



**DWIJENDRALAL COLLEGE**  
**KRISHANGAR, NADIA**

**CODE OF CONDUCT HANDBOOK**

**PROPOSED BY**

**INTERNAL QUALITY ASSESSMENT CELL**

**(I.Q.A.C.)**

**DWIJENDRALAL COLLEGE**

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## **Code of conduct for students**

Dwijendralal College has got a well- defined Code of Conduct for the students. Students are the integral part of the Teaching -Learning Process. The College takes care that they turn into morally and socially responsible National and Global citizens. It is mandatory for the students to follow this Code of Conduct both inside and outside the campus. This helps to maintain the strict discipline of the college as also the academic environment.

- Students must be respectful towards our National Heritage, National Flag and National Song.
- Polite and respectful behaviour towards the Principal, teachers and non-teaching staff of the College and their fellow students is expected from a student of Dwijendralal College. They must not use any kind of abusive behaviour or language.
- All students are expected to follow the Attendance Rules of the College as per directives of the Kalyani University.
- In this Pandemic situation Students must adhere to the prescribed COVID Protocols.
- Every Student must carry the Identity Card issued to her inside the College Campus. The ID card is a proof of her status as a Student of Dwijendralal College and contains important information about his/ her.
- Ragging in any form is strictly prohibited and is a punishable offence. Anti-Ragging rules following UGC guidelines is to be maintained by the students. Submission of Anti Ragging Declaration is mandatory for all students. Any incidence of Ragging should be immediately reported to the Anti Ragging Cell of the College.

- It is the responsibility of the students to keep the campus clean. Care should be taken to maintain the cleanliness of Toilets. The College Campus is a plastic-free zone. Littering is strictly forbidden and anyone found littering will have to pay a fine to be decided by the Administration.
- Any kind of discriminatory behaviour on the basis of Caste, Creed and Religion will not be tolerated.
- Students must go through the Prospectus, departmental and students' Notice Board as well as the college website regularly for information.
- Students are expected to abide by the Rules and Regulations of the College Library.
- Students must handle the College property, furniture, laboratory equipment, glassware, library books etc. with utmost care.
- Students are expected to be decently dressed within the College Campus.
- Students are not allowed to use cell phones and other electronic gadgets during class lectures and practical classes inside the classrooms / laboratories. Use of cell phones is strictly prohibited in the examination hall.
- Students should take care of their personal belongings. Authority is not responsible for any loss of personal property.
- Students must inform their guardians regarding Parent-Teacher Meetings when notified by the College.
- Students of the College are expected to participate in college activities like Seminars, Workshops, Training programmes, Certificate Courses etc. They should also be present during observation of Independence Day, Republic Day and other Commemorative events. Their active participation in college events like NSS programmes, Sports, and other cultural functions will be highly appreciated.

- Students must take note that the college campus and the library is under CCTV surveillance.

## **Code of conduct for Teachers**

### **❖ Aim of the Code of Conduct**

The aim of this Code of Conduct is to provide all persons in service at Dwijendralal College, Kolkata with a common set of guidelines to promote professionalism in keeping with the general aims of the college, its identity, and missions. The aim of this Code is to provide as perfect an environment as possible for teaching, learning, and well being of learners. With these objectives, the teaching staffs of the college are expected to observe a strong sense of professional ethics and service delivery to meet the following ends.

### **❖ The Code of Professional Ethics**

The adoption of teaching as a profession assumes the obligation in accordance with the ideals of the profession. A teacher is always under scrutiny of the society at large. Every teacher should see that there is no incompatibility between his precepts and practice.

- Every teacher of recognized Institutions shall, at all times, maintain a very high standard of integrity, impartiality and devotion to duty having full regard to the high position held by them in the society.
- No teacher shall behave in a manner, which is improper and unbecoming of a teacher and derogatory to the prestige of the Institution, the State and the Nation.
- It is the primary duty of every teacher to be regular, take allotted classes, complete the syllabus in time and design class tests and tutorials as may be required for all courses.

- Absence without leave, overstay after expiry of leave by the teachers should be avoided. Duty leaves are to be pre sanctioned. Valid documents are to be produced at the time of joining.
- Every teacher shall, to the best of his/ her abilities, perform his duties as may be assigned to him/ her by the competent authority pertaining to the examinations held at the Institution, including University Examinations. Preparation of question papers, evaluation of answer scripts, preparation of mark sheets and uploading marks, invigilation, supervision, acting as Head Examiners and Coordinators are part of such duties.
- It is obligatory for a teacher to cooperate and assist in carrying out functions relating to educational responsibilities of the College such as assisting the Principal in the admission process, advising and counseling students and other duties as may be required for smooth running of the College.
- Teachers should actively participate in Sports, Cultural Activities, Socially Relevant programmes, Excursions etc. along with students in order to ensure overall development of the students.
- Every teacher shall endeavour to attain and maintain a mutually respectful atmosphere in and outside the institution with respect to one another and also with the members of the Governing Body.
- Every teacher shall endeavour to attain and maintain a mutually respectful relation with non-teaching staff and students.
- No teacher shall indulge in any activity, which may cause disaffection amongst the teachers, non-teaching staff and students on the basis of religion, caste, gender, community, profession etc.

- Teachers of each and every department should 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 and collect feedback from them for mutual exchange of ideas, which are beneficial for the institution.

## **Code of conduct for Non Teaching Staff**

- Every staff has to obey the orders of the Principal of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- 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.
- The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical class.
- Every non-teaching Report to duty at least 30 minutes in advance.
- All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.

- All non-teaching staffs will exercise self-discipline and restrain at all times and deals positively with staff, students and the general public.
- Each staff will remain on duty during college hours.
- All staffs will adhere strictly to the laws and regulations of the college.

### **Code of Conduct during COVID19 Pandemic**

- Get Vaccinated with authorized COVID-19 vaccines
- Wear a mask
- Stay 6 feet away from others
- Avoid crowds and poorly ventilated spaces
- Cover coughs and sneezes
- Monitor your health daily