



SSPM's

Rani Laxmibai Mahavidyalaya, Parola



Code of Conduct of the institute

Code of conduct for principal, teachers, supporting staff and students.

Code of conduct is necessary for the development of any institute. Hence our college has formed code of conduct committee.

Code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staffs. The committee has been formulated and approved by the board of management.

Code of conduct for Principal

The Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) .

1. The Principal should always be honest, fair, objective, supportive, protective and law abiding.
2. He Should implement new ideas and plan to execute the college vision and mission.
3. He Should promote democratic values on campus and make the campus a liberatory and emancipatory space.
4. He should listen to staff and student's ideas and set a supportive tone.
5. He should ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
6. He should be just and fair in interactions with staff and students.
7. He should establish effective channels of communication and ensure ease of access to staff and students.
8. He should uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
9. He should protect the collective interest of different sections of the institution so that each and everyone can perform freely and give their best for the all-round development of the institution.
10. He should uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian constitution.
11. He should create and maintain an unbiased gender-free atmosphere within the periphery of the college so that all the stakeholders enjoy equal opportunities.
12. He should create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
13. He should promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.
14. He should promote and maintain harmonious relationships of the College with the adjoining society and also to promote it's sense of responsibility towards the society.

Code of conduct for Teachers

Teachers should :

1. Adopt the responsibility of good conduct and expected from them as the good academic community.
2. Seek professional growth through study and research.
3. Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
4. Maintain active membership of professional associations and organisations and build networks and alliances within academia.
5. Perform their duties in the form of teaching, tutorial, practical and seminar work and carry out all responsibilities assigned by the institution in matters relating to admission, invigilation and assessment.
6. Participate in extension, co-curricular and extra — curricular activities including community service.
7. Accord dignity and respect to all students across gender, caste, class, religious and ethnic locations and respect students' rights to freely express their opinions.
8. Encourage students to improve their academic performance and also contribute towards the community.
9. Be mindful of the fact that each student is different and they have different boundaries and sensitivities.
10. Treat students with kindness and compassion.
11. Speak respectfully of other teachers and render assistance for professional betterment
12. Treat the non-teaching staff as colleagues and equal partners
13. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public and community life.

Code of conduct for Non-Teaching staff (Supporting Staff)

The college has formed code of ethics and conducts for the non teaching staff as :

1. All Staff members employed in the Institute shall perform their duties efficiently and diligently as per the rules and regulations laid by college.
2. All Staff members should display the highest possible standards of professional behavior.
3. Punctuality and discipline is of utmost importance.
4. Every Staff member shall maintain-the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff member should be respectful and dignified in interactions with students, teachers and colleagues.
6. Staff members must refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

7. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
8. Each of them should perform the duties he / she has been assigned, sincerely and diligently as well as with accountability.
9. They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
10. They should be punctual as their timely presence is required daily for the commencement and smooth functioning of college activities.
11. They should also be responsible for the proper use and maintenance of college equipments and furniture.
12. The support staff should show no discrimination on basis of gender, caste, language or religion.
13. The non teaching staff should consider the teaching staff as their colleagues and not as separate entities.
14. They should share functioning that will generate harmonious environment .

Code of conduct for Students

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
2. Use of Mobile Phone during class hours is prohibited and is liable for punishment
3. Students should carefully follow the Notices put up on the Notice Board (both online and Offline)
4. Students are expected to treat the members of the staff both teaching and non teaching and their fellow stud by their act or conduct, cause damage to the reputation of the institution.
5. Students must wear and display visibly their Identity Cards at the gate while entering the College.
6. Students are not allowed to loiter or stand about the verandas of the college during class hours.
7. Students are forbidden from inviting friends from other institutions and outsiders to the college.
8. No posters are to be pasted or fixed with cellotape anywhere on the College walls.
9. The right to access Girl's Common Room is reserved to girls.
10. A student shall not commit or cause breach of peace inside and around the College Campus.
11. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule pro forma prescribed by the University of Calcutta related to ragging.
12. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.

13. All the students are expected to attend regular college hours and all college functions in uniform.
14. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
15. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
16. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
17. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.