

Code of Conducts for Students

Introduction: We know that it's our values, action and passion that make the difference. We expect the highest standards of social, professional and ethical conduct and believe all our students deserves a fair academic environment and treatment with the utmost dignity and respect.

The students must observe the following rules of discipline:

- Under the Regulation of the West Bengal State University, Barasat, North 24 Parganas, students will have to be regular in attending the classes. Students' attending 75 % classes will be treated as Collegiate. If the attendance fails below that but not below 60 %, the students will be treated as Non-collegiate. Students having less than 60 % attendance will be treated as Dis-collegiate. Such Dis-collegiate students are not eligible for sitting for the University examinations, although the Non-collegiate ones may be rendered eligible through payment of non-collegiate fee.
- Both Honours and General course students who do not attend at least 60% of the classes within three months after the admission may be asked to discontinue their studies
- Every student must attend all the examinations conducted by the college. Absentees, only on medical ground, will have to produce Medical Certificate issued by a Govt. Registered medical Practitioner, with the application seeking consideration. The principal reserves the absolute right to accept or reject such application on the basis of other records such as previous examination result, general attendance, conduct, etc.
- Any sort of cheating or malpractice either in the College or University Examination and such other offences will be seriously dealt with and may lead to immediate expulsion from the examination hall and other disciplinary actions.
- Students must maintain discipline both inside and outside the college, violation of which would be subject to strong disciplinary action. Shouting or unnecessary loitering within the college premises is prohibited.
- Smoking, tobacco chewing, consumption of any addictive product and playing cards is strictly prohibited in the college campus and subject to punishment.
- Students must be well mannered and polite in their behavior. Students misbehaving with other students, particularly girls, teaching and non-teaching staff or any other staff of the college will be punished
- . No outsider is allowed within the college premises to move here and there and students should not bring such outsiders with them. If need arises, they are allowed only to meet the principal or office staff with prior permission.
- Nobody will be allowed to enter into the room of the principal or the office without permission. Students' entry in a group more than five will not be allowed.
- Students must pay their fees within the 15th day of every month, failure of which consecutively for three months may lead to termination of their names from the attendance register.

- Students must be dressed in accordance with the set values of Indian tradition and culture.
- ***The college authority may take any kind of disciplinary action against any student violating the above codes.***

Code of Conduct for Teaching Staffs

Introduction: We expect the highest standards of social, professional and ethical conduct and believe all our Teaching Staff deserves a fair workplace and treatment with the utmost dignity and respect. This Code of Professional Conduct for Teaching Staff replies to all faculties.

They should follow the following code of conducts:-

- a) Teaching staff should report to the institution on time every day and follow the time table for the work. They shall perform their academic duties and work related to examinations as assigned by the authority. They shall not misuse the facilities of the college.
- b) Teaching staff should be committed to equality of the students irrespective of their class, family, income group, merit etc. They should act with honesty and integrity in all aspects of their work, they should respect the privacy of others and the confidentiality of information gained in the course of teaching. They should avoid conflict between their professional work and private interests.
- c) Teaching staff should be caring fair and committed to the best interests of the pupils/students, entrusted to their care and eager to motivate, inspire and celebrate effort and success.
- d) They should prepare teaching plan at the starting of the semester sincerely try for its execution absorbed. They should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by University/Joint Director/ any other body.
- e) They should play the role of mentor with assigned mentee.
- f) They should complete the evaluation process of students and timely upload it to the college and University portal.
- g) Teacher shall undertake teaching assignments as per decision taken in departmental meeting as per consent of all staff members and Head of the department.
- h) They shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote the interest of the college, as the case may be.
- i) They shall not absent himself/herself from his/her duties without obtaining the permission from the competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond control, he/she shall intimate to competent authority within a few days from the first date of absence.
- j) Teachers and Librarian shall make use of all ICT infrastructure built in the institution as per topic/concept subject of discussion or service given. They shall help guide, encourage and assist Students to ensure that the learning experience is effective and successful.

- k) Teaching staff are encouraged to do their Orientation Programme and Refresher Course in time and to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars and to write subject reference books.

Code of Conduct for Non-Teaching Staffs

Introduction: We expect the highest standards of social, professional and ethical conduct and believe like our Teaching Staff all our Non-Teaching Staff also deserves a fair workplace and treatment with the utmost dignity and respect. This code of professional conduct for Non-Teaching staff replies to all Non-Teaching staffs i.e. permanent, contractual and casual staffs. **They should follow the following code of conducts:-**

- Non-teaching staff should report to the institution on time every day and follow the time table for the work. They shall perform their official duties and work related to examinations, admission and others as assigned by the authority. They shall not misuse the facilities of the college.
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- They shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote the interest of the College, as the case may be.
- Non-teaching staff should be caring fair and committed to the best interests of the pupils/students, entrusted to their care and eager to help them in case of any difficulties faced by them.
- They shall not absent himself/herself from his/her duties without obtaining the permission from the competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond control, he/she shall intimate to competent authority within a few days from the first date of absence.
- Non-teaching staff are encouraged to enhance their qualification and technical skill by attending classes and training sessions as well as Staff Development programs. However, they must apply the skill for the betterment of their work environment and the Institution as a whole.