

Santal Bidroha Sardha Satabarshiki Mahavidyalaya

ESTD - 2005



Government Aided, NAAC Accredited College

Affiliated to Vidyasagar University & Recognized by UGC (under 2(f) & 12(B))

P.O: Goaltore, Dist: Paschim Medinipur, PIN - 721128

Phone & Fax: 03227-288063, Email: sbssm_goaltore@rediffmail.com, Website: www.sbssmahavidyalaya.ac.in

Ref:

Date:

Code of Conduct



From the Desk of the Principal

Imparting quality education among all corners of the society is the prime objective of our college. The goal of the institution is:

- ❖ To impart quality based higher education.
- ❖ To aim to develop an evaluation system which will actually be a system that how much knowledge has been transferred to the students rather how much ability has been created within them to attend question papers.
- ❖ To develop responsible and sensitive youths from diverse cultural, linguistic and religious groups and inculcate social commitments by imparting a panoramic view of the society.
- ❖ To lay emphasis on value based education to create human resources with modern view and to the needs foresight who can contribute to the national development by way of catering of the economy, society and the country as a whole.
- ❖ To create accountability within to ensure accountability to the society at large.
- ❖ To inculcate a sense of responsibility to self and society.
- ❖ Application and implementation of every goal and objective would strike the right balance between aims and achievements. Combining competency with conscience and technology with tradition resulting in multi-dimensional growth can be achieved through various quality enhancement measures. The goals and objectives of the institution would be implemented and applied on such a way that they would remove the shortfalls while enhancing quality.

Discipline is the ultimate thing which makes any great thought to be implemented on the ground. It is the bridge between goals and accomplishment. "Code of Conduct" helps an Institute to make more disciplined and integrity in its functionality. The "Code of Conduct" is equally important for all the stakeholders of the

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SBSS Mahavidyalaya. It constantly reminds us about our duty and responsibility, sets a balance between the authority and responsibility. I hope, everybody will follow the "Code of Conduct" of the SBSS Mahavidyalaya in a true spirit and constantly develop it with their invaluable suggestions. The SBSS Mahavidyalaya wishes to become an embodiment of academic excellence at the remote corner of rural West Bengal, and for that matter the Institution adopts this "Code of Conduct" upon itself.

Principal

Santal Bidroha Sardha Satabarshiki Mahavidyalaya

Code of Conduct for the HOI

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. He has to exhibit outstanding and strong leadership skills and empower all staff members and students to extract their maximum potential.

- ❖ The HOI shall ensure to improve the quality of education and all academic activities in the college.
- ❖ The HOI shall chalk out policy and plan to execute the vision and mission of the college.
- ❖ The HOI shall introduce various college level committees and appoint co-ordinator of the said committees also.
- ❖ The HOI shall convey the meetings of different cells as well as his/her requirement for the purpose of smooth functioning of college activities.
- ❖ The HOI shall monitor financial matters efficiently and transparently.
- ❖ The HOI shall motivate the teachers to enhance their knowledge and skill through proper practices. Like participation in seminar, paper publication/presentation, research etc.
- ❖ The HOI shall ensure that the directions issued by the Department of Higher Education, Govt. of West Bengal, UGC, NAAC and affiliating university are strictly complied with.
- ❖ The HOI shall also motivate the non-teaching staff to enhance their work capability through different skill development courses.
- ❖ The HOI has to ensure the directions made by the Governing Body and other sub committees like, IQAC, Academic Sub Committee, Teachers' Council etc. are strictly complied with.

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Code of Conduct for the HODs/Coordinators

Although there are specific guidelines in the statute, regulations and Act of the affiliating University, State Government and UGC circulated from time to time; yet, the following code of conducts will also to be followed in addition to these rules & resolutions for the betterment of academic environment of the Institution. All the Head of the Departments / Coordinators will be responsible for as well as accountable to look after the followings:

- ❖ Time table should be strictly followed by each and everybody to discharge his/her duties like teaching, research or innovation programme(s) of the department and the Institution.
- ❖ Regular departmental meeting (at least 4 times in every academic year) must be carried out. In the departmental meetings following agenda must be discussed:
 - ✚ Students' attendances of the department.
 - ✚ Students' grievances (if any) at departmental level
 - ✚ Purchase of the Books (Text Book and Reference Book) and Journals
 - ✚ Timely coverage of syllabus and allotment of provisional class on students' demand
 - ✚ Students' performances (e., Trend analysis of the successive results of last 5 years).
 - ✚ Dropdown case (if any) and the probable reason(s) behind the same
 - ✚ Allotment of remedial and tutorial classes
 - ✚ Analysis of students' feedback and the steps taken keeping in tune with the demands arising from the feedback.
 - ✚ Departmental achievements (if any)
 - ✚ Departmental needs for the betterment of academic infrastructure
 - ✚ Proper management of the departmental library
 - ✚ Academic issues regarding department
 - ✚ Departmental publication (if any)
- ❖ Students should be informed in advance regarding the non-holding of class(es) (if any) due to the leave of absence of the teacher. Head of the Department will have to take initiatives for informing the students regarding the same through the notice displayed in departmental Notice Board.
- ❖ Class(es) may be allotted provisional basis among the available teacher(s) ensuring that no class should be non-holding.
- ❖ Assisting in planning & implementation of academic programmes, like, arranging remedial classes, tutorials; organizing training programs, seminars / workshops / lecture etc, both at the Departmental level and Institutional level for enhancing academic competence of the students as well as of faculty members and non-teaching staffs.
- ❖ Departmental library should be maintained properly.

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- ❖ Maintain correspondence relating to the administration / appraisal of the Department/ College to the appropriate authority.
- ❖ Administration and supervision of curricular, co-curricular / extra-curricular activities, and welfare of the Department / College, and proper maintenance of records.
- ❖ Compliance of the Act, University Statutes, Government Ordinances, Regulations, Rules and other Orders issued thereunder from time to time.
- ❖ Any other work relating to the Department / College as may be assigned to him/her by the Competent Authority / Statutory Bodies / various committees from time to time
- ❖ Looking after the general welfare of the of the students and teachers
- ❖ Observance and implementation of directives issued by Government, Directorate of Education / Higher Education / Affiliating University and other concerned authorities
- ❖ Timely submission of information / returns to different authorities viz. Government / University / University Grants Commission / Management etc. especially regarding Accounts matters

Code of Conduct for Teachers

As our institution is, exclusively, an academic institution specially constituted for Teaching & Learning of Higher Education, so Teachers have to take crucial roles for the overall academic development of the SBSS Mahavidyalaya. For intra-departmental and inter-departmental quality enhancement; and for academic assurance, excellence and its upliftment; both Teachers & Students are in the central points and they have to act as an integral part of proper functioning; and the teachers have to maintain liaison with the college management. Teachers should take part and play a key role in different administrative duties / responsibilities time to time as and when allotted / assigned to as per requirements of the different subcommittees. Although there are specific guidelines in the statute, regulations and Act of the affiliating University, State Government and UGC circulated from time to time; yet, the following code of conducts will also to be followed in addition to these rules & resolutions for the betterment of academic environment of the Institution.

- ❖ Teacher should maintain dignity and decorum of the post.
- ❖ Every teacher shall update his/her knowledge and skills to equip himself / herself professionally competent to the proper discharge of duties assigned to him/her.
- ❖ The teachers to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the assignments.
- ❖ The teachers shall participate & cooperate themselves into all the activities and programmes of the institution. They should motivate their students to active participation in the various programmes and activities of the institution.
- ❖ Teacher should prepare the lesson plan before teaching of their respective subjects.
- ❖ Teacher should inculcate about patriotism and discipline among students.
- ❖ The teacher shall abide by the code of conduct and leave rules.
- ❖ Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with

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the superiors, colleagues and students every time.

- ❖ Teacher should not indulge in casteism.
- ❖ The teachers should not be involved with any kind of business work within the institution and also outside accordingly to their service rules.
- ❖ The teachers shall oblige and maintain the said rules strictly. Any kind of law violation will be treated as punishable offence as per law by the concern authority.

Professional Ethics of the Teacher:

A. Obligations towards Students

- ❖ Treat all students with love and affection.
- ❖ Provide an innovative and quality education.
- ❖ Interact with the students in a friendly manner.
- ❖ Collaborate & cooperative with fellow colleagues.
- ❖ Help, guide, encourage and assist students in their learning.
- ❖ Be good counselors and facilitators.
- ❖ Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- ❖ Facilitate students' physical, social, intellectual, emotional, and moral development.
- ❖ Respect basic human dignity of the students in all aspects.
- ❖ Make planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- ❖ Transact the curriculum in conformity with the values enshrined in the Constitution of India.
- ❖ Adapt his/her teaching capability to the individual needs of students.
- ❖ Maintain the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- ❖ Refrain from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- ❖ Keep a dignified demeanor commensurate with the expectations from a teacher as a role model.

B. Obligations towards Parents, Community and Society

- ❖ Establish a relationship of trust with parents/guardians in the interest of all round development of students.
- ❖ Be responsible and interact positively with parents and other stakeholders in educating the students.
- ❖ Desist from doing anything which is derogatory to the respect of the child or his/her parents/guardians.

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- ❖ Strive to develop respect for the composite culture of India among students.
- ❖ Keep the country uppermost in mind, refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

C. Obligations towards the Profession and Colleagues

- ❖ Strive for his/her continuous professional development.
- ❖ Create a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.
- ❖ Take pride in the teaching profession and treat other members of the profession with respect and dignity.
- ❖ Refrain from engaging himself/herself in private tuition or private teaching activity.
- ❖ Refrain from accepting any gift, or favour that might impair or appear to influence professional decisions or actions.
- ❖ Refrain from making unsubstantiated allegations against colleagues or higher authorities.
- ❖ Avoid making derogatory statements about colleagues, especially in the front of pupils, other teachers, officials or parents.
- ❖ Respect the professional standing and opinions of his/her colleagues.
- ❖ Maintain confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

Code of Conduct for Non-Teaching Staff

The non-teaching staff play a significant role in realizing the vision and goals of SBSS Mahavidyalaya and contribute by way of hard working and dedication. The SBSS Mahavidyalaya hopes that the non-teaching staff shall maintain high standards of professional conduct, act with integrity and in a manner that will contribute to creating a positive image of the SBSS Mahavidyalaya.

- ❖ No leave will be treated as CL (casual Leave) without the prior intimation of the Head of the Institution.
- ❖ In case of Medical Leave or ML the staff should follow the existing leave rules by the Govt. of West Bengal, otherwise the leave will be treated as unauthorized leave.
- ❖ No Staff shall be engaged in any trade or business directly or indirectly.
- ❖ If any criminal proceeding laid on any staff this should be immediately informed to the Head of the Institution.
- ❖ No staff shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.

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Code of Conduct for the Students

- ❖ Every student must show his/her identity card at college gate while entering into the College Premises.
- ❖ Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- ❖ Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the college.
- ❖ Students has to keep the campus neat and clean, not to put any waste anywhere in the campus except the dustbins available in the campus. Any violation of this shall invite a minimum fine of Rs.100/-.
- ❖ Consumption of intoxicants/psychotropic substances in any form or smoking or using chewing of paan, paan masala, gutka or any other tobacco 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 without permission is strictly prohibited during class hours.
- ❖ During leisure hours students are advised to use the library as maximum as possible.
- ❖ Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability or sexual orientation, marital or family status, physical or mental disability, gender identity etc. is strictly prohibited.
- ❖ Students are strictly instructed to handle assets namely, furniture, equipment, fixtures, appliances etc. of the college and lab very carefully. If someone damages the above-mentioned property the student will be responsible and will have to bear the cost of replacement/repair charges with fine.
- ❖ Political activity in any form is not permitted in the college campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college, hostels, and outside the college.
- ❖ Students are not permitted to either audio or video recordings of lectures in the classrooms or actions of other students, faculty members or staff without prior permission.
- ❖ Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- ❖ Harassing juniors, ill treatment to other fellow students or any such form of ragging are objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of the Hon'ble Supreme Court of India.

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- ❖ Misbehavior towards girl students, threatening and violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- ❖ Pay fees, mess bills etc. in advance or in time, which will avoid fines.
- ❖ A student should maintain at least 75% class attendance in every subject. Otherwise, he or she will be debarred from the University Examination.
- ❖ Students are required to check the Digital Notice Board and also college website for important announcements.
- ❖ 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. Student can't leave the classroom when the session is on without the permission of the class teacher.
- ❖ Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- ❖ In the events of Student Seminars/project presentations etc. it is compulsory that all the students of the concerned class be present for the entire session.
- ❖ All students shall leave the classes immediately after all classes over. No student shall wander or gather in verandah, corridor and staircase etc. Do not spend much time in canteen, coffee shops etc.
- ❖ All the students are expected to attend all college functions.
- ❖ All the students shall wear their identity cards well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to pursue it. Denial of that alone invites disciplinary action.
- ❖ Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- ❖ For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- ❖ Students are encouraged to make use of the library, common computing facilities and to use gymnasiums or any program authorized by the college beyond class hours.
- ❖ Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

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❖ 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.

Code of Conduct for the Security personnel

Personal Appearance: A Security Guard should

- ❖ Wear and display photo-identity card issued whilst on duty.

Professional attitude and skills: A Security Guard should

- ❖ Greet visitors to the Mahavidyalaya in a friendly and courteous manner.
- ❖ Be friendly and non-discriminate on the grounds of gender, sexual orientation, marital status, race, nationality, ethnicity, religion or beliefs, disability, or any other difference in individuals.
- ❖ Carry out the duties in a professional and courteous manner with due regard and consideration to others.
- ❖ Behave with personal integrity and understanding.
- ❖ Use moderate language, which is not defamatory or abusive, when dealing with members of the public and colleagues.
- ❖ Be fit for work and remain alert at all times.
- ❖ Develop knowledge of local services and amenities appropriately.

General Conduct in Carrying Out the Duty: A Security Guard should

- ❖ Never solicit or accept any bribe or other consideration from any person.
- ❖ Not drink alcohol or be under the influence of alcohol or drugs.
- ❖ Not display preferential treatment towards individuals.
- ❖ Never carry any item which is or could be considered threatening
- ❖ Report all incidents to the management.
- ❖ Co-operate fully with members of the Police, Local Authority, SIA, and other statutory agencies with an interest in the Site/Company or the way they are run.

Organization values and standards – A Security Guard should

- ❖ Make himself familiar with the employing Institution /Company standards.
- ❖ Be perceptive of the employing Site/Company culture and values.
- ❖ Contribute to the goals and objectives of the employing Organization / Company.

Local 'House' rules: A Security Guard should

- ❖ Make yourself familiar with the Site he is working at i.e., Building Layout, Emergency Exits, Gates, CCTV, Muster Points, Fire Alarm Positions and Fire Fighting Equipment.

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- ❖ Report any hazards or incidents that have occurred throughout the course of the night and the outcome of them in the incident book at end of every night.
- ❖ Look after and support the welfare and needs of your colleagues whilst on duty.
- ❖ Not use mobile phones during the duty hours except the emergency services.

Library Code of Conduct

- ❖ While entering the Library, visitors / students / teachers are required to sign on respective registrar and leave their bags, hats etc., at the counter in the entrance.
- ❖ Maintain discipline and silence in the Library.
- ❖ Cell phone, Audio visuals & Eatables are restricted in the Library.
- ❖ While leaving the library, all the materials such as books, magazines, newspapers, chairs etc. should be kept in order and proper place.
- ❖ Do not put any pencil mark, book mark either on a book or on a journal/periodical/magazine.
- ❖ For the misbehavior and mischievous activities in the library, students will have to face serious consequences up to the level of expulsion from the Library for the whole term.
- ❖ While receiving or returning book, do come personally along with the library card. Users are not allowed to take away any book on behalf of their friend or anybody.
- ❖ While receiving/taking books, check the condition of the book and any damage therein should be reported to the library staff. Afterwards no complaints will be entertained and the last borrower will be held responsible for the act.
- ❖ The books lost by reader / borrower or due against his / her name more than one semester will be recovered from them either a replacement copy of the same or a printed cost of the book. A clearance certificate from the librarian is a must for getting the mark sheet from the college office.
- ❖ While issuing the books, the students should submit a requisition slip in the morning session and collect the books in the afternoon session. Without requisition slip no book will be issued.