

Handbook on Code of Conduct

SURENDRANATH COLLEGE FOR WOMEN

Code of conduct for Governing Body

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

Code of Conduct for the Principal

The chair of 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) in tandem with the guidelines framed by

the Ministry of Human Resource 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 organization. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by the college are described underneath:

- 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 their 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 stakeholder 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 build mutual confidence amongst 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 behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for 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 tranquility 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 the 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, arrange for regular seminars and participate in conference/symposium/workshop/seminars. The principal should also encourage the non-teaching members of the institution to keep their patience and good behavior to others for all around development of the institution.

Code of Conduct for Teachers

TEACHERS AND THEIR RIGHTS:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideal 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 national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- adhere to a responsible pattern of conduct and demeanour expected of them by the community;
 - manage their private affairs in a manner consistent with the dignity of the profession;
 - seek to make professional growth continuous through study and research;
 - express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
 - maintain active membership of professional organizations and strive to improve education and profession through them;
 - perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- participate in extension, co-curricular-and extra -curricular activities including community service.

II. TEACHERS AND THE STUDENTS:

Teachers should

- respect the right and dignity of the student in expressing his/her opinion
- deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
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- inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace
- be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- pay attention to only the attainment of the student in the assessment of merit;
- make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- aid students to develop an understanding of our national heritage and national goals and
- refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND

COLLEAGUES:

Teachers should

- treat other members of the profession in the same manner as they themselves wish to be treated;
- speak respectfully of other teachers and render assistance for professional betterment;
- refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should

- discharge' their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- refrain to undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

- co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers Should

- treat the non-teaching staff a colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching

VI. TEACHERS AND GUARDIANS:

Teachers Should

try to see through teachers' bodies and organizations that institutions 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 for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers Should

- recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- work to improve education in the community and strengthen the community's moral and intellectual life;
- be aware of social problems and take part in such activities as would be conducive to the progress of 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 taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or hostility among different communities, religions or linguistic groups but actively work for National Integration.

Code of Conduct for Support Staff

Being the employees of the Government of West Bengal, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

- ☐ The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- ☐ Each of them should perform the duties he has been assigned

sincerely and diligently as well as with accountability.

- ☒ They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- ☒ The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- ☒ They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

- ✓ They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- ✓ They should also be responsible for the proper use and maintenance of college equipments and furniture.
- ✓ No support staff should be under the influence of drugs or alcohol during office hours.
- ✓ The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- ✓ They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- ✓ The support staff should show no discrimination on basis of

gender, caste or religion.

Professional Relationship

- Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

Code of Conduct for Students

[A] Conduct

The codes depicted underside shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

- The student shall be regular in the classes and must complete her studies in the Institute.
- In the event, the student is forced to discontinue studies for any legitimate reason; she may be relieved from the Institution subject to the written consent of the College Authority.
- In case of relieving the student, she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

All students must refrain from indulging in any and all forms of misconduct including involvement in any activity off-campus which may affect the Institute's interests and reputation substantially.

The various forms of Misconduct, the Students should refrain from, include:

- Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
- Any disruptive activity in a class room or in an event sponsored by the College.
- Participating in any activities including -
 - Organizing meetings and processions without permission from the Institution.
 - Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs.
 - Smoking within the College campus.
 - Possessing, consuming, distributing, selling of alcohol in the

Institute and/or throwing empty bottles on the campus of the Institute.

- Pilfering or unauthorized access to the resources of others.
 - Misdemeanor and /or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
 - Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
- Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
- Causing damage to or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

[B] Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity, forms an integral part of the Code which applies to all students of the Institution to which should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should

- Properly acknowledges and cites use of the ideas, results, material or words of others.
- Properly acknowledge all contributors to a given piece of work.

- Make sure that all assignments in a course are submitted by her own.
- Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with her interpretation or conclusions.
- Have right to pursue their educational goals without interference.

[C] Anti-Ragging

The Institution has a coherent and an effective anti-ragging policy in place which is based on the '*UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009* (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts:

- ❖ Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- ❖ Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- ❖ Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- ❖ Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- ❖ Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- ❖ Any act of financial extortion or forceful expenditure burden put on a student by other students;
- ❖ Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- ❖ Any act or abuse by spoken words, emails, post, public insults

which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.

- ❖ Any act that affects the mental health and self-confidence of any other student with or without an intent to arise a vicious pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee: The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

Anti-Ragging Squad: To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee--

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Excluding from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Excluding from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present her research work.
- Cancellation of admission.

- Expulsion from the institution and consequent excluding from admission to any other institution for a specified period.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti- Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

[D] Gender Discrimination and Allied Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.