

CODE OF CONDUCT

The following traits are expected from the Non-Teaching staff. He/ She must:

- Report to duty on time.
- Remain on duty during College hours.
- Adhere strictly to the laws and regulations of the College.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites during the working hours.

- **Confidentiality:**Non-teaching staff must maintain strict confidentiality regarding sensitive information related to students, staff, and internal college matters.

- **Professional Development:**Continuous professional development is mandatory for non-teaching staff. They are expected to engage in learning opportunities to enhance their skills and contribute effectively to their roles.

- **Communication with Superiors:**Non-teaching staff must communicate transparently with their superiors, providing timely updates on their tasks and seeking guidance when needed.

- **Team Collaboration:**Collaboration with colleagues is vital. Non-teaching staff must actively participate in team projects, fostering a cooperative work environment.

- **Conflict Resolution:**Non-teaching staff must address conflicts professionally and seek resolution through appropriate channels while promoting a harmonious workplace.

POLICY ELEMENTS

College employees are bound by their contract to follow the Code of Conduct while performing their duties. The components of Code of Conduct are below:

Compliance with law

All employees must protect the College's legality. They should comply with all environmental, safety and fair dealing laws. Our expectation to employees demands ethical and responsible behaviour while dealing with different segments of the College.

Respect in the workplace

All employees should respect their colleagues. Any kind of discriminatory behavior, harassment or victimization of Employees should conform to equal opportunity policy in all aspects of their work.

Protection of College's Property

All employees should treat College's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **Institution's equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes Laptop, Printers, copyright and other property (information, reports) Employees should use them only to complete their job duties.

Employees should protect College facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism in the workplace:

Corruption

The College discourages employees from accepting gifts from stakeholders.

Job duties and authority

All employees should fulfill their job duties with integrity and respect toward stakeholders and the community. It is expected to delegate duties to their team members taking into account their competencies and workload. Likewise, it is also expected from team members to follow supervisor's instructions and complete their duties with skill and in timely manner.

Conflict of interest

It is expected that employees shall avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Fellow Feeling

Employees should be friendly and collaborative. They should not try to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, supervisors or team members.

Benefits

Employees are not to misuse their employment benefits. They are to take care of all welfare matters that Institution offers.

Now code of conduct for individual categories are specified briefly.

- **Whistleblower Protection:** Employees must feel secure reporting any unethical practices or violations without fear of retaliation. The institution will ensure protection for whistleblowers.
- **Community Engagement:** Employees should engage positively with the local community, promoting the college's image and contributing to community development initiatives.
- **Environmental Responsibility:**

Employees must adopt eco-friendly practices, promoting sustainability and minimizing the environmental impact of college activities.

- **Customer Service:**All staff must provide courteous and efficient service to students, parents, and visitors, ensuring a positive experience with the college.
- **Data Security:**Employees are responsible for safeguarding any sensitive data they handle, adhering to data protection laws and the college's policies on information security.
- **Health and Safety:**All employees must prioritize the health and safety of themselves and others, following established protocols and guidelines.

Teachers:

Teaching is a noble profession. It shapes the character and future of students. He/ She can inspire hope, ignite students and instill love of learning among the students. Besides, the teachers have to:

- Uphold the honour and dignity of the teaching profession.
 - Provide an innovative and quality education to students.
 - Be impartial and indiscriminate against students.
 - Interact with the students in a friendly manner.
 - Abide by the rules and regulations of the Institution.
 - Abide by the procedures to ensure student's safety.
 - Collaborate with fellow teachers.
 - Be responsible and interact positively with parents and other stakeholders in educating the students.
 - Be a good counselor and facilitator.
 - Help, guide, encourage and assist students in their learning.
 - Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
- **Professional Development for Teachers:**

Teachers are expected to engage in continuous professional development to stay abreast of advancements in their respective fields.

- **Inclusive Teaching Practices:**

Teachers must employ inclusive teaching methods, catering to diverse learning styles and abilities among students.

Students:

Students seeking admission to College as well as existing students should give an undertaking countersigned by their parents promising to abide by the guidelines of discipline. Some of the guidelines are as under:

1. He/she shall be regular and must complete his/her studies in the
2. In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the College, subject to written consent from the
3. As a result of such relieving, the student shall be required to clear pending dues and if a student had joined the College under a scholarship, the said grant shall be
4. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others;
5. 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,
6. Intentionally damaging or destroying College property or property of other students and/or faculty
7. Any disruptive activity in a class room or in an event sponsored by the
8. Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security
9. Students are made alert of:
 - Smoking within the campus of the College is
 - Use of mobile phone is prohibited in the College Corridor, and
 - Students are expected not to interact, on behalf of the College, with media representatives or invite media persons in the campus without the permission of the College
 - Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty or staff without prior
 - Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior
 - Students are expected to use the social media carefully and They cannot post derogatory comments about other individuals of the College on social media platforms or indulge in any such related activities having grave ramifications on the reputation of the College.
 - Theft, Damage to or destruction of any property of the Institute or any property of others on the College
 - **Social Responsibility:**Students must participate in social responsibility initiatives, contributing positively to the community.
 - **Digital Citizenship:**Students must practice responsible digital citizenship, using online platforms responsibly and ethically.
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If there is case against a student for a possible breach of code of conduct, then disciplinary committee will discuss the matter to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

Principal:

The Principal of the College should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to:

- Chalk out a policy and plan to execute the vision and mission.
 - Promote Industry-Institution interaction and inculcate research development activities.
 - Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
 - Recommend and forward communication to the authorities.
 - Monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback.
 - Execute any other qualitative and quantitative work for the welfare of the College.
 - Listen to the student's ideas and set a supportive tone.
 - Be fair in her disciplinary actions for all the members of faculty, non-teaching staff and students.
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- **Accessibility:**The Principal must maintain an open-door policy, being accessible to staff and students for discussions, feedback, and guidance.
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- **Promotion of Diversity and Inclusion:**

The Principal must actively promote diversity and inclusion within the college, fostering an environment of equality.

Empower all his staff and students to reach their maximum potential.

Governing Body:

The College shall be managed by a regularly constituted Governing Body/Administrator. The composition functions and other condition pertaining to the Governing Body shall be as per norms of the affiliating University - University of Kalyani.

Code of Conduct

Decisions and resolutions made by the Governing Body are obligatory.

- The governing body should act to approve the mission and strategic vision of the College, long-term academic plans.
- The body is formed to monitor performance of the College and quality assurance arrangements which should be, where possible and appropriate, bench marked against other Colleges.
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their College, including regulations by statutory bodies, such as UGC, as well as regulations laid by the affiliating University.
- The members of Governing Body shall maintain their character, transparency, mannerism and good image.
- No property of the College to be used for personal benefits.
- The members of the Governing Body can obtain service from the College employees as and when required for the benefit of the College.
- If any member of Governing Body needs any primary information from College, he/ she shall communicate with the Principal and will not have any oral or written communication with other employees.
- If any misbehavior and action by the employees defames the College, it will be communicated to the authority concerned in writing.
- All shall abide by the saying that *None Is Above The College*.
- The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through the Principal.
- Respect other member' s opinion and give them a chance to express, if necessary permit to register contradictory opinion.

In conclusion, it is duty to all for enriching the College and to make the College as pioneer in India.