

Code of conduct for the Principal

The chair of the Principal of a College has got multifaceted roles to play and responsibilities to shoulder 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) in tandem with the guidelines framed by the Ministry of Human Resources Development (MHRD) and the set of prescripts enforced by the Government of West Bengal as in the West Bengal Service Rules (WBSR). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by Vivekananda Mahavidyalaya are as follows:

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholders of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition, and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of College campus.)
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to built mutual confidence among them.

- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for the academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavour and strive for maintaining vibrancy of attitudes of all stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arranged for regular seminars and participate in conference/symposium/workshop/seminars.

Code of Conduct for Governing Body

The governing body of Vivekananda Mahavidyalaya is responsible for ensuring the effective management of the institution and for planning its future development. Governing Body will function

- To ensure that the institute is well run, meets the needs for which it has been set up.

- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.
- To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- To make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- To establish departments of higher learning, research and specialized studies, hostels.
- To present the budget estimates as received from the finance and accounts committee with modifications, if any, to the Principal for its final approval.
- To provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- To consider the perspective plan for the academic development of the institute.
- To take overall responsibility for student welfare.

Code of Conduct for the Teachers

Being the employees of a state-aided general degree College in West Bengal, the teachers of this College should follow the code of conduct laid down in West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. But they are also subject to the guidelines provided by UGC for College teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

- Every teacher has to obey the orders of the Principal of the College.
- Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 a week for Associate professors and 18 hours per week for Assistant professors.
- Teachers are expected to be present on the College campus at least 30 minutes before any Examination starts in the College campus for which his/her duty is assigned.

- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Teachers should sign the attendance register while reporting for duty.
- Teaching Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Any change in the class routine must be reported to the Principal in writing.
- Teachers are expected to take up extra classes for students in the context of Career Oriented Programmes.
- All department meetings of Teachers shall be held only after 2.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.
- The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.
- Each Department must conduct at least one/two meeting(s) every month.
- No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Academic Head of Department will be a senior Teacher by rotation after completion of every Three years.
- All Teaching staffs will adhere strictly to the laws and regulations of the College.

Code of Conduct for the Non-Teaching Staffs

The Non-teaching personnel is those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. The roles dawned by non-teaching personnel range in various forms depending on individuals' roles and students' specific needs. A professionally effective relationship between teaching and nonteaching personnel is essential to meet the diverse needs in the best interest of the students' community. For today's students, our approach should be moulded professionally.

- Every staff has to obey the orders of the Principal of the College.
- Office staff will carry out their duties as instructed by the authorities to whom they are attached.

- Non-Teaching staffs must report in time to duty as per the working hours prescribed and should be available in the College premises unless and otherwise they are assigned duties elsewhere.
- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission before 5.15 p.m.
- Supporting Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical class.
- Supporting Non-Teaching Staff assigned to Library should keep the Libray well organized, maintain the Books properly and help the Librarians during College hours.
- Every non-teaching Report to duty at least 30 minutes in advance.
- All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- All non-teaching staffs will avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Each staff will remain on duty during College hours.
- All staffs will adhere strictly to the laws and regulations of the College.

Code of Conduct for the Students

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the traditions of the institution. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

- Every student must carry his/her identity card while being present on the College Premises.
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

- Every student will remain answerable to the College authority for his/her activity and conduct on the College Premises.
- Any act which obstructs teaching, research, administrative activity and other proceedings of the College is strictly prohibited.
- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the College & hostel campus and shall invite severe punishment/disciplinary action.
- Use of Cell phones is strictly prohibited during class hour.
- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library as maximum as possible.
- Students should handle the College properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the College.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the College campus.
- Latecomers will not be entertained to enter into the classroom.
- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.
- Students are required to check the Notice Board and also website of the College for important announcements.

**Prepared by the Internal Quality Assurance Cell (IQAC)
Vivekananda Mahavidyalaya, Burdwan**