



# BERHAMPORE COLLEGE

ESTD. - 1963

A NAAC ACCREDITED COLLEGE

20, Chitta Ranjan Das Road, Gora Bazar, Berhampore, West Bengal- 742101

## Code Of Conduct

The Code of conduct is central to the success and reputation of an institution. It is therefore important for all stakeholders to follow the College Code of Conduct. This Code defines the standards of conduct required to be followed within the College and, in some cases, outside the College. Breach of this Code, may be liable to disciplinary action. This Code is not intended to impinge on freedom, but rather to ensure that it is reasonably exercised in a manner not detrimental to the College, its stakeholders or staff.

## Code of Conduct for the Principal

1. Exhibit integrity, self-esteem, modesty and efficacy at all levels.
2. Implement non-discriminatory approaches for decision-making with learners and stakeholders.
3. Maintain tolerance while dealing with volatile issues among students and staffs..
4. Allow the liberal participation of faculty in the affairs of the organization.

## Code of Conduct for teachers

1. Must keep the institution's mission and vision in mind.
2. Working hours are to be dedicated to learning, training, study and administrative assignments.
3. Teachers must be present in college without fail on all working days and should not leave the campus under any pretext before the expiry of the specified college working hours.
4. Must refrain from external employment that may impede the quality of learning.
5. Continuous attempts should be made for professional growth, in particular through involvement in study operations and updating in their areas of competence.
6. Create a culture that fosters helpful cooperation between colleagues.
7. Treat peers as equals, irrespective of their status.
8. Unfitting open confrontations should be avoided in the professional setting.
9. Other colleagues' professional views and recommendations should be respected and considered.
10. Be regular and report for classes on time. Unless they are allocated responsibilities elsewhere, teachers should be accessible on campus from 11 A.M. to 5:00 P.M.
11. Teachers may leave the campus only with the approval of the Principal during their working hours.
12. Teachers should be present in all student programs to preserve the discipline and promote study.
13. Teachers should be accessible to learners, particularly on weekdays, as much as possible.
14. Teachers should uphold human dignity and promote equality of gender, and religion.
15. Help learners cultivate constitutional and democratic values.
16. Help learners distinguish between moral correctness and injustice.
17. Train students to uphold regard and respect for others' private and public property.
18. Assist learners in exercising tolerance in their efforts to understand the thoughts and views of others.
19. Do not engage in operations with the likelihood of corrupting learners.
20. Under no circumstances should students be exploited for the personal interest of the faculty.
21. Stimulate students' spirit of inquiry.
22. Encourage learners to balance their participation in academic and co-curricular education.
23. Promoting and developing students' anti-narcotic attitudes.
24. Perform citizenship responsibilities and engage with due regard in community operations.
25. Encourage students' participation in social service operations.
26. Teachers are directed to Park their vehicles only in the area allotted.
27. Should have full respect to India's values and culture.
28. All college property should be handled with great care. Scribbling and dirtying the walls in any way is strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.

  
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## Code of Conduct for Administrative Staff

1. The office employees shall be present from 10:00 a.m. to 5:00 p.m. During office hours, there is no provision to leave the campus.
2. For the efficient administration of the organization, they should operate in an orderly and incorrupt manner.
3. Effective communication and Interpersonal Interaction should be practiced within the organization and outside.
4. The visitors of the institution should be welcomed.
5. They should be excellent team players who can collaborate on the completion of tasks on time with distinct departments.
6. In charge of cleanliness, maintenance and repair, technical and non-technical employees should always supervise and work towards the adherence of university equipment to quality norms.
7. In their dealings with students they should be kind and emotionally balanced.
8. Administrative staff are directed to park their vehicles only in the area allotted.
9. Should have full respect to India's values and culture.
10. All college property should be handled with great care. Scribbling and dirtying the walls in any way is strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.
11. Refrain of uses of plastic within campus

## Code of Conduct for Students

The students enrolled in the college should obey the rules and adhere to the discipline of the college. Students ought to observe the following rules:

1. Students are advised to be neat and clean in body and spirit and to behave with courtesy and dignity. They should show due respect to all the staff members maintaining the family spirit. Disobedience and misconduct will be seriously dealt with.
2. Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the veranda during class hours and are expected to go to the reading room.
3. Students are expected to attend classes with regularity and punctuality and to refrain from any action that may disturb the smooth functioning of the college.
4. No student shall enter or leave the classroom during class time without the permission of the teacher concerned.
5. Students are not permitted to approach any college authority in groups, and such action is subversive of orderly academic life.
6. All college property should be handled with great care. Scribbling and dirtying the walls in any way is strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.
7. Students must observe the rules of the college given by the Principal from time to time. Complaints must be brought to the principal's notice through grievance redressal committee.
8. Students should wear their identity cards while in campus and produce them on demand for inspection by any staff member or other college authorities. Identity card is to be produced at the office for issuing of any certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students' expense with the special permission of the principal.

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## Code of Conduct for Students (Cont.)

9. Without the prior sanction of the Principal, students are not permitted (a) to convene or attend meetings of any sort in any circumstances anywhere in the college buildings or its premises, (b) to set up entertainments or organize social functions in the college, (c) to make use of megaphones and loudspeakers in the campus, (d) to invite any outside persons to the college for any functions (e) to collect subscriptions of any kind, (f) to put up notices or hoist flags of any organisation or to display banners, posters, bunting etc. anywhere in the campus, (g) to place any paper, periodical or book in the reading room or circulate them in the college.
10. Smoking, consumption of alcoholic drinks and drugs are strictly forbidden in campus and shall invite serious disciplinary action.
11. Any student (1) who is persistently insubordinate (2) who is repeatedly or willfully mischievous, and (3) who in the opinion of the Principal is likely to have an unwholesome influence on other students shall be removed from the rolls temporarily or permanently or may be served with a compulsory T. C. according to the gravity of the offence. The Principal may refuse the grant of the term certificate for a specified period and may also report their case to the university to deal with under University regulations
12. Ragging is strictly forbidden and is punishable by rustication or expulsion from the college, as per directives of U.G.C guide line . Students must approach the Anti-Ragging cell to report misdemeanors in order to help the college monitor and ensure that no ragging takes place.
13. Sexual Harassment and sexual assault are strictly forbidden and is punishable by rustication or expulsion from the college, as per directives of U.G.C guide line and Bishakha guide line. Internal Complaint Committee should be approached in case of such misdemeanors in order to dissuade such activities.
14. Students are directed to Park their vehicles only in the area allotted.
15. Refrain of uses of plastic within campus.
16. Keep full respect to India's value and culture.

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