She should put/forward their issue/matter through the Principal to the

**GRIZZLY COLLEGE OF EDUCATION  
CODE OF CONDUCT**

Management/ Governing Body of the Grizzly Charitable Trust, in written form.

34. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
35. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
36. The teacher shall present punctually to the college for the National Anthem & Prayer.
37. No teacher shall leave the college campus during 9:45 a.m. to 04:15 p.m. in college duty hours after attending/joining the duty.
38. No teacher shall leave headquarter without permission of the Principal.
39. Every teacher should follow the 'teacher's dress code' as per directed by the Principal.
40. Grizzly Colleges of Education in-house research policy refers to the guidelines and highlights the college commitment to provide support for researchers such as research training programs, workshops, mentoring and professional development opportunities. With the establishment of Research Committee College promotes and encourages researchers to publish papers, journals, attending seminar/conferences and also encourages collaboration with other institutions or organizations to foster interdisciplinary research and promote knowledge exchange

**Our colleges some in-house policies are as follows:**

- ❖ The college allows faculty members to participate in seminars, workshops and faculty development programs on a rotational basis.
- ❖ If any teacher of the college wants to do Ph.D course work, then the college allows him to complete the course work.
- ❖ To enhance research activities, the college organizes special sessions from time to time with experts.
- ❖ Research related newspapers and magazines are available in the library.
- ❖ The college organizes in-house seminars to promote research work on topics like how to write a research paper, review of general literature etc.
- ❖ The college gives a suitable amount annually to teachers doing Ph.D to promote research projects.
- ❖ The college provides a suitable amount annually to the teachers who participate in seminars, conferences etc.

An extra increment is given to teachers to publish articles, attend seminars, workshops etc and research projects.

## **6. CODE OF CONDUCT/NATURE OF WORK/ GUIDELINES FOR THE COORDINATORS OF .S.S./LIBRARY/SPORTS/CULTURAL & ALL COLLEGE COMMITTEE/CELLS.**

Following Code of conduct/nature of work/directions/Guidelines for **Coordinators** of various cells/ committees of Grizzly College of Education, Jhumri Telaiya have been approved by Grizzly Charitable Trust. It is for knowing his/her duties, responsibilities, nature of work & for smooth functioning of the college.

1. All Co-coordinators herewith informed that prepare yearly “Plan of Action” at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students’ centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. It is also expected from every Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex- officio) chairmanship of the Principal, before the program. And „Minutes of the meeting of each meeting must be maintained by the Coordinator in proper manner.
3. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the concerning Dept./Cell/Committee & must be kept all records just as :- Notice, Minutes of the meeting, Photographs, News paper cuttings, Event attended Students list, report etc.
4. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the „Consolidated Annual Report” of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 30<sup>th</sup> June of every year.
5. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Coordinator of Cell/committee must submit the cause/s in „written form” with name & duly signed to the Principal.
6. Coordinator should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organize under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for

GRIZZLY COLLEGE OF EDUCATION  
CODE OF CONDUCT

whom, by whom).

7. Every Coordinator must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
8. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Account Section.

## **7. CODE OF CONDUCT FOR NON TEACHING STAFF**

*Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.*

1. Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.
2. Must join/attend the duty punctually every day.
3. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
4. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
5. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
6. Deal justly and impartially with students regardless of their religion, caste, political,economic, social and physical characteristics.



GRIZZLY COLLEGE OF EDUCATION  
CODE OF CONDUCT

7. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
8. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
9. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
10. Should adhere the Professional Ethics and Code of Conduct of the institution.
11. Every employee should apply their knowledge and experience for overall development of the office work of the college.
12. Every employee should behave and perform fair and committed to the best interest of the college.
13. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
14. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
15. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
16. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

**GRIZZLY COLLEGE OF EDUCATION  
CODE OF CONDUCT**


17. Avoid conflicts between their professional work and personal interest.
18. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
19. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
20. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
21. Should adopt a humane approach in dealing with students who are physically challenged.
22. Be punctual & careful in availing professional opportunities for career development.
23. No one shall meet/approach directly to any member of the Management/ Governing Body of Grizzly Charitable Trust for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Grizzly Charitable Trust, in written form.
24. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
25. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

**NOTE :**

(BESIDE ABOVE CODE OF CONDUCT/DIRECTIONS/GUIDELINES, IF ANY FURTHER INFORMATION AS PER REQUIREMENT WILL BE TIME TO TIME COMMUNICATED TO THE CONCERNING TEACHER/FACULTY/HEAD OF THE TEACHING DEPARTMENT BY THE PRINCIPAL.)

  
Chairman

  
Secretary

  
PRINCIPAL  
GRIZZLY COLLEGE OF EDUCATION  
Jhunjri Talaiya, Koderma  
Principal