



GOVERNMENT GENERAL DEGREE COLLEGE CHAPRA

CODE OF CONDUCT HANDBOOK

PREPARED BY

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GOVT GENERAL DEGREE COLLEGE CHAPRA

At. Shikra, PO. Padmamala, PS. Chapra, Nadia-741123

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CODE OF CONDUCT FOR THE STUDENTS OF GGDC CHAPRA

Students being an integral part of the Teaching-learning process, the College takes care that they turn into morally and socially responsible National and Global citizens. It is mandatory for the students to follow these stated Code of Conduct both inside and outside the campus. This helps to maintain the strict discipline of the college as also the academic environment. To uphold the reputation of the institution and to fulfil the mission and vision of the institution, the Code of conduct aims to create an egalitarian atmosphere conducive to the academic and cultural development of the students. The students enrolled in this institution are expected to adhere to the stated conduct and cooperate with the college administration in enforcing the following rules and regulations.

- i. Students must be respectful towards our National Heritage, National Flag and National Song.
- ii. Polite and respectful behaviour towards the Principal, teachers and non-teaching staff of the College and their fellow students is expected from a student of GGDC Chapra. They must not use any kind of abusive behaviour or language. They should refrain from any activities which may dishonour the Institution.
- iii. All students are expected to follow the Attendance Rules of the College as per directives of the University of Kalyani. If a student remains continuously absent for more than 15 days without prior permission or intimation, his or her name may be struck off from the college register.
- iv. Students must not enter or leave the classroom without permission of the teacher.
- v. They must not impersonate during roll call or use unfair means during examinations.
- vi. They must not invite outsiders or friends from other institutions to the college.
- vii. They must not paste posters, write on walls, or deface college property in any way.
- viii. Students need prior permission to share audio and video clips of any campus activity with media.

- ix. Students must avoid any kind of discrimination, whether physical or verbal, against someone because of their gender, caste, race, religion, or political affiliation; their colour; their region; their language; their disability; their sexual orientation; their marital or family situation; or any other characteristic.
- x. Smoking, chewing tobacco products, consuming alcohol or drugs, or any other substances within the campus is strictly banned.
- xi. Every Student must carry the Identity Card issued to them while inside the College Campus. Identity Card is a proof of their status as a Student of GGDC Chapra and contains important information about them.
- xii. Ragging in any form is strictly Prohibited and is a punishable offence. Anti- Ragging rules following recent UGC guidelines must be followed by the students. Submission of Anti Ragging Declaration is mandatory for all students. Any incidence of Ragging should be immediately reported to the Anti Ragging Cell of the College.
- xiii. It is the responsibility of the students to keep the campus clean. The College Campus is a plastic-free zone. Littering is strictly forbidden and anyone found littering will have to pay a fine to be decided by the Administration.
- xiv. Any kind of discriminatory behaviour on the basis of Caste, Creed and Religion will not be tolerated.
- xv. Students must go through the Prospectus, departmental and students' Notice Board as well as the college website regularly for information.
- xvi. Students are expected to abide by the Rules and Regulations of the College Library. (See Prospectus for details).
- xvii. Students must handle the College property, furniture, laboratory equipment, glassware, library books etc. with utmost care.
- xviii. Students are expected to be decently dressed within the College Campus.
- xix. Students are not allowed to use cell phones and other electronic gadgets during class lectures and practical classes inside the classrooms / laboratories. Use of cell phones is strictly prohibited in the examination hall.
- xx. Students should take care of their personal belongings. Authority is not responsible for any loss of personal property.

- xxi. Students must inform their guardians regarding Parent-Teacher Meetings when notified by the College.
- xxii. Students of the College are expected to participate in college activities like Seminars, webinars, Workshops, Quiz Competition, Creative writing, recitation etc. They should also be present during observation of Independence Day, Republic Day and other Commemorative events. Their active participation in college events like NSS programmes, Sports, Fest and other cultural functions will be highly appreciated.
- xxiii. Students must take note that the college campus and the library is under CCTV surveillance.
- xxiv. Students are expected to uphold academic integrity by properly acknowledging and citing the sources of ideas, results, materials, words, or codes of others. The purpose of this Code of Conduct is to provide all members of GGDC Chapra, at Shikra, PO. Padmamala, PS Chapra in Nadia district with a common set of guidelines to promote professionalism in keeping with the general aims of the institution, its identity, and missions. The aim of this Code is to provide a suitable environment for teaching, learning, and well-being of growing learners. With these objectives and aims, the members of GGDC Chapra are expected to observe a strong sense of professional ethics and service.

CODE OF CONDUCT FOR THE FACULTY & LIBRARIAN OF GGDC CHAPRA

Goal of Education

The basic purpose of education is to create skills and knowledge for the betterment and advancement of the society in general. Higher education has to produce leaders in the society and a race of humans who are aware of the glorious national heritage of India, who possess a basic scientific outlook and are committed to the ideals of patriotism, democracy, secularism, socialism and peace in line with the principles enshrined in the preamble of our constitution.

Aim of the Code of Conduct

The aim of this Code of Conduct (herein after referred to as the Code) is to provide all persons in service at GGDC Chapra with a common set of guidelines to promote professionalism in keeping with the general aims of the college, its identity, and missions. The aim of this Code is to provide as perfect an environment as possible for teaching, learning, and well being of learners. With these goals and aims, the teachers of GGDC Chapra are expected to observe a strong sense of professional ethics and service delivery to meet the following ends.

The Code of Professional Ethics

The adoption of teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is always under scrutiny of the society at large. Every teacher should see that there is no incompatibility between his precepts and practice.

Teachers should:

- Adhere to a responsible pattern of conduct and behavior expected of them of the community, and manage their private affairs in a manner consistent with the dignity of the profession, particularly so with the advent of online digital social media communications.
- Seek continuous professional growth through study and research.
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university, such as, assisting in appraising application, advising and counselling students as well as assisting in the conduct of college and university examinations, including supervision, invigilation, and evaluation.
- Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge; and maintain active membership of professional organizations and strive to improve education and profession through them.

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

Teachers in Relation to the Students

Teachers should:

- Respect the right and dignity of students in expressing her opinion and deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics; eliminate all forms of discrimination at all times.
- 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, empower self esteem, academic excellence, and at the same time contribute to community welfare.
- Inculcate amongst students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate and respectful in their interactions with the students and not criticize them constantly; and instead employ positive methods of corrective discipline.
- Pay attention to only the attainment of the student in the assessment of merit.
- Refrain from inciting students against other students, colleagues and administration.

Teachers in relation to colleagues and authorities

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated, and speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from allowing considerations of gender, caste, creed, religion, race in their professional endeavours.
- Discharge their professional responsibilities according to the existing rules and regulations .
- Refrain from undertaking any other employment or commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.

- Cooperate in the formulation of policies of the institution by accepting responsibilities as members of various committees formed for such purposes and discharge their duties, which such committees may demand.
- Cooperate with the authorities for the betterment of the institutions.

Teachers and Nonteaching Staff

Teachers should give the non-teaching staff their due respect and treat them as colleagues and equal partners for smooth functioning of academic and administrative works of the institution.

Teachers and Guardians

Teachers of each and every department should maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary, and meet the guardians in meetings convened for the purpose and collect feedback from them for mutual exchange of ideas, which are beneficial for the institution.

Teachers and Society

Teachers should:

- Work to improve education in the community through collaboration and strengthen the community's moral and intellectual values.
- Be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from behaving in ways which tend to promote feelings of hatred or enmity among different communities, religious and linguistic groups but actively work for National Integration.
- Be sensitive to gender discrimination and encourage equal opportunities to all sections of the society. Although Bethune college admits only females, all stakeholders are advised to behave respectfully and with consideration, with members of all genders.
- Reach out and act in helpfulness to the differently abled persons in need.
- Avoid hurtful statements, meant to injure the sentiments of fellow teaching staff, since each member, even in a personal capacity, represents the institution, their public statements should reflect the ethos of the institution.

CODE OF CONDUCT FOR THE TEACHING SUPPORT STAFF OF GGDC CHAPRA

Being a direct Government College, GGDC Chapra staff should follow the Code of conduct stipulated by the State Government. Following are Codes of conduct of Teaching support staff as stipulated by the GGDC Chapra, Higher Education Department, Govt of West Bengal.

- i. The Teaching support staff should be loyal and sincere towards college policies.
- ii. They should be honest and punctual towards their professional duty. Should not involve in works other than College duties within college hours.
- iii. Any leave should be availed with prior intimation following institutional regulation.
- iv. They should not engage themselves in political or anti-secular activities.
- v. Should not show any ill-mannered, antagonistic, or rude behaviour towards their nonteaching colleagues, teaching staff, or students.
- vi. Should be responsible for the protection of college equipment and furniture.
- vii. Should not be under the influence of drugs or alcohol during office hours.
- viii. Should be respectful towards the confidentiality of certain matters like examinationrelated documents or any other confidential documents of College etc.
- ix. Should not show any biases towards gender, caste, or religion.
- x. Should seek help of all teaching and non teaching staff at the time of their difficulties rather than taking actions in their own