



Narajole Raj College

Affiliated to Vidyasagar University
NAAC Accredited 'B' Grade College

Handbook on Code of Conduct

[For Different Stakeholders]

Approved by: Principal/Vice Principal

Renew on: July, 2022
Next Renewal date: July, 2023

Objectives

- To enhance standard of excellence through diligence.
- To develop an increased responsibility towards the institution in particular and society in general.
- To learn to be responsible citizens of the country, conscious about the dignity of the self and that of others.
- To maintain discipline while enjoying freedom of thought and action.
- To respect all faith and creed.
- To do nothing that can jeopardize the physical and psychological well-being of any member of the institution.
- To involve all stakeholders in proper and befitting manner for enhanced loyalty and fidelity towards the institution.

Any kind of discriminatory behavior, bigotry, and / or marginalization will not be entertained under any circumstance.

Code of Conduct for Students

[A] Conduct

It is mandatory for each and every student to abide by the Code of Conduct set by the institution. Their actions, even off-campus, must be in accordance with the dignity of the institution. Before admission all new entrants have to undertake to:

- Be regular in classes and work towards completion of the course opted for;
- If any student is forced by circumstance to discontinue the course he / she may be relieved from the Institution with due written consent from the College Authority post clearance of all pending dues;
- If any drop-out candidate is found to be under any scholarship / stipend, the grant will be revoked.

Every student is expected to maintain behavioral standards, academic integrity, and remain responsible for the proper handling and utilization of all property of the Institution. No student is expected to be involved in any kind of ragging, harassment, or any other harmful activity, under any circumstance. All students must remain responsible for keeping up the prestige and reputation of the Institution.

[B] Academic Integrity

It is mandatory for all students to strictly adhere to the institutional policies regarding academic integrity as it is of prime importance for the reputation

of the Institution. All students should aim to retain the academic integrity throughout.

The principles of academic integrity on the part of the students include

- i. Due acknowledgement in due field viz. assignments.
- ii. Ethical standards in the use of available data or research outcomes.

[C] Any kind of cheating inside the campus is deemed punishable offence

[D] Anti-Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Code of Conduct for the Principal

Being one of the supreme representatives of the administrative section, the Principal of the college should also follow certain norms set by UGC and MHRD and/ or various statutory bodies of Higher Education. The following should be followed by the chair of the principal: —

- To ensure the environment of education within the campus.

- To promote an amicable atmosphere for the teaching, non-teaching staffs and other stakeholders of the institution in order to keep up the reputation of the institution.
- To ensure the proper ambience to avoid any kind of unprecedented incidents viz. Sexual harassment, gender discrimination etc.
- As a head of the institution the principal should be the supervisor of each and everything associated with the College.

Code of Conduct for Governing Body

**[The Governing Body (GB) is formed as per the norms prescribed by the
Department of Higher Education]**

The GB is the supreme administrative body of the college. It works as an invisible director of the College. The GB is not free from certain codes of conduct. The following Codes of conduct are expected to be followed by The GB mandatorily: —

- To look into the overall development of the College in all respect such as infrastructure, quality education interactive relationship in between the stakeholders etc.
- The body should comply with the State Government policies prescribed for the institution.
- The Governing Body should be liberal and empathetic in nature about the benevolence of each and every stakeholder of the institution.

Code of Conduct for Teachers

As an integral part of the institution teachers are supposed to follow the stipulated norms of The Department of Higher Education, Govt. of West Bengal (West Bengal Government Service Rules for Non-Government College Employees and Notification No. 1955 Edn (cs) dt. 23.12.1981 read with West Bengal College Teachers Security of Service Act 1977 & The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. (<https://wbhed.gov.in>)

- Teachers' behavior should be noble and exemplary for the society
- Teaching should be their one and only aim for the benevolence of the students in private and the society at large.
- Students should feel free to express their views unabashedly.
- No discriminatory attitude in any respect towards any student is entertained.
- Continuous and un-interrupted academic up-gradation is considered to be deemed necessary.
- Co-curricular activity/ engagement on the part of the teachers is solicited for the holistic development of the institution.
- No teacher of the institution is expected or licensed to engage in any kind of profit garnering private coaching activities.
- Reticence regarding examinations and other student information is highly expected.
- No teacher should work towards satiating narrow vested interests under any circumstance.

Code of Conduct for Support Staff

The code of conduct of all substantial post support staff will be as per as defined by the West Bengal Government service rules. The following codes of conduct are expected to be followed as far as practicable by the support staffs

- To perform their duty diligently without any unnecessary interruption
- To maintain an amicable affinity with the other stakeholders (viz. faculty,

office bearers, students) of the institution.

- Any leave availed of should be authorized by the college authority
- No extraordinary engagement is allowed during office-hours.
- Punctuality, perseverance, covertness, pro-institution cum non-partisan attitude is highly solicited.

Sd/-

Vice Principal