

**GOBINDA PRASAD MAHAVIDYALAYA
AMARKANAN, BANKURA**



CODE OF CONDUCT

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PREAMBLE:

The Code of Conduct is established to foster and protect the core values of Gobinda Prasad Mahavidyalaya. It also helps in the civic development of the students in a safe and secure learning environment and protects the people, properties and processes that support our institution and its mission. All students must know that it is incumbent upon them to abide by these Code of Conduct and the rights, responsibilities including the restrictions stated herein.

The institute's endeavour by means of enforcing this code is to administer student discipline process that is egalitarian, conscientious, effectual and expeditious and to provide a system which promotes student growth through individual and collective responsibility. All the students are requested to be well conversant with these codes, which can be also reviewed on the official website of the institute.

JURISDICTION:

The institute shall have the jurisdiction over the conduct of the students associated/enrolled with the institute and may take action against all acts of misconduct including incidents of ragging or otherwise which may take place in the institute campus or in connection with the institute related activities and functions.

Institute may also exercise jurisdiction over the conduct which occurs off campus, violating the ideal student conduct and discipline as laid down in this policy and other regulations. These include:

- (i) Any violations of the sexual harassment policy of the institute against other students of the institute.
- (ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the institute.
- (iii) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

Code of Conduct for Students

The students are the bearers of college legacy. So, our institution ensures that they abide by certain rules and regulations as soon as they enter the college premises. At the time of admission each student must sign a statement accepting this Code of Conduct and by giving an undertaking that:

1. He/she shall be regular and must complete his/her studies in the Institute.
2. Students need to be disciplined.

3. Friendly behaviour should be maintained among the student.
4. Punctuality must be adhered to.
5. Anti-social behaviour should be avoided in the college campus.
6. This is a plastic free area, so nobody should throw plastic anywhere.
7. Smoking is prohibited in the college premises.
8. Water should not be wasted.
9. No damage should be done to the natural environment of our collage premises and necessary care should be taken.
10. The bathrooms need to be kept clean and tidy.
11. All students must actively participate in cultural events and in any developmental work of the college.
12. Absolutely refrain from any activity related to ragging.
13. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All student must uphold academic integrity, respect all teachers and look after their rights and safety of others etc.
14. Unauthorized possession or use of harmful chemicals and drugs are banned. Also, possessing, consuming, distribution, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute is banned.
15. Students are not permitted to provide either audio or video clippings of any activity on the campus to the media without prior permission.
16. Students are expected to use the social media carefully and responsibly they cannot post derogatory comments about other Individuals from the Institute on the social media including any such related activities having grave ramifications on the reputation of the Institute.
17. Damage to or destruction of any property of the Institute or any property of others on the Institute premises should not be done.
18. Health guidelines must be followed in this pandemic situation. It is compulsory to use mask and sanitizer in the college premises and maintain social distancing.
19. It is recommended not to come to college unless absolutely necessary and attend online classes on a regular basis.
20. Students need to enroll in the department Whatsapp groups of the college.

CODE OF CONDUCT FOR TEACHERS

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see

that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participating in professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organization and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing her/ his opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;

- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully to other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers and Authorities

Teachers should:

- i. 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;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
 - iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
 - iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
 - v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
 - vi. Adhere to the terms of contract;
 - vii. Give and expect due notice before a change of position takes place; and
 - viii. 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.

Teachers and Non-Teaching Staff Teachers

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

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:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. 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 Staff Members**Behavior and Decorum:**

- i. Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment. Showing due respect to all office bearers and chairpersons.
- ii. Proper and polite use of language as means of verbal expression, communication and exchange. Use of informal and casual forms of address, abusive and slang words is strictly forbidden. This is to ensure that the atmosphere of the college is maintained. As literate and/or educated members of the college community, each one is responsible for upholding standards of correctness while speaking in a particular language. All college notices, letters and invitations are to be written in correct and formal English or Bengali as the case may be.
- iii. Use of the polite conversational tone while addressing and interacting with each other, students and visitors. Shouting, screaming and calling out to one another in loud voices or engaging in loud conversation or discussion while walking down the corridors during class hours is strictly forbidden.

Cleanliness and maintenance of college property:

- i. Correct use of facilities in toilets and washrooms as per standard norms practised in all public places like malls, etc., to ensure toilets remain clean and usable throughout the day. Use of bins to dispose of garbage and litter. Loud and noisy manner of gargling, cleaning of mouths and spitting (except in basins), belching, burping, smoking or chewing and spitting of paan, gutka, khaini, etc., in the college premises are strictly forbidden. This is to maintain public decency, health and hygiene.
- ii. Eating inside the Library or any of the classrooms is strictly prohibited. Food is to be eaten only in the College Canteen and Girls' Common Room, in the Staff Rooms and in the Office rooms of the College. Exception and exemption will be made on days on which College seminars and workshops are conducted.
- iii. Responsible use of every article of college property and every facility provided by the college. Vigilance against damage and misuse of college property and resources. The College expects each member to be alert and vigilant and to report any misuse, damage or defacement of any item of college property including e-resources and college websites.

- iv. The College requests all its members to work in a spirit of cooperation and harmony, to remove unnecessary and unpleasant altercations, conflicts through peaceful negotiation and discussion and to refrain from engaging in bitter verbal exchanges and/or activities that may threaten the stability and smooth functioning of the administrative and academic machinery of the college.

Code of Conduct for Visitors

As a college located in the rural area, security of the premises and members is of normal priority to the college authorities. This code is part of the security measures adopted by the college authorities to protect all members and visitors and the college premises and property from external threat of any kind. The college building is within the jurisdiction of the Gangajalghati Police Station (GPS) and is under its protection. In case of emergency, the

college can use the facilities extended by the GPS to handle any awkward situation.

- i. All visitors invited by the College are **GUESTS** and are to be treated as such and will enjoy the hospitality extended by the College.
- ii. Visitors seeking information about any aspect of the college will be directed by the Security personnel to the relevant place be it Office, Principal's office, Staff room. No visitor will be permitted to come uninvited to classrooms and examination halls.
- iii. Visitors must come by prior appointment to meet teachers. They are to be seated in the college lobby in case they arrive without appointment and will be permitted to visit the Staff room only if the teacher concerned instructs the security to do so. No **outsider** can ramble or loiter into the college. This will be seen as trespassing and **trespassers will be prosecuted**. Staff members will be responsible for those they invite to the college premises within college hours.
- iv. The college is under CCTV surveillance; cameras are installed at all entry and exit points.
- v. The College guarantees safety and security to all within its precincts.