



OFFICE OF THE PRINCIPAL
KABI JAGADRAM ROY GOVERNMENT GENERAL DEGREE COLLEGE
Meja, Dist. Bankura, PIN 722 143 (West Bengal)
Office: +91-3241-250250; website: www.ggdcmeja.in; e-mail: kjrggdcmeja@gmail.com

Code of Conduct and professional ethics for students, teachers and other staff

A. Objectives

The college has a prescribed code of conduct for students, teachers, administrators, and other staff. This has been designed to provide all the stakeholders of the college a broader view of all the institutional policies, regulations, and guidelines for the smooth conduct of academic and co-curricular activities, along with the attainment and fulfilment of interdisciplinary social responsibilities at different levels.

B. Code of Conduct for students

Students are to note the following General Rules of the college:

1. Most of the common areas of the college, including the library, are under 24x7 CC-TV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom. Students of the college are expected to behave responsibly, both inside and outside the College.
2. Every student of the college must carry his/her valid identity card issued by the college. It should be well displayed while being present in the college premises.
3. Any damage to college property shall invite disciplinary action.
4. Use of mobile phone during class hours is prohibited and is liable to punishment. The mobile phones must be kept in silent mode during the class hours.
5. Students suffering from any contagious diseases are advised not to attend college till recovery.
6. Any change in the residential address of a student should be communicated to the college.
7. All the students are expected to be present in the class well within time. Latecomers will not be entertained to enter the classroom. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
8. Students must be punctual and regular in attending classes, class tests and other examinations.
9. Prohibition of Ragging: Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and include individual or collective acts or practices which mainly include:
 - Involve physical assault or threat to use physical force.
 - Violate the status, dignity and honour of women students.
 - Violate the status, dignity and honour of students belonging to the SC/ST.
 - Expose students to ridicule and contempt and affect their self-esteem.
 - Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Ragging in any form is a criminal offense and is strictly prohibited. Any occurrence should be immediately reported to the Anti-ragging Committee.



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10. Indulging in sexual harassment, anti-institutional, anti-national, antisocial, communal etc. activities within the campus are strongly prohibited as well as punishable.
11. Students should carefully follow the notices both online and offline (put up on the notice board). No excuse will be considered if notices are ignored.
12. Silence shall be observed during class hours. Any deviant behaviour such as playing cards, spitting, whistling, loitering etc. will be treated as an instance of indiscipline.
13. Students are expected to attend all college functions and departmental events.
14. Consuming intoxicating products like alcohol, smoking, chewing paan, paan masala, gutkha or any other tobacco products etc. is strictly prohibited.
15. Students are responsible for their personal belongings including laptops, mobiles, handbags, books etc. The college is not responsible for the loss of personal property. Students are advised not to bring large sums of money, jewellery or other valuables to the college.
16. For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not be sitting in staircases or common areas where they could interfere with the regular movement of others.
17. Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general. They should not put any waste anywhere in the campus except in the waste baskets provided for that very purpose.
18. During leisure hours, students are advised to use the library as much as possible.
19. Any act which obstructs teaching, administrative activity and other proceedings of the college is strictly prohibited.
20. Students must conserve electricity and water. They must switch off lights and fans when they leave the classroom, study room of library and laboratories. Students must refrain from wasting water.
21. Writing on walls, pillars, bathrooms, furniture and white boards is strictly prohibited.
22. Unauthorized meetings, propaganda work, processions or fund collections are not allowed.
23. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
24. The right to access girls' common room is reserved to girls.
25. In case of any kind of problem or need of medical emergency in the college student should immediately report to the HOD/concerned teacher, who will help them to solve their problem.
26. Each student should park his/her vehicle at the designated parking of the college.
27. Ignorance of any of the above rules will not be accepted as an excuse.



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C. Code of Conduct for teachers

The teachers should follow the following general rules of the college:

1. Abide by the code of professional ethics with the utmost care and responsibilities.
2. Not to involve in any activity that is likely to hamper teaching-learning, examinations, research, or to disrupt the smooth performance of his/her duties, or, cause any damage or deface any property of the college
3. Report for duty on time and remain in the campus during working hours.
4. Discharge duties in accordance with the vision and mission of the college.
5. Exhibit a patient temperament, amiable disposition and flexible interactive style.
6. Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner. Complete the syllabus on time and be accountable for good results.
7. Not to use mobile phones during class hours.
8. Motivate students to improve their personal attributes and contribute to community welfare.
9. Encourage students to participate in both curricular and co-curricular and extensional activities.
10. Be friendly towards students and not behave in a vindictive manner with them for any reason.
11. Dress modestly and formally.
12. Speak respectfully with other teachers and others staff of the college.
13. Meet students after the class hours, if needed, and guide them.
14. Help the students to understand the importance of our national heritage and national integrity.
15. Treat students impartially regardless of their caste and religion, political, economic and social background.
16. Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counselling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.
17. Strive to encourage students to understand the ideals of education in accordance with the National Education Policy (NEP).

D. Code of Conduct for Non-teaching staff

The Non-teaching staff should follow the rules given below:

1. Abide by the code of professional ethics with the utmost care and responsibilities.
2. Arrival and departure should be on time on all working days.
3. Refrain from any kind of unlawful activity or discrimination of any kind towards other staff, teachers and students.
4. Not to involve in any kind of misconduct at the college.
5. Dress modestly and formally.
6. Speak respectfully with teachers, students and others staffs of the college.



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