

**A HANDBOOK ON CODE OF CONDUCT
AND PROFESSIONAL ETHICS**



Sammilani Mahavidyalaya

**E.M. Bypass, Baghajatin,
Kolkata- 700094**

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Sammilani Mahavidyalaya is a co-education general degree college which is strictly governed by UGC guidelines, West Bengal Govt. rules and regulations and Calcutta University statutes. The vision of the college is to be an institution of academic excellence and repute, committed to all round development of the students optimizing their full potential, so that, each of them can become a complete human being and a responsible citizen. Striving towards fulfilling this vision, the college emphasizes upon observing some sets of code of conduct and professional ethics applicable for the students and the teachers as well as the administrators and the staff members. This Handbook serves as a ready reckoner to the separate sets of Code of Conduct and Professional Ethics which are binding upon the students, the teachers, the administrators and the support staff.

Code of Conduct and Professional Ethics

FOR STUDENTS

[There are several rules and regulations mentioned in the college prospectus that has to be followed by the students along with the following code of conduct]

- i) Students must be regular and punctual in attending scheduled classes and have to secure stipulated percentage of attendance as directed by the University of Calcutta. Absence in classes, test/examinations, non-submission of projects/assignments without producing proper document will be treated as violation of rules.
- ii) Students must wear and display their identity cards at the entry point and always keep wearing the same during college hours.
- iii) Students must follow the notices in the notice board (offline/online). If ignored, college authority will not be responsible.
- iv) Use of mobile phone during classes without permission of the teacher is strictly prohibited.
- v) Any kind of malpractice (i.e. copying, impersonation, use of unfair means, exchanging answer sheets) during examination is strictly prohibited and is a punishable offence.
- vi) Students must be polite and respectful in behavior towards the Principal, teachers and other staff. They should also be responsible in their duties.
- vii) Students are to maintain a healthy and mutual respectful behavior among peer group. They must not use any kind of abusive behavior or language.
- viii) Students are not allowed to loiter or stand in the corridors of the college during class hours.

- ix) Ragging in any form is strictly prohibited and will be considered as punishable offence. The college abides by the anti-ragging and anti-sexual harassment rules of UGC and accordingly there is a functional ICC (Internal Complaint Committee) following UGC guidelines. So any incidence of ragging and harassment should be reported to the committee and committee will take necessary action. The ICC acts in with zero tolerance policy as laid down by the UGC.
- x) Any kind of discriminatory behavior on the basis of caste, creed and religion is prohibited inside the college premises.
- xi) Students must handle the college property, furniture, laboratory equipment, glassware, library books etc. with utmost care and will not damage them.
- xii) Tampering or mutilation of library books is strictly prohibited.
- xiii) Students must keep their college campus clean. Littering is strictly forbidden.
- xiv) Active participation in college events, (such as seminars, workshops, training programmes, certificate courses) is mandatory depending upon the utility and benefits of different subjects. Besides, their presence and participation in NSS programmes, Sports, College Social and other cultural functions is always encouraged and highly appreciated.
- xv) Consumption of alcohol, chewing tobacco, pan masala, smoking within college premises is strictly prohibited.
- xvi) Any act that obstructs teaching – learning system, administrative activity and any other proceedings of college is strictly prohibited.
- xvii) Students must refrain themselves from posting any adverse, untrue and misleading news/comments in any means of social media which may jeopardize the fame and name of college.

- xviii) Act of plagiarism in any given assignment will be treated as punishable offence.

- xix) In pandemic situation students should adhere to the prescribed COVID-19 protocol issued by the Govt. of West Bengal and the college as well.

- xx) Students must protect and maintain the mantra of unity, integrity and harmony inside the college.

FOR TEACHERS

[A teacher has to follow the provisions of the Universities and Colleges (Administration and Regulations) Act, 2017 and the University of Calcutta First Statutes along with relevant UGC guidelines. Apart from this, they are to follow and maintain proper code of conduct and professional ethics set by the college.]

- i) A teacher ought to be a friend, philosopher and guide to his/her students.
- ii) A teacher's foremost concern will be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- iii) A teacher will always encourage a student to express his/her unique thought without any pressure.
- iv) A teacher should always be dynamic in teaching strategies which may help students to cope-up with the developments in the surrounding society at large.
- v) Teachers must be kind and respectful to their students. Any kind of discriminatory behavior on the basis of class, caste, creed and religion is strictly prohibited.
- vi) A teacher must always be impartial and fair in their judgment about their students.
- vii) Teachers should be respectful and cooperative towards their colleagues, Principal and other staff and should also assist them in a collaborative manner.
- viii) A teacher must, alongside teaching, pursue research and honesty should not be compromised in research. Plagiarism in any kind is a punishable offence.
- ix) A teacher must perform his/her duties and responsibilities as a member of different sub-committees towards assisting the college administration.
- x) Teachers should refrain from taking unnecessary leave and maintain regularity in attendance for smooth functioning of the college.
- xi) Teachers should refrain from indulging in any kind of political motivations that may ruin the sanctity of the institution.
- xii) Teachers must maintain the honour and dignity of the profession. Any kind of unprofessional behavior with colleagues, Principal and staff is highly condemnable and hence strictly prohibited.
- xiii) Teachers should maintain the spirit of unity, integrity and harmony among students, colleagues and the society at large.

FOR ADMINISTRATORS

Governing Body

- i) The Governing Body (GB) should strive to fulfill the vision and mission of the institution.
- ii) The GB should motivate all towards achieving overall institutional goals, including academic excellence and quality enhancement.
- iii) The GB should ensure compliance with the UGC regulations, West Bengal Government rules and Calcutta University norms.
- iv) The GB should always have a neutral, impartial, unbiased and non-discriminatory outlook in resolving any issues related to the college.
- v) The GB should be judicious in all its decisions involving the stakeholders and ensure unity, integrity and harmony within the college premises.

Principal

As the administrative as well as academic head of the institution, the Principal should:

- i) Maintain healthy and conducive environment inside the college.
- ii) Promote harmonious relationship with teachers, non-teaching staff, students and other stakeholders.
- iii) Motivate and encourage academic activities including research in the college in all possible ways.
- iv) Uphold and maintain unbiased thinking within the periphery of college.
- v) Initiate and propagate welfare of all sections in the college.
- vi) Protect the collective interest of different sections of the college.
- vii) Uphold and upkeep an impartial and neutral atmosphere of justice.

FOR NON-TEACHING STAFF

- i) All non-teaching staff/support staff should be loyal to the service by being punctual and diligent in their duties.
- ii) They must maintain professional boundaries with students and teachers.
- iii) They should practise mutual respect, trust and confidentiality.
- iv) They must respect and maintain the hierarchy in the college administration.
- v) They should treat students with care and kindness.
- vi) They are not permitted to display any kind of unprofessional behavior with students, superiors and colleagues.

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