

# CODE OF CONDUCT FOR STUDENTS, TEACHERS & OTHERS

**BARJORA COLLEGE**

**BANKURA**

**PIN-722202**

Discipline

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline

### **[A] BEHAVIOURAL DISCIPLINE - DO'S AND DONT'S IN CLASSROOM AND COLLEGE PREMISES**

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.

2. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.

3. Impersonation during roll call is a punishable offence.

4. Use of Mobile Phone during class hours is prohibited and is liable for punishment.

5. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.



6. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.

7. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without ascertaining the relieve orders from the Staff room.

8. Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.

9. Students are expected to come to College dressed suitably maintaining decency.

10. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus .

11. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.

12. When assembled every class must consider itself responsible for the conduct of its members.

13. Students are forbidden from inviting friends from other institutions and outsiders to the College.

14. No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.

15. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.

16. Students must refrain from mishandling and tampering with library books or college computer systems.

17. The right to access Girl's Common Room is reserved to girls.



.18. A student shall not commit or cause breach of peace inside and around the College campus.

19. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.

20. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed by the University of Calcutta related to ragging.

N. B.

1-Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.

2-Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

## [B] ACADEMIC INTEGRITY

Academic integrity refers to an essential quality that an institution must uphold to fulfill its academic objective and research mission, and hence its violation constitutes a serious offence. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Every pupil of the Institution should be responsible to ensure the highest quality of the academic integrity.

## [C] ANTI-RAGGING

The Institution implemented a strict and effective anti-ragging policy based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. This UGC Regulation was framed in accordance with the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.



**Ragging constitutes one or more of the following acts:**

- (a) Any conduct by any student or group of students – whether through spoken or written words or physical act – which has the effect of fearing or misbehaving any student,
- (b) Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary course do and thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear or apprehension in any student.
- (c) Any act by senior students that prevents, disrupts or disturbs the regular academic activity of any student.
- (d) Any act of financial extortion put on any student.
- (e) Any act of physical abuse including sexual abuse, stripping, forcing in lewd acts or gestures causing bodily harm to any student.
- (f) Any act of verbal or written abuse such as calling foul names, insulting publicly, offensive emails which embarrass, annoy and discomfort any student.

## **Anti-ragging Committee:**

**This committee shall examine all complain of anti-ragging and come out with recommendation based on the nature of the incident and proper investigation.**

## Punitive measures against the act of ragging:

A student or group of students found guilty by the anti-ragging committee will attract one or more of the following punitive actions by the college authority:

- a) Suspension from attending classes and academic privileges.
- b) Withholding / withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/examination or other evaluation process.
- d) Withholding results.
- e) Cancellation of examination.

## Punitive measures against the act of ragging:

f) Expulsion from a specified institution and consequent debarring from admission to any other institution for a specified period.

g) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



## **TEACHERS AND THEIR RESPONSIBILITIES**

**Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance— with the ideal of the profession.**

**A teacher is constantly under the scrutiny of his students and the society at large.**

**Therefore, every teacher should see that there is no incompatibility between his precepts and practice.**

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The National ideals of education which have already been set forth and which he/she should seek— to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. A Teacher should adhere to a responsible pattern of conduct and demeanor expected of them by— the community. They will have to manage their private affairs in a manner consistent with the dignity of the— profession. According to possibility, they will try their best to make professional growth in a continuous— mode through study and higher study. They should express free and frank opinion by participation at professional meetings, seminars,— conferences etc. towards the contribution of knowledge. They should try to maintain active membership of professional organizations and strive to— improve education and profession through them.

.....CONTINUED

The Teachers should perform their duties in the form of teaching, tutorial, practical, seminar and— higher study conscientiously and with dedication. They should Co-operate and assist in carrying out functions relating to the educational— responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation. Teachers are highly expected to participate in extension, co-curricular and extra-curricular— activities including community service. In every activity they have to maintain their dignified definition.

## **TEACHERS AND THE STUDENTS**

**A Teacher will respect the right and dignity of the student in expressing his/her opinion. They should Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical conditions. Teachers will recognize the difference in aptitude and capabilities among students and strive to meet their individual needs. They will encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare. They will be always there to inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.**



**They will always be affectionate to the students and not behave in a vindictive manner towards— any of them for any reason and will pay attention to the different attainments of the students. As usual, whenever possible beyond classroom, Teachers will make themselves available to guide— students without any remuneration or reward. They will Aid students to develop and understanding of our national heritage and national goals;— and they should refrain from inciting students against other students, colleagues or administration**

## **TEACHERS AND THEIR COLLEAGUES**

**Teacher should treat other members of the profession in the same manner as they themselves wish— to be treated. He/She will speak respectfully of other teachers and render assistance for professional betterment.— They will refrain from lodging unsubstantiated allegations against colleagues to higher— authorities; and will refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.**

## **TEACHERS AND AUTHORITIES**

**Teachers should discharge their professional responsibilities according to the existing rules and— adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest, They will refrain from undertaking any other employment and commitment including private— tuitions and coaching classes which are likely to interfere with their professional responsibilities.**

They will Co-operate in the formulation of policies of the institution by accepting various offices— and discharge responsibilities which such offices may demand, They will Co-operate through their organizations in the formulation of policies of the other— institutions and accept offices, They will Co-operate with the authorities for the betterment of the institutions keeping in view the— interest and in conformity with dignity of the profession, They should adhere to the conditions of contract;— They should provide and expect due notice before a change of position is made.— They will refrain from availing themselves of leave except on unavoidable grounds and as far as— practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



## **TEACHING AND NON-TEACHING STAFF**

**Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the educational institution. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.**

## **TEACHERS AND GUARDIANS**

**Try to see through teachers' bodies and organizations, that institutions maintain contact with the— guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.**

## **TEACHERS AND SOCIETY**

**Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided; They will work to improve education in the community and strengthen the community's moral— and intellectual life; They should be cautious about social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole; They will perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; They will refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.**

## **THE CODE OF CONDUCT FOR NON-TEACHING STAFFS**

The Non-Teaching Staffs shall maintain punctuality.— They will act timely to readdress the genuine grievances. They must follow the rules and discharge duties as per the guidelines provided by Principal. They will not conduct any activity which will damage the image of the institution.— They will respect Principal and Teaching-staff. They shall maintain the decorum of the college and shall refrain from any form of discrimination. They shall abstain from any deed which attracts stringent punishment & must respect and honor the dignity of women and other staffs. They must not accept bribes or indulge in any corrupt practices or should not indulge in antisocial, anti-environmental activities. They will support Principal in all the administrative work. They will carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances. They must encourage other non-teaching staffs to maximize their efficiency. They must create conditions that inspire teamwork. They must maintain the confidentiality of the records and other sensitive matters. They will care for the institute's property. They will put their best effort to complete the assigned work in a time-schedule



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

**The Highest authorization has been handed over to the Principal. Principal of the institution is a Patron, Custodian, Supervisor, Teacher, and Administrator, Guide and so on and plays a pivotal role in the inclusive development of the institution. He has a greater responsibility than any other staff. As an Academic and Administrative Head of the Institution, principal is liable to follow certain code of ethics in his conduct as proclaimed by UGC and MHRD.**

# DO ABIDE BY THE CODE OF CONDUCTS

Asim Kumar Roy

Principal  
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