

Suri Vidyasagar College



CODE OF CONDUCT HANDBOOK

Prepared by

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

Suri Vidyasagar College, Suri, Birbhum

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Code of Conduct for the Students of Suri Vidyasagar College

Suri Vidyasagar College has a standard Code of Conduct for the students. Students constituting the main part of the Teaching - learning programme, the College takes utmost care that they turn into morally and socially responsible National and Global citizens. Students are stipulated to abide by this Code of Conduct both on and off the campus. This helps to maintain the strict discipline of the college as well as the academic environment. The students must be made aware that unless they adhere to this Code of Conduct, the goal and vision of the Institution cannot be materialized. The code of conduct is described below in points:

- Students must be respectful to our National Flag, National Song/anthem and the constitution of India.
- Students must be respectful to our National Heritage.
- The students must practice polite and respectful behavior towards the Principal, teachers and non-teaching staff of the College. They should not use any kind of abusive language during interaction among themselves and also all the members of the college.
- Students should always try to refrain from any activities which may lead to the dishonor the Institution.
- Students will abide by the Rules framed by the affiliating University i.e., the University of Burdwan.
- Students will follow the protocol related to infectious and contagious diseases.
- Each and every Student must wear the Identity Card issued to him/her inside the College Campus.
- Student must read the guidelines or the rules related to ragging framed on the basis of the existing law of the central government. It is student's main duty to maintain the campus ragging free. Students are expected to co-operate the anti-ragging cell of the college as and when required.
- To maintain the cleanliness of the campus, student should co-operate the concern college staff, NCC and NSS Cell.
- The students should nurture their opinions free from caste, creed and religion. It will make the campus congenial for healthy bondage among all free from narrow notions

based on caste, creed and religion.

- The Prospectus of the college is reflected in the college website and students are expected to go through the websites regularly and follow all the rules of college and the university.
- Students are asked to follow the notice boards regularly to get information regarding commencements of classes, Library use, Laboratory works and other related works.
- Students must try to preserve the College property such as furniture, laboratory equipment, glassware, library books etc. carefully.
- Students are expected to wear decent dress within the College Campus and outside.
- Students are not allowed to use cell phones and other electronic gadgets in general during class lectures and practical classes inside the classrooms / laboratories. Use of cell phones is strictly prohibited in the examination hall. However, electronic gadgets may be used with prior permission of the class teacher in the class room for learning process only.
- Students should take care of their personal belongings. Authority is not responsible for any loss of personal property.
- Students must inform their guardians regarding Parent-Teacher Meetings when notified by the College.
- Students of the College are expected to participate in college activities like Seminars, Workshops, Training programmes, Certificate Courses etc. They should also be present during observation of Independence Day, Republic Day and other Commemorative events. Their active participation in college events e.g. Annual Sports, Fest, programmes organized by NSS and NCC Cells, and other cultural functions will be highly appreciated.
- Students must take note that the college campus and the library is under CCTV surveillance.

Code of conduct for the Teachers of Suri Vidyasagar College

Goal of Education

The primary purpose of education is to develop skills and create knowledge for the advancement of the society. Higher education is meant to make leaders and good citizens who are well aware of the great tradition of India and who possess a basic scientific temper and are committed to the ideals of patriotism, democracy, secularism, socialism and peace as per the principles enshrined in the preamble to the constitution.

Objective of the Code of Conduct

The objective of this Code of Conduct (here in after the Code) is to provide all the employees at Suri Vidyasagar College, Suri with a common set of guidelines to encourage professionalism in keeping with the general aims of the college, its identity, and missions. This Code is intended to bring about as suitable an environment as possible for teaching-learning activities, especially conducive to the learners. With these goals and objectives, the teachers of Suri Vidyasagar College are expected to observe a strong sense of professional ethics and service delivery to meet the following ends.

The Code of Professional Ethics

The acceptance of teaching as a calling involves the implied obligation to follow the ideals of this age-old great profession. The society expects a lot from a teacher. Every teacher should introspect to see whether there is any hiatus between his precepts and practice.

Teachers should:

- Follow a responsible model of conduct in accordance with the standard of the community and manage their private lives in a manner in line with the dignity of the profession, especially so with the advent of online digital social media communications.

- Pursue persistent professional growth through study and research.
- Perform their duties through lectures, tutorials, practical and seminars with commitment.
- Help in carrying out functions with regard to educational assignments of the college and the university, such as : assisting in appraising application, advising and counseling students and cooperating in the smooth running of college and university examinations, including supervision, invigilation, and evaluation.
- Express unprejudiced and constructive opinions by partaking in professional meetings, seminars, workshops and conferences with a view to contributing to the world of knowledge, keep active membership of different professional organizations and endeavour to increase professional credibility through them.
- Participate in extracurricular activities, including community service.

Teachers in Respect of the Learners:

Teachers should:

- Allow the students to enjoy the freedom of expression, deal justly with them irrespective of their religion, caste, political, economic, social and physical characteristics and eliminate all forms of discrimination.
- Accept the difference in aptitude and capabilities among the students and cater to their individual needs.
- Encourage the students to strive for accomplishment, develop personality, self esteem, academic excellence, and serve the community at the same time.
- Instill students scientific temper, ideal of democracy, patriotism, peace and respect for hard work.
- Be affectionate and respectful in their interactions with the students and not belittle them constantly and instead employ affirmative methods of corrective discipline.
- Pay more attention to the attainment of the student in the assessment of merit.

- Make themselves available to the students even beyond their class hours and help and guide them without any ill intention of financial gain.
- Abstain from inciting students against other students, colleagues and administration.

Teachers in relation to Colleagues and Authorities

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated, and speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from allowing considerations of gender, caste, creed, and culture in their professional pursuits.
- Discharge their professional responsibilities in alignment with the existing rules and regulations.
- Avoid undertaking any other employment or commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of institutional policies by accepting responsibilities as members of various committees formed for such purposes and discharge their duties, which such committees may require of them.
- Cooperate with the authorities for the betterment of the college.
- While availing themselves of leave, teachers should keep in view their respective responsibilities for completion of academic schedule.

Teachers and Non-teaching Staff

Teachers should give the non-teaching staff their due respect and treat them as colleagues and equal partners for the accomplishment of academic and administrative duties of the institution.

Teachers and Guardians

Teachers of all the respective departments should maintain contact with the guardians of their students, send reports of their performance to the guardians whenever needed

and meet the guardians at the college and collect feedback from them for mutual exchange of ideas, which are beneficial for the institution.

Teachers and Society

Teachers should:

- Try to impart better education in the society and strengthen the moral and intellectual values of the same.
- Be aware of the social issues and take part in such activities as would be useful for the progress of the society and hence the country in its entirety.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Not behave in ways which tend to promote feelings of hatred or enmity among different communities, religious and linguistic groups and actively work for National Integration.
- Be sensitive to gender discrimination and encourage equal opportunities to all sections of the community. All stakeholders are advised to behave respectfully and with consideration, with members of all genders.
- Reach out and help compassionately the differently abled persons in need.
- Avoid hurtful statements, meant to injure the sentiments of fellow teaching staff, since each member, even in a personal capacity, represents the institution, their public statements should reflect the mottoes of the institution.
- Devote to inculcate such values that will lead to the creation of responsible, dutiful, and socially aware citizenry. All teachers will be expected to contribute to the upholding of these mottoes as the college is dedicated to caring for the environment.

Code of Conduct for the Non-Teaching Staff of Suri Vidyasagar College:

All Government of West Bengal staff should follow the Code of conduct stipulated by the State Government. Following are Codes of conduct of non-Teaching support staff as stipulated by the Suri Vidyasagar College, West Bengal.

- The Non-Teaching staff must respect and follow college policies.
- They had to be honest and maintain punctuality in their professional duties. Moreover, they should not get involved in duties other than those stipulated by the college during office hours.
- No leave should be availed of without prior intimation following the regulation of the college.
- They cannot engage themselves in anti-secular activities.
- They should not misbehave with their non-teaching colleagues, teaching staff, or students.
- They should be protective of college equipment and furniture.
- They should not be under the influence of drugs or alcohol during college hours.
- They should maintain the confidentiality of certain matters like examination-related documents or any other confidential documents of College etc.
- They should not be biased against anyone for their gender, caste, or religion.
- They should approach other teaching and non-teaching staff if any confusion arises rather than taking actions on their own.