

CHANDIDAS MAHAVIDYALAYA

**KHUJUTIPARA, NANOOR, BIRBHUM,
WEST BENGAL-731215**

**A GOVERNMENT AIDED DEGREE COLLEGE
AFFILIATED TO THE UNIVERSITY OF BURDWAN
NAAC ACCREDITED IN 2011 & 2016**



CODE OF CONDUCT

CHANDIDAS MAHAVIDYALAYA

A Govt. Aided Degree College Affiliated to the University of Burdwan.

UGC Accredited under section 2(f) & 12(B) [1979] * NAAC Accredited in 2016 (2nd Cycle)

KHUJUTIPARA □ Dist.- BIRBHUM □ WEST BENGAL □ INDIA-731215

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Estd. - 1972

Ref. No.....

Date.....

CODE OF CONDUCT

Code of Conduct for Faculty Members

- Every faculty member should work abiding by the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the Rules and regulations as circulated time to time by the Deptt. Of Higher Education, Govtt. of West Bengal and The University of Burdwan.
- All faculty members should prepare a teaching module before the beginning of each academic session.
- No faculty member of the college will engage in any political activity within the college campus.
- All the faculty members must be punctual for classes and its time-schedule.
- All the faculty members must sign the attendance register and give biometric attendance simultaneously and regularly which be monitored by the head of the institution on day to day.
- All teaching faculties are assigned duties of classes comprising lectures/ practical/ tutorials.
 - All have to bear the responsibilities of duties in conducting evaluation, invigilation, administrative work, counselling the students and participating in extra-curricular activities and also other institutional support activities.
- The working hours of the teaching staff shall be in accordance with the Govtt. Rules and University's guidelines as framed time to time. For time being any teaching faculty might be asked to work additional hour.
- Mentor-Mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them. Resolution of each counselling must kept in the register.
- Every faculty member shall deal impartially with the students regardless to their religion, caste, economic, social, political and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.



- Regarding private tuitions and private coaching classes of the teacher Govtt. Rule will strictly be followed.
- In enjoyment of any leave statutory provisions have to be adhered to, i.e prior intimation and taking of permission, duration of leave etc.
- All teachers have steady effort for professional development and research and to communicate the IQAC of the college
- Respect the right and dignity of the student in expressing their opinion;
- Encourage students to improve their attainments, personality development and community services.
- Inculcate among students, scientific outlook , respect for physical labour, ideals of democracy, patriotism and peace.
- Refrain from inciting the students in any way against other students, colleagues or administration.
- All Staff members must refrained from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All faculty members shall refrain from verbal, non-verbal and/or physical misconduct of sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

Code of Conduct for Non-Teaching/Administrative Staff


- Code of Conduct for non-teaching staff is mainly governed by the by the Rules and regulations as circulated time to time by the Deptt. Of Higher Education, Govtt. of West Bengal and The University of Burdwan.
- All have to follow the working -10 Am to 5 PM hours as per Government Rules.
- All the NTS members must sign the attendance register and give biometric attendance simultaneously and regularly which be monitored by the head of the institution on day to day.
- All Staff members should expose the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters of the office.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.



Code of Conduct for Students

- Students are expected to adhere to the timetable for attending lectures/tutorials/practicals and other extra-curricular activities.
- The students must attend the classes regularly and there is 5 marks for each paper for attendance, where achieving of 3 marks is mandatory to appear in the University Examination.
- Students attendance is mandatory for all the events and functions organized by the college.
- Students not attending classes for more than four consecutive weeks must inform the Principal in writing or else their names shall be struck off the rolls of the College.
- Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate should be submitted within "one week" of resumption the college.
- Students must carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead to disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board as well as the college- app.
- Students should not indulge in any kind of ragging or activities leading to any kind of harassment towards fellow students.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.




(Dr. Sk. Ataur Rahaman)
Principal

Principal
CHANDIDAS MAHAVIDYALAYA
P.O.-Khujutipara
Dist.-Birbhum