

Saheed Anurup Chandra Mahavidyalaya

Code of Conduct

for Students, Teaching and Non-Teaching staff members

Everyone within the college campus are guided by a set of '**Dos**' and '**Don'ts**'. They are more obliged to be disciplined and committed to become a **responsible member of Saheed Anurup Chandra Mahavidyalaya family** and above all a responsible and **law-abiding citizen**.

The institution prescribes the following **Code of Conduct for each section** of the college.

A] Code of Conduct for the Students

- 1) Every student must carry his/her identity card while being present in the College Premises.
- 2) Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- 3) Every student will remain answerable to the college authority for his/her activity and conduct in the College Premises. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- 4) Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- 5) Playing cards, spitting and loitering are strictly prohibited inside the college & Women Hostel campus and shall invite severe punishment/disciplinary action.
- 6) Use of Cell phones is strictly prohibited during class hour in side the classroom Use of Cell phones is strictly prohibited during any type of test or examination

- 7) 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.
- 8) During leisure hours, students are advised to use the library as maximum as possible.
- 9) 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.
- 10) Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus are strongly prohibited as well as punishable.
- 11) Without the permission of the Principal, Students are not allowed to circulate any objectionable printed materials within the college campus.
- 12) Latecomers will not be entertained to enter into the classroom.
- 13) A student should maintain at least 75% attendance in the Lectures of every subject
- 14) Students are required to check the Notice Board and also the College Website of the college for important announcements.

B) Code of Conduct for the Teachers

- 1) Every teacher has to obey the orders of the higher authority of the College.
- 2) Teachers must be aware about their workload per week and necessary administrative duties as decided time to time and will perform accordingly.
- 3) 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.
- 4) The prior intimation to the Principal is required while availing any leave.
- 5) Teachers should sign the attendance register while reporting for duty.
- 6) Teachers are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- 7) Any change in the class routine must be reported beforehand

- 8) Teachers are expected to take up extra classes for students in the context of Career Oriented Programmes.
- 9) All department meetings of Teachers shall not be held during class hours except emergency/crisis situation.
- 10)The College Authority expects all staff members to work as a team in institution-building and in upgrading the institution into one of Excellence in Higher Learning.
- 11)Each Department must conduct at least one meetings before the beginning of the session and during the semester period for planning of transaction of the syllabus and review of the progress of the same.
- 12)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.
- 13)All staffs will adhere strictly to the rules and regulations of the college and the affiliating university.
- 14)Teacher will avoid social networking sites such as Facebook, Whats app, etc. during the working hours.

C) Code of Conduct for the Non-Teaching Staffs

- 1) Every staff has to obey the orders of the higher authorities of the College.
- 2) Non-teaching staff will carry out their duties as instructed by the authorities.
- 3) Non-Teaching staffs 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.
- 4) The prior intimation to the Principal is required while availing any leave.
- 5) Technical Staff assigned to Laboratories should keep the Labs clean, maintain the equipment properly and help the teacher during practical class.
- 6) All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- 7) All non-teaching staffs will avoid social networking sites such as Facebook, Whats app, etc. during the working hours.

- 8) All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- 9) All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 10) Every staff will remain on duty during college hours.
- 11) All non-teaching will adhere strictly to the laws and regulations of the college.