

CODE OF CONDUCT



Seth Soorajmull Jalan Girls' College

*A Govt. aided General Degree College, affiliated to the
University of Calcutta*

**A center of Academic Excellence since 1954
NAAC accredited with B+ Grade**

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Code of Conduct for Students

1. Students should plan to arrive to class on time and stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the college premises, and present it for inspection on demand.
3. Ragging and sexual harassment is banned on the college campus. Anyone found guilty of ragging or sexual harassment and /or abetting ragging is liable to be punished as per the directive of the UGC and the Government. Any incident of ragging or sexual harassment will be dealt with seriously. The culprits will be dismissed from the college and a case will be filed with the local police authorities.
4. The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.
5. It is compulsory for all students to attend the College Morning Assembly.
6. Strict silence must be observed in a reading room and Library.
7. Students are expected to spend their free time in the library or in the common room. They should not loiter along the corridor or crowd along the passage.
8. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the University.

9. Talking and other disruptive behaviours are not permitted while classes are in session.

10. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in the canteen and designated areas only.

11. Smoking, drugs and consumption of alcohol on the College premises or entering the college premises, after consuming alcoholic drinks is strictly prohibited.

12. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.

13. Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.

14. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.

15. Students should be polite and respectful towards others, instructor and other students.

16. If the teacher is absent, the class leader should inform the Head of the Department for alternative arrangements.

17. No student shall collect any money or contribution for picnic, trip, and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Teacher-in Charge or Principal.

18. Prior permission from the Teacher-in Charge or Principal is essential to take part in inter-collegiate competitions.

19. Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging

college property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.

20. Students should not leave their books, valuables and other belongings in the classroom.

21. The College is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the College Office.

22. Students applying for certificates, testimonials, etc. which requires the Teacher-in Charge or Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Teacher-in Charge or Principal for his/her signature,

23. Slang language or misbehaviour on the part of a student is sufficient reasons for his/her suspension or dismissal.

24. All College activities are to be organized under the guidance and approval of the Teacher-in Charge or Principal.

25. Students must not associate themselves with any activity not authorized by the Teacher-in Charge or Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.

26. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University.

27. Every student has to participate in the co-curricular activities offered in the college.

28. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

29. Disciplinary action will be taken against students found carrying and/or using cell phones in the class or inside the college premises.

30. Students joining the College are bound by the rules and regulations of the College. The Teacher-in Charge or Principal is the ultimate disciplinary authority in the college.

Code of Conduct for Teachers

I. Teachers and Their Responsibilities:

1. Teachers should maintain a responsible pattern of conduct and behaviour expected of them by the community;
2. Teachers should manage their private affairs in a manner consistent with the dignity of the profession;
3. Teachers should seek to make professional growth continuous through study and research;
4. Teachers should express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Teachers should maintain active membership of professional organizations and strive to improve education and profession through them;
6. Teachers should perform their duties in the form of teaching, tutorial, practical, seminar and research work carefully and with dedication;
7. Teachers should co-operate and assist in carrying out functions relating to the educational responsibilities of the college like assisting in admission process, advising and counseling students as well as assisting in conducting of University and college examinations, including supervision, invigilation and evaluation; and
8. Teachers should participate in extension, co-curricular and extra-curricular activities including community service.

9. Teachers should be calm, patient and communicative by temperament and amiable in disposition.

10. Teachers should be aware of the national ideals of education and should practice it in his/her professional life.

II. Teachers and the Students:

1. Teachers should respect the right and dignity of the student in expressing his/her opinion;

2. Teachers should deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

3. Teachers should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

4. Teachers should encourage students to improve their ability/skill, develop their personalities and also contribute to community welfare;

5. Teachers should inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,

6. Teachers should be affectionate to the students and not behave in a vindictive manner towards them for any reason;

7. Teachers should pay attention to only the achievement of the student in the assessment or evaluation of merit;

8. Teachers should be available to the students even beyond their class hours and help and guide students without any remuneration or reward

9. Teachers should help students to develop an understanding of our national heritage and national goals; and

10. Teachers should refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

1. Teachers should treat other members of the profession in the same manner as they themselves wish to be treated;

2. Teachers should speak respectfully of other teachers and provide assistance for professional betterment;

3. Teachers should refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

4. Teachers should refrain from allowing considerations of caste, creed, religion, race or sex in their professional field.

IV. Teachers and Authorities:

1. Teachers should discharge their professional responsibilities according to the existing rules and in accordance 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;

2. Teachers should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

3. Teachers should co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

4. Teachers should co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Teachers should co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Teachers should adhere to the conditions of contract;
7. Teachers should give and expect due notice before a change of position is made
8. Teachers should 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.

V. Teaching and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking in the college.
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians:

1. Teachers should maintain contact with the guardians of students, send reports of their performance to the guardians whenever necessary and conduct regular parent teacher meeting to update guardians on their child's academic and non-co-curricular activities in the college.

VII. Teachers and Society:

1. Teachers should recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;

2. Teachers should work to improve education in the community and strengthen the community's moral and intellectual life;
3. Teachers should be aware of social problems and take part in such activities as would be conducive to the progress of society and the country at large;
4. Teachers should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Teachers should 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.

Code of Conduct for the Non-Teaching Staff

Non-Teaching Staff or the Academic Co-workers are inseparable to the Teaching-Learning Process and Decision Making system of the College. The Non-Teaching Staff, being one of the pillars of the Institution, therefore, is expected to follow and must follow Code of Ethics and the Code of Conduct. In our college, the following Code of Conduct is followed by the Non-Teaching Staff:

(a) As a part and parcel of the “Office of the Principal”, every Non-Teaching Staff has to obey the orders of the Principal of the College and adhere strictly to the laws and regulations of the college. They must report to the authority in time to perform their duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. The prior intimation to the Principal is required (at least a day in advance) while availing any leave. They must maintain honesty, integrity, fairness in all activities.

(b) The Non-Teaching Staff must give full efforts and assist the College achieve its corporate and strategic objectives – in particular, by adopting a positive attitude for the achievement of quality and equality.

(c) The Non-teaching staff should have respect for the College property;. They are expected to maintain the image of the College through standards of dress, general courtesy, correct use of stationery, etc.

(d) The non-teaching staff must be acquainted with job requirements (i.e. proper preparation, use of suitable methods/systems,

maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job.

(e) This is to be ensured that all help and service is provided to all assessments/exams/tests in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.

(f) Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical classes.

(g) Non-teaching staff will keep themselves away from social networking sites such as Facebook, WhatsApp, etc. during the working hours and maintain the hierarchy in the Administration.

Code of Conduct for the Principal

As Head of the Institution, the Principal should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.

(a) The Principal will carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills. He will chalk out a policy and plan to execute the vision and mission of the college. He will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students. He will always encourage all his staff and students to reach their maximum potential.

(b) The Principal will ensure observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time. Accordingly, he will make sure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college. He will monitor and lawfully manage to take remedial measures/actions based on stakeholders' feedback.

(c) As Secretary of Governing Body, the Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator) and also pass on the decisions of the Governing Body/Administrator to the Teaching Staff, Non-Teaching Staff and Students of the college and execute it. (d) Principal has to keep proper records of the correspondences relating to the administration of the College. He will take necessary action to execute qualitative and quantitative work for the welfare of the institution.

(e) Principal has to monitor and supervise the admission of students and ensure maintenance of discipline of the College. He has also to ensure proper management and supervision of curricular, co-curricular/extra-curricular or extramural activities. He has to listen the students' idea and set up the supportive tone accordingly.

(f) The Principal in consultation with the teachers will strive for the academic growth of the College. He has to give assistance and support in planning and implementation of academic programmes such as seminars workshops, in service and other training programmes organised by the College, for academic competence of the Faculty Members. He has to manage and visit the College Library, Departmental Library and Laboratory at regular intervals

(g) Principal is fully responsible for preparation and maintenance of Receipts & Payments Account, Income & Expenditure Account and Balance Sheet annually. He has to get the annual accounts audited by the statutory auditor appointed by the Government. Finally, he will submit the annual accounts to the Governing Body and to the Higher Education Department, Government of West Bengal.

(h) Supervision of College and University Examinations, setting of question papers for internal assessments, College and University Examinations, and such other work pertaining to the Examinations as assigned

(i) He has to encourage teachers prepare Self-Assessment Report for the Performance Based Appraisal System(PBAS) for promotion under CAS (Carrier Advancement Scheme) He has to ensure continuous and timely maintenance of Service Book for all the staff of the college. A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University

/College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

(j) Principal will assess the reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff. He has to protect the interests of teaching and non-teaching staff members and the Management. He has to ensure that no woman shall be subjected to sexual harassment at any workplace in the college.

Code of Conduct for the Governing Body

The Governing Body of every college shall be responsible for the policy making with regard to the overall management of the affairs of the college and may exercise all such power and functions as may be necessary for the purpose. The Governing Body of a college shall be responsible for ensuring-

(a) That steps are taken for creation of posts for both teaching and non-teaching, and appointment of Principal/Teacher-in-Charge, teachers and other staff in accordance with the provisions of any law or rules made thereunder. Governing body will also approve the proposal for fixation of pay of Principal, teachers and non-teaching staff before submission to the Directorate of Public Instructions, Government of West Bengal;

(b) That different sub-committees e.g. Finance Committee, Purchase Committee, Anti-ragging Committee, etc. are formed, to give recommendation to the Governing Body for the efficient administration of the college. These 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 chairman of such Sub-Committees by virtue of post.

(c) That review is made of the results of the University examinations and measures taken for academic improvement and maintenance of academic standards; and that teaching days/hours/number of classes, working hours of non-teaching staff, etc. are in conformity with the University Acts and Statutes;

(d) That the building of the college is well equipped for providing the modern facilities, whether maintenance is done at regular intervals, whether the library is digitally equipped to deal with the

present scholastic environment, whether the laboratory is sufficient for the present students.

(e) That all properties and funds of the college are properly controlled and administered. It will also examine that the financial resources of the college are sufficient to ensure efficient and effective operation of the college, otherwise, it will take proper initiative to submit proposal for financial assistance to the MPs, MLAs, MICs, etc.

(f) That due provision is made for the wellbeing of students, management of their hostels and messes, health, recreation and sports;

(g) That due importance is given to the orders, circulars and notices issued by the Government of West Bengal, University Grants Commission, University of Calcutta from time to time and comply with the same.
