



Mob.- Principal- 9064096065, Office- 9641051610

ACHARYA SUKUMAR SEN MAHAVIDYALAYA

(A Govt. Aided General Degree College)


E-mail- sensukumarmv@gmail.com Web:- www.sukumarsencollege.ac.in

Vill+P.O.- Gotan, Dist- Purba Bardhaman, Via- Tarakeswar, Pin- 712410

Code of Conduct for the Principal

- The Principal will chalk out a policy and plan to execute the vision and mission of the college.
- The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- The Principal will always encourage all his staff and students to reach their maximum potential.
- The Principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback.
- The Principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college.
- The Principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator).
- The Principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.
- The Principal will listen to the students' idea and will set up accordingly the supportive tone.




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Code of Conduct for the Non-Teaching Staffs

- 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 shall not leave the College premises without permission before 4.30 p.m.
- 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 avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- 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 deal 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.



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Code of Conduct for the Teachers

Faculty members should

1. Report for duty on time and remain in campus during working hours.
2. Must sign the attendance register while reporting to duty.
3. Avoid using cell phones during class hours.
4. Complete the syllabus on time and be accountable for good results.
5. Be accountable to students.
6. Maintain decorum both inside and outside the classroom and be a role model to the students.
7. Dress modestly and formally.
8. Respect the ideals of democracy, patriotism and peace.
9. Be punctual and honest in service-delivery.
10. Treat colleagues in the same manner as they themselves wish to be treated.
11. Speak respectfully to other teachers and other staff of the college, in all possible ways, assistance for their professional betterment.
12. Motivate students to improve their personal attributes and at the same time contribute to community welfare.
13. Encourage students to participate in both curricular and co-curricular and extensional activities.
14. Be friendly towards students and not behave in a vindictive manner with them for any reason.
15. Meet students after the class hours, if needed, and guide them.
16. Help the students to understand the importance of our national heritage, national goals & national integrity.
17. Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
18. Co-operate and support the institution in carrying out the programs related to the educational responsibilities such as advising and counseling students and felicitate the smooth conduct of college examinations including supervision, invigilation and evaluation.
19. The Heads/ Coordinators of the Departments shall lead, manage and develop the departments. Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner.
20. Come in aid of the institution in whichever official capacity required by concerned authority.



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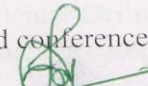
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Code of Conduct for the Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior both inside and outside the college campus. They shall abide by the rules and regulation of the college and should act in a way that highlights the discipline and esteem of the college.
2. Every student of the college must carry his/her valid identity card issued by the college with their recent photograph affixed, bearing the signature of the principal, well displayed while being present on the college premises.
3. All the students are expected to be present in the class well within the time. Latecomers will not be entertained to enter the classroom.
4. Students shall rise from their seats when the teacher enters the classroom and remain standing till the teacher takes his/her seat or they are allowed by the teacher to sit. Silence shall be observed during the class hours.
5. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
6. Students must be punctual and regular in attending classes, tutorials, class tests, examinations etc.
7. Indulging in ragging, anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus are strongly prohibited as well as punishable. Harassing juniors, misbehavior towards opposite gender students, or any such form of ragging is objectionable and liable to be treated as criminal offence.
8. If any student/students is/are affected by ragging in the college premises, he/she/they must inform the Principal/Discipline and Ragging Committee Convener immediately.
9. Students should carefully follow the notices put up on the Notice Board (both online and offline). No excuse will be considered if notices on the board are ignored.
10. Silence shall be observed during class hours. Any deviant behavior such as playing cards, spitting tobacco products, hooting, whistling, loitering etc. will be treated as an instance of indiscipline. No student shall enter or leave the classroom when session is on without the permission of the teacher concerned.
11. All the students are expected to attend college functions, seminars and conferences and be present for the entire session.




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Code of Conduct for the Students

12. Consuming alcohol, smoking, chewing paan, paan masala, gutkha or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
13. Attempted or actual theft of and/or damage to college property or property of a member of the college community, or other personal or public property, on or off campus will be considered as a punishable act.
14. 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 on staircases or in common areas where they could interfere with the regular movements of others.
15. 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 the very purpose.
16. During leisure hours, students are advised to use the library as much as possible.
17. Any act which obstructs teaching, administrative activity and other proceedings of the college is strictly prohibited.
18. College premises are under CCTV surveillance. Everyone must follow the disciplinary manners in the college premises/campus/classroom.
19. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study room of library & Geography lab. Students must refrain from wasting water.
20. Writing on wall, pillars, bathrooms, furniture and white boards is strictly prohibited.
21. Students are prohibited from circulating/ distributing/ displaying any printed material (both physically and electronically) such as notices, banners etc. within college campus without the express permission of the Principal/ competent authority.
22. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college.
23. Students are expected to make 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.



[Signature]
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Code of Conduct for the Students

24. The right to access Girls' Common Room is reserved to girls.
25. Use of mobile phone during class hours is prohibited and is liable for punishment. The mobile phones must be kept in silent mode during class hours.
26. 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 solve their problem.
27. Each student should park his/her vehicle at the designated parking of the college.
28. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the college.




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