

**GOVERNMENT HINDI TEACHERS' TRAINING COLLEGE
IMPHAL, MANIPUR**

HANDBOOK OF CODE OF CONDUCTS



IQAC, HTTC

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Govt. Hindi Teacher's Training College, Imphal

WE UNDERSTAND OUR CODE

We must work together with a commitment to transparency and justice to be an exemplary Teacher's Training College of the Eastern India in the 21st century.



A BRIEF ABOUT THE COLLEGE

Genesis

Government Hindi Teachers' Training College, Imphal, is the premier institute of Hindi Teachers Training in Manipur, and one of the major institutes for the same category in the North East India. Popularly known as HTTC, the institution was established in 2nd October, 1975 by the Department of Education, Government of Manipur. After the bifurcation of Education department into school and higher education departments, the college was administered by the Department of University & Higher Education, Government of Manipur. As per Department of Education, order No. 2/18/78-S/SE dated 8th February 1989, the administration of the college was transferred to Department of Education (S) from Department of Education (U). Then, the administration was again reverted to the Department of Education (U) from Department of Education (S) vide Government Order No. 2/18/78-S/SE dated 27th November, 1992. At present, the college is sharing campus with another institute Hindi Teachers Training Institute that is run under the State Council of Educational Research and Training, Government of Manipur.

From the day of its inception, the college was providing Hindi Teachers Training to the aspiring Hindi Graduates. At the initial stage, the college was run under the Central Institute of Hindi (Kendriya Hindi Sansthan) an educational institute run by the Department of Higher Education, Ministry of Education, Government of India. Then the College become affiliated to Manipur University in 1992 The college got 2(f) and 12(b) from the University Grants Commission in 8 November, 2000. The college got recognition from the National Council for Teacher Education (NCTE) in the year 1997 with the permission for 60 student-teachers. The intake capacity was changed to 100 in the year 2006. In the year 2016, the intake capacity of the college decreased from 100 to 50 (one unit) due to shortage of infrastructure and manpower in the college. Then, in the year 2019 the college got derecognized by the NCTE for failure to comply with the NCTE regulations. When the college provided assurance in the year 2020, the college was again recognized by the NCTE.

From the beginning the college has provided one year course of Hindi Shikshan Parangat (equivalent to B.Ed.) under Central Institute of Hindi. When the college got affiliated to Manipur University, the curriculum and syllabus got approved by the Academic Council of the Manipur University. Subsequently, under the direction of the NCTE, the course of Hindi Shikshan Parangat was changed to two years in the year 2016 as per NCTE Regulation (Recognition Norms and Procedure) under notification no. 346 dated 01-12-2014.

Present Status

The college is running two year course of Hindi Shikshan Parangat (equivalent to B.Ed.) under Manipur University. There is only one department of Teacher Education in the college. At present there are 6 (six) sanctioned posts in teaching position. All of these posts are remaining vacant. There are 11 permanent (sanctioned) ministerial posts out of which 10 are remaining vacant. To meet the shortages of teaching posts/position in the college, the Department of University & Higher Education is utilizing the service of 2 (two) college teachers from other government colleges. Another 5 (five) teachers from the Higher Secondary Schools and Samagra Shiksha Abhiyan are also utilized with the cooperation from the Department of Education (S), Government of Manipur. At present, there 4 ministerial staffs (1 regular, 1 utilized staff from other college and 2 temporary staffs) in the college. Out of the two ministerial staff appointed by the college, one is computer operator and another is peon for running the office in temporary basis. There is no NCC and NSS wings in the college.

With the introduction of National Education Policy 2020, there was a unprecedented change in the higher education scenario in the country. Keeping all these aspects together, the college is striving to upgrade and revamp the existing curriculum and academic environment to adapt to the changing scenario. In order to face the new strategic and logistic challenges in transition to new millennial education, all the stakeholders need to prepare and cooperate with more devotion and challenges.

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Vision

- To provide multilingual exposure in Indian Major Languages to instil shared dreams, hopes and aspirations for national integration.
- To emerge as a centre of excellence for Hindi Teacher Education in the Eastern India
- To provide a unique learning experience which will enable the Hindi student-teachers to realize their potential and mould their overall personality.
- To provide equal opportunities and ensure support without prejudice based on gender, class, caste, religion and economic status.
- To provide globally competitive education infrastructure compatible to the emerging challenges.

Mission

- To emerge as a centre for learning Hindi language and culture in the regional context
- To exchange ideas and knowledge stored in different regional languages through Hindi for bringing understanding and integrity as well as respecting cultural and linguistic diversity.
- To produce Hindi teachers who are intellectually alert, professionally competent, morally upright, spiritually enlightened, socially conscious, and emotionally integrated.
- To contribute to national development through Hindi teacher education
- To empower the educational sector of the Manipur and country as a whole.
- To inspire the students through a distinctive curriculum and a dynamic learning experience.
- To foster innovative and responsible integration of technology in Hindi Teacher Education
- To impart skills and competencies in students which is necessary to play the multifaceted role of the teacher in the new millennium.
- To provide competency to Hindi teaches for meeting social, economic and academic needs of the society.

Introduction

The Government Hindi Teachers' Training College, Imphal is striving for overall development of students and teachers by creating an effective and efficient teaching-learning environment. The college is imparting the sense of professional behavior and academic integrity to the students. As a part of this initiative, the college is preparing series of code of conduct to make the students, teachers, committees and administrators to fulfill the objectives, mission and vision of the college. The purpose of this handbook is to familiarize all the stakeholders with the code of the conducts.

Code of Conducts for Students

All the student-trainees are expected to observe the following rules and regulations to enable the smooth operations of the college and maintain harmony, silence and academic atmosphere in the college premises.

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and rules of the College.
2. A six day working schedule from Monday to Saturday is followed (except on Second Saturday). Classes are scheduled from 8.00 a.m. to 3.00 p.m.
3. As per Regulations of Manipur University for Hindi Shikshan Paranggat, 80% attendance and 100% attendance are mandatory for theory classes and practice teaching respectively.
4. All the students are expected to be present in the class in time. Attendance after 15 minutes of a class will be counted as loss of attendance for that corresponding period.
5. Students shall stand up from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
6. Students should greet the teachers when they meet them for the first time, in a day, in the college.
7. Students are not permitted to enter or leave the class room during class hour without the permission of the teacher concerned.
8. Students having practical sessions have to report to the teacher concerned directly in time and they are not expected to go to the classroom.
9. In the events of Student seminars/project presentations etc., it is mandatory for all the students of the concerned class to be present during the presentation.
10. Students should take gate pass from the Principal or teacher for leaving the campus during class hours.
11. All students are advised to leave the college after the completion of the classes. Students are advised not to wander or gather in verandah, corridor etc. after the completion of the classes.
12. All leave applications (Regular & Medical) shall be addressed to class teacher and Principal in time. Valid medicinal certificate and evidences should be enclosed for applying medical leaves.
13. Students should wear the College Uniform and also adhere to the Dress Code of the College. Students are advised to be neat and tidy in wearing their college uniform.
14. While wearing college uniform, students should tuck shirts into trousers with black belt. Students should wear black shoes or semi covered chappals. Casual footwear such as Hawaii sandal or plastic chappals are not permitted.

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15. Students are not permitted to make any modifications or alterations to the College Uniform issued from the college without the permission of the authority.
16. All the students are advised to attend college functions in college uniform unless otherwise specified. Selected students in special committee may be advised to attend the function in traditional attires.
17. During normal classes, all the students should wear their identity cards and displayed them well.
18. Students are not permitted any types of prominent tattooing, body piercing, hair styling etc. that go against the existing social norms. Fashion statements that go against the spirit of social norms and academic values of the college will be referred to the disciplinary committee.
19. Students are advised to maintain silence in the academic buildings to maintain the decorum. Any unwanted or deviant behavior such as hooting, whistling, etc. will be treated as evidence of indiscipline.
20. Students are permitted to use the facilities of the library, common computing facilities and professional body activities or any program authorized by the college before and beyond class hours. However, under normal circumstances students shall retreat to their hostels or residences by 6.00 PM.
21. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned Principal is not permitted and will be treated as a case of indiscipline.
22. Use of mobile phones in the classrooms, Library, area etc. during class hour is strictly prohibited.
23. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus. However, use of social networking sites for group messaging and accessing information about the college is encouraged. Some of the information and notification are shared through social networking groups specially established for the purposes.
24. Students should keep the campus neat and clean. Students are advised not to put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall incur a minimum fine of Rs. 100/-.
25. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. inside the campus or canteen are strictly prohibited.
26. Students are strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
27. Students should handle the furniture, equipment, fixtures and appliances of the college and hostel carefully. If there is any damage to the property of the college or hostel, the responsible students should bear the cost of replacement/repair with fine.
28. Students are not permitted to organize or celebrate any unauthorized functions or decorations of any magnitude in the campus.
29. Students are not permitted to distribute or display material such as notices, banners, etc. in the campus without the permission of the authority.
30. Students should use the academic, co-curricular and extracurricular facilities available to the optimum levels during permitted time.
31. Students who intend to represent the college in inter-college functions or any other functions that need representation of college shall take prior permission from the concerned authority. Selection of the participants will be based on criteria such as academic performance, attendance, character, existing academic pressure, and competence of the student in the proposed event for participation.
32. The maximum number of "on duty leave" admissible is restricted to 10 days per semester (cumulatively). On duty leave applications beyond the permissible limit of 10 working days under any circumstance are not permitted and will be considered as unauthorized absence. Special considerations may be granted for severe medical complications that need scrutiny of the attendance committee.
33. Students are not allowed to leave the examination hall within one hour after the start of the uni-

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versity examination. Students should occupy the seat 5 minutes before the commencement of the examination. Student who attend after 15 minutes after the start of the examination will be debarred from appearing the examination.

34. The College Students Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations. Directives of the Department of University & Higher Education, Government of Manipur will also be taken into consideration.
35. Any form of political activity by the student is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections by the student are not permitted within the College campus and hostels.
36. Any form of harassment of junior students or ill treatment to other fellow students is not permitted. Any form of ragging will be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India. If any student is found to involved in ragging, he/she should face the penalty.
37. Any form of misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
38. Students should pay fees, mess bills etc. in advance or in time.
39. Students must conserve electricity and respect energy policy of the institution. They must switch off lights & fans when they leave the classroom, library & computer lab. Students should conserve electricity in the hostel room also. Hostellers are not permitted to use unauthorized heaters or large electrical appliances in the hostel rooms.
40. Any form of malpractice is strictly prohibited in Unit Test, College and University Examinations.
41. A student should not provide false information or make misrepresentation to any College office. Any deliberate 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 and will attract legal proceedings.
42. Expulsion from the College of any student will automatically associate with expulsion of the hostel also.
43. Any student who damages the reputation of the college in any way is liable to be expelled. Such expulsion will be effected after the meeting of the disciplinary committee. For serious matters, offenders shall be liable to face legal action.
44. If there is any form of misbehavior or disrespect to the teachers or administrative staff, or creating disturbances in the college premises or classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
45. In case of any instance of noncompliance of existing rules, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form against the defaulters. Submission of form will lead to the constitution of an enquiry committee and further proceedings by the college authority.

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Code of Conduct for Teachers

The Government Hindi Teachers' Training College, Imphal is incorporating Guidelines of UGC For Maintaining the Professional Ethics For The Teachers in the code of conduct for teachers. The following Code of Conduct is based on the UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018.

A. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. All teachers should prepare lesson plan, notes, academic file well in advance before commencement of the classes.
8. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
9. Participate in extension, co-curricular and extra-curricular activities including community service.
10. Teachers should be punctual in their duties and be responsible for time management.

B. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

C. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

D. TEACHERS AND AUTHORITIES

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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E. TEACHING AND NON-TEACHING STAFF

Teachers should:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

F. TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

F. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Non-Teaching staff

Following code of conduct/code of professional ethics for the Non-Teaching Staff of Government Hindi Teacher's Training College, Imphal have been guided, suggested, approved & resolved by the IQAC.

1. Every non-teaching staff of the college should discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the UGC, NCTE, University, Department of University & Higher Education, and College from time to time.
2. Every member of staff should join and attend to the duty punctually every day.
3. All staff members should display the highest possible standards of professional behavior.
4. All staff members should maintain discipline, confidentiality, and integrity while discharging their duties.
5. Every member of staff should keep their professional knowledge & skills updated periodically to contribute professionally to discharging the duties assigned to him/her.
6. All staff members should maintain a proper and decent dress code.
7. Every staff member should cooperate and maintain cordiality with students, colleagues, and superiors.
8. Every staff member should 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, assisting the conduct of university and college examinations, community extensions, co-curricular activities, etc.
9. Every staff member should speak respectfully and behave politely to every member of the college including the principal, teachers, students, visitors, parents etc.
10. Every non-teaching staff should deal equitably and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. Staff should co-operate in the formulation and implementation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
12. Every staff member should adhere to the Professional Ethics and Code of Conduct of the institution.
13. Every employee should apply their knowledge and experience for the overall development of the official work of the college.
14. Every employee possesses his/her identity as an Employee of the college in the society. So, 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 that are beyond the social norms. Every member of staff should maintain and uphold the reputation, discipline & culture of the College at the public places and the society at large.
15. Any employee should not indulge in any organized anti-institutional activity and anti-national activity and should not promote, abet, assist, or motivate any groupism or unhealthy activity.
16. Every member of staff should avoid conflicts between their professional work and personal interest.
17. No staff member should, by act or deed, degrade, harass, or insult any other person or fellow staff for any reason whatsoever or act in a manner unbecoming in this profession.
18. No staff are permitted to remain absent from work or duty without prior permission of the Principal or a grant of leave from the higher authority.

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19. Prior permission should be taken from the higher authority for station leaving permission during the leave period. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.
20. Every employee should report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
21. Every staff member should adopt a humane approach in dealing with students who are physically challenged.
22. No one shall meet or approach directly any member of the Department of University and Higher Education for any official purpose without the consent of the college authority. If there is a personal issue, the concerned staff should put forward their issue or matter through the Principal through proper channel, in written form.
23. Every employee should respect the functional superiority in the college hierarchy that is set up by the college authority.