



# **CODE OF CONDUCT OF THE GOVERNING BODY OF THE INSTITUTION**

- + The Governing Body of the college is committed to honour and execute all the duties and responsibilities put forth by the rules and regulations of The Calcutta University First Ordinance 1979, The Calcutta University Act 1979 and The West Bengal Universities and Colleges (Administration and Regulation Act, 2017).**
- + The Governing Body of the college always prioritises the promotion and preservation of health and safety of its employees and students.**
- + The Governing Body ensures the effective management of the institution by endorsing non-discriminatory practices thereby providing equal opportunity for the staff members and the students.**



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**+ The Governing Body of the institution works**

**towards the implementation of long-term academic plans in keeping with the best interests of its stakeholders, staff, students, local**

**communities and the government for the gradual up gradation of the institution.**

## **CODE OF CONDUCT OF THE PRINCIPAL**

**+ The Principal of the college will always strive to fulfil the duties associated with the multifarious roles that he plays. He is the custodian, the supervisor, the administrator of the institution who is liable for all that the college stands for. As the academic and administrative head of the institution, the Principal is bound to follow certain codes of conduct stated by the University Grants Commission (UGC) in tandem with the guidelines etched by the Ministry of Human Resource Development (MHRD) alongside the set of prescripts provided in the West Bengal Service Rules.**

**+ The Principal will work towards the achievement of the vision of the college and try to impart ethical values to the students thereby helping them to become responsible citizens of the nation.**



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- + The Principal will protect the collective interest of different sections of the institution and will take unbiased action in all disciplinary matters in consultation with the enquiry committee.**
  
- + The Principal will regularly conduct meetings with various committees to maintain the desired academic environment in the institution.**
  
- + The Principal will work towards maintaining a peaceful ambiance in the campus as well as maintain a harmonious relation with other institutions and the immediate society for the well-being of the students and the staff.**
  
- + The Principal should encourage the faculty members of the institution to regularly engage in research projects, publish research papers and arrange for academic seminars, conferences and workshops to facilitate the influx of knowledge.**
  
- + Extra-curricular activities among the students should also be encouraged and promoted by the Principal to aid their mental and physical growth.**



- ✚ **The Principal will motivate all stakeholders to work efficiently for the best interest of the college.**

## **CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF**

- ✚ **Teachers of the state-aided general degree college are required to follow the code of conduct laid down in West Bengal Universities and Colleges Act, 2017. Teachers enacting their role under this code of conduct must perform in accordance with the ideals of the profession for the upliftment of the students and as such the society.**
- ✚ **All teaching and non-teaching staff must be regular and punctual to ensure the smooth running of the institution.**



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- + All non-teaching staff must be present in the college at least fifteen minutes before the commencement of the classes so that discipline in the campus is not disrupted.**
- + The teaching as well as the non-teaching staff must follow all instructions from the higher authorities as far as practicable.**
- + Every teacher must strive towards discharging their duties responsibly and efficiently to pertain to the academic standards and performance norms laid down by the college management from time to time.**
- + Every teacher must pursue research to upgrade their knowledge and develop new teaching strategies skillfully for the proper discharge of the duties assigned to them.**
- + All teaching and non-teaching faculty must always conduct with dignity and decorum while dealing with their superiors, colleagues and students at all events irrespective of class, caste, gender and status.**
- + No teacher and non-teaching staff should be absent in college ever without prior permission from the Principal.**
- + No employee of the college should aid in instigating any stakeholder of the college to employ any form of action whatsoever, against the management of the college that may**



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**result in the disruption of the academic activities of the institution.**

- + No employee of the college should try to pressurise the superior authorities in respect of service matters, politically or otherwise.**
- + No teaching and non-teaching staff should openly violate the standards of decency and flout the norms of morality in their conduct within the college premises as well as outside.**
- + The teachers should devote themselves to mentor their students in a way that human and ethical values are inculcated in them. They must not only nourish their interests and nurture their curiosity but also venture to find ways how these interests can give a professional basis to their future endeavours.**
- + The teachers must, with utmost care and responsibility, conduct classes during the academic sessions and take remedial classes whenever necessary.**
- + Proper cleanliness and arrangement of the libraries and laboratories must be maintained in a regular fashion by the assigned staff.**
- + The teaching and non-teaching staff should cooperate and collaborate with colleagues and external agencies, whenever**



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**necessary, in order to support the development**

**of the college and its students in all spheres of life.**

- + All employees of the college must maintain a professionally cordial behaviour amongst themselves, irrespective of their current position within the institution, gender, class and caste. As such, no teacher or non-teaching staff should lodge unsubstantiated allegations against any employee of the college in order to satisfy their vested interests.**
- + All staff should maintain strict confidentiality while preparing for and conducting examinations or in any other event, if not asked to disclose by the higher authorities.**
- + All employees of the college should constructively contribute towards the improvement of the college and its students in every way possible.**
- + All teaching and non-teaching staff should lend their services, as much as possible, to the welfare of the community and as such to the betterment of the society.**
- + All employees of the college must maintain the records of their respective portfolio.**
- + Training programmes, workshops, research and other developmental activities should be adopted by all teachers for the**



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**continuous upgradation of their respective**

**field of study so that the students are benefited in all possible modern systems of learning.**

- + The educational institution has a Grievance Redressal Cell where the students can voice their discontentment regarding various matters. The teachers and non-teaching staff in the committee are there to enquire and take necessary measures in such cases.**

## **CODE OF CONDUCT FOR STUDENTS**

- + Students of our college must strictly abide by the rules and regulations specified by the college authorities and uphold the principles of the institution.**
- + They must follow a six-day class schedule from Monday to Saturday barring the designated holidays. If needed, they must be present on holidays as well to attend and participate in celebrations and events organised in the college.**
- + Students must not participate in any kind of action or behaviour that would malign the reputation of the institution.**
- + Students should always be regular and punctual in attending scheduled classes, class tests, tutorials, seminars, events etc.**





**failing which they must produce proper**

**documents to the authorities to substantiate their conduct.**

- + They must not enter or leave the classroom without the permission of their teachers. They should not loiter around in corridors during class hours.**
- + Failure to obtain the required attendance percentage as per the University regulations, not submitting projects or assignments on the stipulated date and time, unjustified absence in examinations and all such behaviour will be regarded as severe breach of conduct and will be treated harshly.**
- + Students will be dealt with severely if they resort to any kind of malpractice like impersonation during roll calls, using unfair means during examinations or some such unjust practices.**
- + Students are liable to punishment if they use mobile phones in the classroom without the teacher's permission.**
- + They should strictly follow the updates in the college website and also those manually put up on the college notice board regularly.**
- + Any suggestion to improve the condition of students or appeals to solve problems among them must be submitted in writing either to the Principal or to the convenor of the concerned sub-committee preferably to the Grievance Redressal Cell.**



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- + No excuse will be tolerated if students commit or cause any breach of peace within the college premises.**
- + Littering in and outside the campus, damaging college property and causing financial loss to the college will be penalised. The concerned student must compensate for the loss the way in which the college authorities decide.**
- + Library books should be handled with utmost care by the students. Any form of tampering of the books will attract the attention of the authorities.**
- + Indulging in smoking, chewing and spitting tobacco, drinking alcohol or taking any kind of narcotic substances within the college premises is a punishable offence.**
- + Use of foul or offensive language, bullying, aggression or violence in any form is gross misconduct for which the college will take strict disciplinary action.**
- + Students must be dressed suitably for their classes and must always carry their identity cards within the premises.**
- + Students must refrain from inviting friends and outsiders within the college campus without providing a suitable reason.**
- + They need to pay their college fees within the stipulated date to avoid being fined and other inconveniences.**

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- + All students must be respectful to their teachers, peers, seniors, juniors, the Principal, the non-teaching staff and all associated with the college and be sensitive to differences among themselves to maintain harmony within the educational institution.**
  
- + The students must always remember that everything they do during their tenure in the college will directly or indirectly affect the college and thus should refrain from all such activities that might tarnish the name of the institution.**