



VIVEKANANDA COLLEGE

THAKURPUKUR

Code of Conduct Monitoring Committee

- 1. Dr. T. K. Poddar (Principal)**
- 2. Dr. Arvind Pan (Coordinator, IQAC)**
- 3. Dr. Atanu Thakur (Bursar)**
- 4. Dr. Manindranath Pandit (Morning-in-Charge)**
- 5. Dr. Anuradha Mukherjee (Member, IQAC)**
- 6. Prof. Nabakishore Chanda (Member, IQAC)**
- 7. Dr. Debsish Mukherjee (Member, IQAC)**
- 8. Dr. Kuntal Narayan Chaudhuri (Convener, Academic Sub-Committee)**
- 9. Dr. Amal Kumar Patra (Secretary, Teachers' Council)**

Code of Conduct and Professional Ethics

Code of Ethics for All:

Every member (Principal/TIC/Vice-Principal and members of Governing Body, teaching and non-teaching staff, students) is expected to:

- Uphold the honour and reputation of the institution.**
- Show zero-tolerance to any form of discrimination on the grounds of race, religion, class, caste, gender, language, region, disability and nationality.**
- Adhere to ideals of higher education and enlightenment in an inclusive environment.**
- Follow rules and regulations and abide by the laws.**
- Be honest, respectful and fair in all activities.**
- Maintain decorum and hierarchy in administration.**
- Be punctual.**
- Nurture and nourish the ideals of national integration.**

Code of Conduct for Principal and Governing Body

The Principal/ TIC/ Vice Principal of the college should be honest, fair, law-abiding, objective, impartial and supportive of academic and administrative activities. S/he should:

- Be the living example of a 'leader' with highest integrity.
- Envisage plans and policies to execute the vision and mission of the institution with clarity and transparency.
- Monitor and motivate the administration of the college and take remedial measures based on the feedback of the stakeholders.
- Create and promote a conducive environment for effective teaching- learning.
- Create an open, supportive and approachable environment for students, teachers and non-teaching staff for them to articulate their views.
- Focus on measures to enhance teaching – learning processes with the goal to excel.
- Promote students' activities and inclusive participation in curricular, co-curricular and extra-curricular fields to enhance quality education, skill development and administrative capabilities.
- Provide the necessary infrastructure facilities to teachers and be supportive of their innovative ideas for an overall improvement.
- Ensure that the staff and students are aware of rules and regulations, policies and plans laid down by College, State Government, UGC for a proper implementation of the same.
- Adopt a proactive and protective role in communicating with the Governing Body of the college, College Service Commission, State Government, UGC and other apex bodies.
- Be impartial and fair in all disciplinary actions initiated against teaching/non-teaching staff and students without any discriminatory approach based on personal issues, gender, religion, class, caste, nationality etc.

Code of conduct for Teachers

Teachers should always maintain a conduct and demeanour that is appropriate for the responsibility they have as mentors and role-models.

- Uphold the honour and dignity of the teaching profession and promote effective learning.

- Abide by the rules and regulations of the college.
- Engage in a continuous professional growth, through rigorous study and research.
- Be innovative and ensure quality education to all students irrespective of their differences.
- Avoid all kinds of discrimination against staff and students.
- Create a healthy mixture of discipline and friendliness in classrooms to ensure students can approach them as Mentors and Counsellors.
- Identify advanced learners and slow learners to provide appropriate resources for their betterment.
- Be aware and alert of career prospects and inform students as and when required.
- Be available for students, beyond college hours, if required.
- Be fair and impartial in students' assessments and grading.
- Assume responsibility for safe custody of students and guide them appropriately about the policies and procedures of the college.
- Encourage and motivate students in academic and extra-curricular affairs.
- Collaborate with other teachers to promote interdisciplinary learning and research.
- Be appreciative of all kinds of talents – acknowledge and promote all kinds of skillsets of students.

Code of conduct for non-teaching staff

- Report to duty on time on all working days and 1 hour in advance on special occasions for a smooth functioning.
- Remain on duty during college hours as well as extended hours as directed by the Principal.
- Be honest and maintain decorum while handling official secrets.
- Be responsible and meticulous in discharging all laboratory related work, including maintenance of instruments & equipment.
- Must not be involved in any unfair practices.
- Must exercise utmost discretion in handling sensitive and confidential matters, must report anomalies if and when noted.
- Avoid all kinds of discrimination against staff and students.
- Be law-abiding.

Code of conduct for Students

A student must:

- Uphold the ideals of the institution, be respectful of all teaching and non-teaching staff.
- Be law-abiding.
- Maintain a zero-tolerance policy towards all kinds of discrimination based on gender, religion, class, caste, nationality etc.
- Say no to Ragging: It is a serious offence under the Indian Penal code. (Such unfair and illegal practices will lead to penalty and suspension from college). **Follow the slogan: Violence breeds violence, not solutions.**
- Cultivate tolerance and helpful attitude towards all fellow students.
- Be protective towards the college property and remain vigilant. (Damaging/ Misusing College property will lead to penalty and suspension from college).
- Be regular, punctual and attentive in class.
- Be mindful of the consequences of creating disturbances in corridors and elsewhere in campus.
- Be mindful of all notifications and participate in curricular and Co-curricular activities as far as possible.
- Raise concerns and seek redressal from appropriate avenues such as the Grievance Cell instead of resorting to unfair means.
- Focus on building careers, nurture extra-curricular sensibilities and make best use of the resources provided by the college.
- Be respectful of the ideals of national integrity.
- Maintain personal hygiene and dress- decorum in campus.
- Maintain washroom hygiene.
- Be mindful of personal belongings and refrain from ostentatious display.

CODE OF PROFESSIONAL ETHICS

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

Teachers should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.**
- Seek to make continuous professional growth through study and research.**
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.**
- Maintain active membership of professional organizations and strive to improve education and profession through them.**
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work, conscientiously and with dedication.**
- Co-operate and assist in carrying out 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.**

- **Participate in extension, co-curricular and extra-curricular activities including community service.**

II. TEACHERS AND THE STUDENTS

Teachers should:

- **Respect the right and dignity of the student in expressing his/her opinion.**
- **Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.**
- **Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.**
- **Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.**
- **Inculcate scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace among students.**
- **Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.**
- **Make themselves available to the students beyond their class hours and help and guide students if required.**
- **Aid students to develop an understanding of our national heritage and national goals.**
- **Refrain from inciting students against other students, colleagues or administration.**

III. TEACHERS AND COLLEAGUES

Teachers should:

- **Should treat colleagues as they wish to be treated by others.**
- **Should be respectful and helpful towards each other.**
- **Be cooperative and engage in exchange/ interdisciplinary activities for an overall improvement of academics.**
- **Refrain from lodging complaints when a peaceful / amicable settlement is possible.**
- **Refrain from bringing unsubstantiated allegations against colleagues.**
- **Refrain from targeting colleagues based on personal vendetta.**
- **Refrain from any kind of discrimination based on gender, religion, caste, class, race, nationality.**

IV. 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

(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 dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made;

(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.

V. TEACHERS AND NON-TEACHING STAFF:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

(ii) Teachers should help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

VI. 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.

VII. 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.