

RANI BIRLA GIRLS' COLLEGE

Affiliated to The University of Calcutta

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KOLKATA: 700017



CODE OF CONDUCT MANUAL

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INTRODUCTION

The Manual of Code of Conduct and Professional Ethics of Rani Birla Girls' College serves as a comprehensive guide outlining the ethical standards and professional behaviour expected of all members of our college community. This manual encompasses the responsibilities and conduct guidelines for students, teachers, non-teaching staff, and the Principal, ensuring that our institution operates with integrity, respect, and excellence.

PURPOSE AND SCOPE

The primary purpose of this manual is to foster a positive and ethical environment within the college, promoting a culture of mutual respect, accountability, and professionalism. It aims to:

- Establish clear expectations for behaviour and conduct for all members of the college.
- Promote a safe, inclusive, and productive learning and working environment.
- Ensure that all actions and decisions align with the core values and mission of the college.
- Provide guidance on handling ethical dilemmas and conflicts in a manner consistent with institutional values.

PRINCIPLES AND VALUES

This manual is grounded in the following core principles and values:

- **Integrity:** Upholding honesty, transparency, and accountability in all actions.
- **Respect:** Fostering an environment of mutual respect, dignity, and inclusion.
- **Excellence:** Striving for the highest standards in teaching, learning, and professional conduct.

- **Responsibility:** Taking responsibility for one's actions and their impact on others.
- **Equity:** Ensuring fairness and justice in all interactions and decisions.

APPLICABILITY

The guidelines and expectations outlined in this manual apply to:

- **Students:** Encouraging academic integrity, respectful behaviour, and personal responsibility.
- **Teachers:** Promoting professional conduct, ethical teaching practices, and supportive mentorship.
- **Non-Teaching Staff:** Ensuring efficient, respectful, and ethical administrative and support services.
- **Principal:** Leading with integrity, making fair and transparent decisions, and fostering a positive institutional culture.

IMPLEMENTATION AND COMPLIANCE

All members of the college community are expected to familiarize themselves with the code of conduct and adhere to the ethical standards outlined in this manual. The institution will provide regular training and resources to support compliance and address any breaches of conduct in a fair and consistent manner.

By committing to these guidelines, we collectively contribute to a harmonious, respectful, and thriving educational environment that upholds the values and mission of our college.

CODE OF CONDUCT FOR STUDENTS

- Student's attendance for lectures, practical classes is a must. 60% attendance is mandatory. Students with attendance below 60% will be barred from appearing in end-semester examinations, as per University regulations.
- Identity card and Library card must compulsorily be carried by each student within the campus and for attending programmes off the campus on a regular basis.
- Students are discouraged to move around within the college premises unnecessarily.
- Use of mobile phones in classrooms and the Library is not allowed unless directed by the teacher.
- Attendance of parents in Guardian-Teacher meetings is obligatory.
- Students can avail the support of Anti-Ragging Cell and Internal Complaints Committee for any related issues (Please refer to the college website).
- Students shall not damage institutional property and refrain from engaging in any activity that leads to the incurrance of financial loss by the college. If the college suffers any financial loss or otherwise any adverse consequence, the student found guilty is liable to adequately/fully compensate for the same.
- Grievance-redressal provisions are to be solicited through Grievance Redressal Cell for any grievance related to institutional issues.
- A student shall refrain from indulging in any act that violates the sanctity and maligns the reputation of the college.
- A student is likely to face disciplinary action that even includes expulsion if found guilty of untoward action both inside and outside the campus that adversely affects the goodwill of the college.
- All students are expected to dress in a modest and respectable manner that is most befitting.
- Students are expected to maintain cleanliness within the campus.

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- Students should behave well with Teaching and Non-Teaching staff of the College.
- Students must observe the notices displayed on notice-board/website. College administration will not be responsible if any loss is recurred due to not observing the notice displayed on the notice board/website.
- Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
- Students should return the books on or before the due date and take care of library books and materials.
- Students should pay the fees online and preserve their receipt.
- Spitting, smoking, and littering the College campus is strictly prohibited within the college campus.
- Students should refrain from possessing, consuming, or distributing alcohol, harmful drugs, narcotics, gutkhas, tobacco or items related to tobacco (in any form), and chewing gums. Any violation of these orders will lead to disciplinary action.
- Possessing firecrackers of any kind in the College campus is strictly prohibited.
- Scribbling on the desks or the black board or on the walls of the College and hostels strictly prohibited.
- All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- While attending any College functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the College.

CODE OF CONDUCT FOR TEACHERS

This Code of Conduct is intended as a guide and help all teaching staff. It sets out standards of conduct which teaching staff are expected to follow when within, or representing the College. This code is not exhaustive but is written to assist faculty members and it is important that they should take advice and guidance if necessary. The purpose is to ensure that College provides a high-quality service to its students and stakeholders in accordance with our mission statement and to promote public confidence in the integrity of the College. It has been drafted to comply with College /University/Government policies and procedures.

- The teaching faculty should follow all rules and regulations of the Higher Education Department/University of Calcutta/College as prevalent and updated from time to time.
- The teaching faculty shall devote their time and their best efforts for the progress of the College.
- Faculty should contribute to the vision, mission, and goals of College through engagement of all college activities.
- Every Faculty in the college shall discharge his/her duties efficiently and diligently.
- Teaching staff must be punctual, sincere, and regular in their approach.
- Teaching faculty can avail of leaves as per University of Calcutta Leave rules.
- Leave cannot be claimed as a matter of right.
- Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- Written application/leave-form well in advance is required for the grant of long-leave.

- Teachers must inform college authority in case of leaving station.
- All teaching faculties of the College are responsible for protecting and taking reasonable steps to prevent the misuse of or damage to College assets including all kinds of physical assets, movable and immovable property.
- There must be least 180 days of direct teaching for each teacher in each academic year.
- Every teacher of a college shall abide by the pattern of holidays, vacation etc. as may be determined by the College.
- Direct teaching hours shall be for a minimum of 16 hours per week for all Assistant Professors, 14 hours for Associate Professors and 15 hours for SACT teachers.
- A teacher must be available in the college for at least 5 hours on each working day.
- It will be obligatory for a teacher to co-operate and assist in carrying out functions relating to educational responsibilities of the college, such as, assisting the Principal in processing the applications for admission, advising, or counselling the students and assisting in University and college examinations including invigilation and supervision thereof as and when required by the Principal.
- The stipulations regarding the number of working hours will not be applicable when a teacher is engaged in conducting field work.
- Every teacher, of a college, shall daily sign an attendance register maintained for the purpose, recording the time of arrival and departure, the number of classes allotted and the number of classes taken as well as other duties performed.
- Every teacher must fill up an Annual Self-Appraisal Report in the approved proforma of such report. The self-appraisal report shall be kept in the custody of the Principal/IQAC of the College.
- A teacher shall perform the following duties:

- to perform invigilation work in any examination for any course of study taught in the college;
- to draw routines;
- to carry out assignment for such field work as may be necessary for the courses taught in the college;
- to assist the Principal with regard to admission or students;
- to participate in N.C.C., N.S.S. and Sports and Games for the well-being of the students;
- to make the internal assessment of students;
- to evaluate answer scripts of students and undertake any other duty, related to any examination conducted by the college and the university, on being directed and appointed to do so.
- Participate in Mentor-Mentoring programme of the college
- Conduct Continuous Internal Assessment as per College CIA Policy
- Faculty members should attend Orientation, Induction, and Quality Improvement & Faculty Development Programs to update their knowledge
- Impartial treatment to be meted out to all students irrespective of religion, community, caste, creed, economic and social status.

CODE OF CONDUCT FOR LIBRARIAN:

In addition to the duties of the teacher most of which are applicable for the Librarian, as mentioned above, the Librarian shall also perform the following duties:

- The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and updated.
- The Librarian shall provide reading and lending facilities and service relating to reference, documentation, and bibliography.
- The Librarian shall always try to bring books, students, and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.
- The Librarian must conduct various programmes to encourage reading habits.

CODE OF CONDUCT FOR NON-TEACHING STAFF

This Code of Conduct is intended as a guide and help to all non-teaching staff. It sets out standards of conduct which staff are expected to follow when within, or representing the College. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. The purpose is to ensure that College provides a high-quality service to its students and stakeholders in accordance with our mission statement and to promote public confidence in the integrity of the College. It has been drafted to comply with Government/University/College policies and procedures.

- All the non-teaching staff members should follow the rules and regulations of the Higher Education Department/University of Calcutta College as prevalent from time to time.
- It will be obligatory for a non-teaching staff to co-operate and assist in carrying out functions relating to college affairs, such as, assisting the Principal in processing the applications for admission and admission records and fees collection (as applicable) and assisting in University and college examinations as and when required by the Principal.
- All Group B and C staff must maintain all documents related to his/her duties related to office administration, examination and accounts with utmost care and diligence.
- All non-teaching staff shall devote their time and their best efforts for the progress of the College.
- Non-teaching Staff should contribute to the vision, mission, and goals of College.
- Every non-teaching staff employed in the college shall stay within the college during office hours and discharge his/her duties efficiently and diligently and

maintain honesty, integrity, fairness, and total quality management in all activities with mutual respect.

- Non-teaching staff must be punctual, sincere, and regular in their approach.
- Every non-teaching staff, shall daily sign an attendance register maintained for the purpose, recording the time of arrival and departure.
- All non-teaching staff of the College are responsible for protecting and taking reasonable steps to prevent the misuse of, or damage to College assets including all kinds of physical assets, movable and immovable property.
- All non-teaching staff must attend all functions of the college as per the instructions of Principal.
- All non-teaching staff should work in cooperation and in collaborative manner with others through academic and administrative activities to achieve institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- Non-teaching staff can avail of leaves as per University of Calcutta Leave rules.
- Leave cannot be claimed as a matter of right.
- Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- Written application/leave-form well in advance is required for the grant of long-leave.
- Non-teaching staff must inform college authority in case of leaving station.

CODE OF CONDUCT FOR THE PRINCIPAL

Principal as the Head of institute is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College. Subject to the supervision and general control of the Governing Body/Administrator, the Principal as the principal executive and Academic Head of the College, shall be responsible for:

- The academic growth of the college.
- The Principal will assist in planning and implementation of academic programs such as seminars/conferences/special lectures other training programs organized by the College for academic competence of the students and faculty members.
- The Principal with the Admission Committee will be responsible for admission of students.
- She/He will be responsible for maintenance of disciplines of the college.
- The Principal will be responsible for administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students' welfare activities of the college and maintenance of records.
- She/He must ensure adherence and observance of the Acts, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- Maintenance of Self-Assessment Reports of teachers.
- Maintenance of Service Books of all teaching and non-teaching staff.
- The Principal of a College shall be in overall charge of the administration of a college. Policy matters are to be decided upon by the Governing Body. But details of implementation and day to day administration are to be done by the

- Principal. The Principal shall be accountable to the Governing Body for his/her performance.
- The Principal, as the Secretary of the Governing Body, will call meetings of the Governing Body and place before the Governing Body all the facts and information for taking an appropriate decision.
 - The Principal shall be regular in his/her attendance in the college and shall be present as far as possible, in the college during working hours. He/she will sign the attendance register to record the time of arrival and departure.
 - It is the duty of the Principal to be in overall charge of University examinations and admissions held in the college. The members of the Examination/Admission Committee will help the Principal in such matters. Under unavoidable circumstances, the Principal may depute a teacher in his/her place to carry on such duties.
 - The Principal shall check the attendance of the teaching as well as non-teaching staff of the college. She/He must also ensure that the attendance registers of the students are properly maintained.
 - Departmental meeting may be arranged by the Principal to review the progress of course coverage by the teachers concerned.
 - The Principal shall ensure that at least six meetings of the Teachers' Council are held in an academic year.
 - The Principal must see that accounts of the college are regularly maintained and audited. Financial irregularities, if any, must be brought to the notice of the Finance Committee for taking proper action. At least four meetings of the Finance Committee shall be held during a year.
 - The Principal must submit each year the list of the teachers in the college (subject-wise) along with their residential addresses to the Controller of Examinations for appointment of examiners to facilitate the publication of results of university examinations.
 - The Principal shall see that the vacant posts are filled up without delay and due financial assistance is obtained and utilised. Papers related to promotion,

fixation to pay, claim for retirement benefits, etc. of the members of the staff are to be sent by the Principal to the appropriate authorities in time.

- The Principal shall ordinarily take not less than four periods of class work in a week in his/her subject.