



VIDYASAGAR COLLEGE FOR WOMEN

(NAAC ACCREDITED)

39, SANKAR GHOSH LANE,

KOLKATA- 700 006

PHONE: 2241 8889

CODE OF CONDUCT

CODE OF CONDUCT FOR TEACHERS

1. Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.
2. Seek to make professional growth continuous through study and research.
3. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
4. Participate in extension, co-curricular and extra-curricular activities including community service.
5. A Teacher should not discriminate against any student based on religion, race, caste, gender, language, or political ideology.
6. Adhere to a responsible pattern of conduct and demean our expected of them by the community.
7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
8. Aid students to develop an understanding of our national heritage and national goals.
9. A teacher should show proper and courteous behaviour as part of professional and official decorum and as mark of respect to all categories of employees.
10. Refrain from inciting students against other students, colleagues or administration.
11. Treat other members of the profession in the same manner as they themselves wish to be treated.
12. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
13. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

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Arulappa Roy
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14. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
 15. Should perform their duties in the form of teaching and other educational responsibilities of the college and the university such as: advising and counselling students as well as assisting in the conduct of college and university examinations, including supervision, invigilation, and evaluation with sincerity and dedication.
 16. A teacher should not remain absent from duty without the proper sanction of leave.
 17. Teachers should work for the holistic development of all their stakeholders (Ex. Students, administrative section) and be punctual in their attendance.
 18. A teacher should abide by the academic and administrative decisions taken by the College/University pertaining to his/her sphere of responsibility.
 19. The College requests all its teaching members to work in a spirit of cooperation and harmony, to manage unnecessary and unpleasant altercations, through peaceful negotiation and discussion and to refrain from engaging in bitter verbal exchanges and/or activities that may threaten the stability and smooth functioning of the administrative and academic machinery of the college.
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CODE OF CONDUCT FOR STUDENTS

1. Students are expected to be polite, courteous and respectful towards the teachers and non-teaching staff of the College and their fellow students. They must refrain from using any kind of abusive language. They should refrain from any activities which may dishonour the Institution.
2. Students to show due respect to all office bearers and chairpersons.
3. Ragging in any form is strictly prohibited and is a punishable offence. Anti- Ragging rules following UGC guidelines is to be maintained by the students. Any incidence of Ragging should be immediately reported to the Anti Ragging Cell of the College.
4. As student-members of the college, they must handle the College property, furniture, laboratory equipment, glassware, library books etc. with utmost care.
5. Students should be punctual in their class attendance. If a student remains continuously absent for more than 15 days without prior permission or intimation, her name may be struck off from the college register.
6. Students are required to check regularly the College website and Notice Board for important announcements.
7. As per COVID 19 protocol issued by Govt. of West Bengal, all students to wear mask, carry sanitizer and drinking water bottles.
8. Wearing of identity card issued by college authority is mandatory within the college campus.
9. Students should attend classes regularly and on time.


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10. Students should participate actively in different outreach programmes organized by the N.S.S and N.C.C in extracurricular activities and in sports.
11. Use of internet, computers, laptops, and tablets by the students within the college campus, should be strictly restricted to academic purpose only.
12. Smoking and drinking is strictly prohibited within the college campus.
13. Students should strive hard to maintain and improve the cleanliness of the college campus.
14. Any damage caused to college property will be considered as punishable offence.
15. Eating inside the Library or college auditorium is strictly prohibited. Food is to be eaten only in the College Canteen and Girls' Common Room of the College. Exception and exemption will be made during college seminars and workshops.
16. Students are not allowed to bring in outsiders (those without formal invitation issued by the College) or to use the college premises and the college property to host parties, to celebrate events of a personal nature or to induct outsiders as guests in the name of students events like Freshers' Welcome, College Social etc.

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CODE OF CONDUCT FOR NON -TEACHING AND SUPPORT STAFF

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2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
3. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
4. Show proper and courteous behaviour as part of professional and official decorum and as mark of respect to other staff members and visitors.
5. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
6. Refrain from undertaking any other employment and commitment which are likely to interfere with their professional responsibilities.
7. Should be punctual and regular in respect of carrying out their assigned work and always be ready to upgrade themselves technically for the betterment of the college.
8. Should be responsible for the protection of college equipment and furniture.
9. Any leave should be availed with prior intimation following institutional regulation.
10. Should work with a spirit of cooperation and harmony for the all-round development of the college.

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11. Must not designate unauthorised people to perform official duties.
12. Should carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
13. Must act timely to redress the genuine grievances.
14. Should maintain the confidentiality of the records and other sensitive matters.
15. The College requests all its non-teaching members to work in a spirit of cooperation and harmony, to manage unnecessary and unpleasant altercations, through peaceful negotiation and discussion and to refrain from engaging in bitter verbal exchanges and/or activities that may threaten the stability and smooth functioning of the administrative and academic machinery of the college.

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CODE OF CONDUCT FOR ADMINISTRATORS

The Governing Body of every college shall be responsible for the management of the affairs of the college and may exercise all such power and functions as may be necessary for the purpose. In particular, and without prejudice, the Governing Body of the college shall be responsible for ensuring-

1.
 - a. That review is made of the results of the college and the University examinations and measures are adopted for academic improvement and maintenance of academic standards; and that working hours and actual teaching days of the college, workload and number of classes engaged for each course/subject taught are in conformity with university Acts and Statutes.
 - b. That steps are taken for creation of posts and appointment of Principal (or, in the absence of a Principal, of a Teacher-in-Charge).
 - c. To provide instructional and other services necessary for the efficient operation of the college.
 - d. That the qualifications and the method of recruitment of the teachers and the conditions of their service are in accordance with the provisions of any law, any rules or orders of Government of West Bengal and UGC, for the time being in force.
 - e. That the laboratory and other institutional facilities available are adequate for the smooth execution of the various courses.

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- f. That the buildings in which the college is located are suitable for the purpose for which they are intended and are maintained at a satisfactory state of repair and sanitation.
- g. That the library is properly equipped and infrastructure is well maintained.
- h. That the financial resources of the college are sufficient to ensure efficient and effective operation of the college.
- i. That all information, returns, reports and other materials required by the University and the State Government are promptly collected, prepared and made available to the University and the State Government.
- j. That all books, registers, records and accounts required to be maintained, are always updated.
- k. That due provision is made for the well-being of students, management of their hostels and messes, health, recreation and sports.
- l. That students' discipline is maintained.
- m. That proper assistance and facilities are given to the inspector of colleges and other persons appointed by the University for inspection and report.
- n. That directions issued by the affiliating University from time to time are meticulously implemented, and are reported to the University without delay.
- o. That all properties and funds of the college are properly controlled and administered.

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- p. All the members of the Governing Body should be unbiased and impartial in their decision-making.
2. The college through its Governing Body may enter into contracts for its students which are not inconsistent with the University statutes and regulations, providing for rights, benefits, and facilities to be enjoyed by students and specifying the terms upon which they are given or made available.
3. The Governing Body may appoint Academic Sub-Committee, Finance Sub-Committee and other Committees as it may deem fit, to advise the Governing Body for the efficient administration of the college. Such Sub-Committees may include teachers and non-teaching employees of the college other than the members of the Governing Body. The Principal shall be the chairperson of all such Sub-Committees.

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