



Code of Conduct and Professional Ethics Policy

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.





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- 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, cocurricular 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/nonteaching 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.



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- 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 nonteaching 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.



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- 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.

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