



## DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

(Government Aided, NAAC Accredited College, affiliated to Vidyasagar University)

P.O.: CHAKSHYAMPUR ★ DIST.- PAŚCHIM MEDINIPUR ★ PIN- 721124 ★ W.B. ★ INDIA

Ref. No \_\_\_\_\_

Date \_\_\_\_\_

### NAAC – SSR Cycle II

#### 7. Institutional Values and Best Practices

##### 7.1: Institutional Values and Social Responsibilities

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

### COMMITTEE TO MONITOR CODE OF CONDUCT

#### Coordinator

Principal

#### Advisor

President, Governing Body

#### Convener

Koyel Ghosh, Teaching Staff

Saikat Chakraborty, Teaching Staff

#### Members

Partha Pratim Pramanik, Teaching Staff

Shatrughna kahar, Teaching Staff

Joydev De, Teaching Staff

Soumya Kanti Hota, Teaching Staff

Debabrata Ghorai, Teaching Staff

Pallabi Maity, Teaching Staff

Koushik Jana, Teaching Staff

Pradip Pal, Non-Teaching Staff

Debasish Chakrabarty, Teaching Staff

Nantu Gayen, Student

Koushiki Karak, Student

## CODE OF CONDUCT FOR STUDENTS, TEACHERS AND NON-TEACHING STAFF

### Code of Conduct for the Students:

- ❖ Every student must show his/her identity card at college gate while entering in the College Premises.
- ❖ Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- ❖ 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 esteem of the College.
- ❖ Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the dustbin kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
- ❖ Consumption of intoxicants / psychotropic substances in any form or smoking or using Chewing paan, paan masala, gutka or any other tobacco products is strictly prohibited.
- ❖ Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- ❖ Use of Cell phones without permission is strictly prohibited during class hour.
- ❖ During leisure hours, students are advised to use the library as maximum as possible.
- ❖ Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

- ❖ Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. If anyone damage the above-mentioned property, they will be responsible and will have to bear the cost of replacement/repair with fine.
- ❖ Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- ❖ Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- ❖ Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- ❖ Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
- ❖ 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.
- ❖ Pay fees, mess bills etc. in advance or in time, which will avoid fines.
- ❖ A student should maintain at least 75% class attendance in every subject. Otherwise, he or she will be debarred from the University Examination.
- ❖ Students are required to check the Digital Notice Board and also college website for important announcements.
- ❖ Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.

- ❖ Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- ❖ Latecomers will not be entertained to enter into the classroom. Student can't leave the class room when the session is on without the permission of the class teacher.
- ❖ Students shall rise 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.
- ❖ In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- ❖ All students shall leave the classes immediately after all classes over. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
- ❖ All the students are expected to attend all college functions.
- ❖ All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
- ❖ Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- ❖ For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- ❖ Students are encouraged to make use of the library, common computing facilities and to use gymnasiums or any program authorized by the college beyond class hours.

- ❖ Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- ❖ Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

### **Code of Conduct for the Principal:**

- ❖ The Principal shall ensure to improve the quality of education and all academic activities in the college..
- ❖ The Principal shall chalk out policy and plan to execute the vision and mission of the college.
- ❖ The Principal shall introduce various college level committees and appoint co-ordinator of the said committees also.
- ❖ The Principal shall convey the meetings of different Cells as well as his/her requirement for the purpose of smooth functioning of college activities.
- ❖ The Principal shall monitor financial matters efficiently.
- ❖ The Principal shall motivate the teachers to enhance their knowledge and skill through proper practices. Like participation in seminar, paper publication, research etc.
- ❖ The Principal shall ensure that the directions issued by the Department of Higher Education, Govt. of West Bengal and Vidyasagar University are strictly complied with.
- ❖ The Principal shall also motivate the non-teaching staff to enhance their work capability through different skill development course.

## Code of Conduct for Teachers:

- ❖ Teacher should maintain dignity and decorum of the post.
- ❖ Every teacher shall update his/her knowledge and skills to equip himself / herself professionally competent to the proper discharge of duties assigned to him/her.
- ❖ The teachers to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the assignments.
- ❖ The teachers shall participate & co-operate themselves into all the activities and programmes of the institution. They should motivate their students to active participation in the various programmes and activities of the institution.
- ❖ Teacher should prepare the lesson plan before teaching of their respective subjects.
- ❖ Teacher should inculcate about patriotism and discipline among students.
- ❖ The teacher shall abide by the code of conduct and leave rules.
- ❖ Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- ❖ Teacher should not indulge in casteism.
- ❖ The teachers should not be involved with any kind of business work within the institution and also outside accordingly to their service rules.
- ❖ The teachers shall oblige and maintain the said rules strictly. Any kind of law violation will be treated as punishable offence as per law by the concern authority.

### **Code of Conduct for Non-Teaching Staff:**

- ❖ No leave will be treated as CL (casual Leave) without the prior intimation of the Head of the Institution.
- ❖ In case of Medical Leave or ML the staff should follow the existing leave rules by the Govt. of West Bengal, otherwise the leave will be treated as unauthorized leave.
- ❖ No Staff shall be engaged in any trade or business directly or indirectly.
- ❖ If any criminal proceeding laid on any staff this should be immediately inform to the Head of the Institution.
- ❖ No staff shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.

