



A SHORT HANDBOOK ON THE CODE OF ETHICAL CONDUCT



RANIGANJ GIRLS' COLLEGE
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“The first step in the evolution of ethics is a sense of solidarity with other human beings”.

~Albert Schweitzer~

ORIGINAL



Preface

By virtue of its existence as a government-aided college of higher education, the code of conduct of Raniganj Girls' College is basically governed by the rules and regulations formulated by the Department of Higher Education, Government of West Bengal. Again, by virtue of its affiliation, the code of conduct of this institution is also governed to a considerable extent by the statutory provisions of Kazi Nazrul University. Further, because of the institution's recognition by University Grants Commission (UGC) under sections 2(f) and 12(B), the code of conduct is also governed by the rules and regulations as formulated by UGC from time to time.

A Short Handbook on the Code of Ethical Conduct is a humble initiative to outline the code of conduct of the different stakeholders prepared out of ethical consideration and moral suasion.



Code of Conduct for the Head of the Institution

The Principal as the Head of the Institution

- Being at the helm of the administrative hierarchy directs and co-ordinates all types of the college activities – namely academic, financial or administrative – and maintains the competence and efficacy of the entire governance process of the college.
- Being the ex-officio Secretary of the Governing Body of the College, she is the liaison between the organisation and the management.
- Ensures that the acts, statutes, ordinances, rules and regulations and different notifications and orders issued from time to time by the affiliating Kazi Nazrul University, Department of Higher Education, Government of West Bengal, University Grants Commission and other regulatory authorities are abided by.
- Supervises the planning and execution of developmental goals for academic excellence as well as administrative governance of the college in conformity with the mission and vision of the college in consultation with the members of different statutory and non-statutory bodies constituted for such purposes.
- Maintains discipline and decorum in the college.
- Addresses and strives to resolve issues as presented to the authorities from time to time by the different stakeholders of the institution.
- As the Drawing and Disbursing Officer of the institution shoulders the ultimate responsibility for financial management and financial accountability.
- Maintains the appropriate academic ambience in the college and maintains a zero tolerance policy towards any type of discrimination, gender bias or ragging.
- Monitors the smooth conduct of curricular, co-curricular and extra-curricular activities of the college.
- Plays a supportive role for the welfare of the students, stakeholders at large and the neighbouring community of the locality





Code of Conduct for the Teachers of the Institution

- To provide innovative and quality education of the highest standard to the students of the institution
- To uphold the honour and dignity of the teaching profession
- To abide by the rules and regulations of the institution as established in conformity with the decorum and dignity of the profession
- To be aware of and respect the institutional hierarchy
- To act as a friend, philosopher and guide to the learners and encourage them to participate in co-curricular and extracurricular activities
- To be impartial in their treatment of the learners and respect the ideas of the students
- To abide by such procedures that guarantees the general welfare of the students.
- To interact with the peers as well as the members of the non-teaching fraternity with respect and collaborate with them in discharging activities of any nature be it academic or administrative undertaken in the interest of the welfare and development of the institution
- To nurture the spirit of harmony and team work in the college
- To be committed in the holistic development of the student's personality in conformity with the mission and vision of the college
- To responsibly interact with parents and other stakeholders of the institution in a positive manner
- To be well conversant in the latest developments related to their field of thinking
- To refrain from acts of plagiarism and uphold the virtue of professional ethics
- To mentor the students and their parents on socio-economic issues and encourage the learners to become self-reliant





Code of Conduct for the Non-Teaching Staff of the Institution

- To uphold the values enshrined in the mission and vision statement of the institution and maintain the dignity and decorum of the college
- To be aware of and respect the institutional hierarchy
- To abide by the rules and regulations as framed by the institution from time to time
- Exhibit professionalism of the highest standard while discharging their administrative and technical responsibilities assigned by the college authorities
- To work in tandem with the members of the faculty of the college and help in maintaining the academic culture of the institution
- To treat the students and different stakeholders with dignity without any discrimination
- To guide, help and support the learners in matters related to their academics, co-curricular and extra-curricular pursuits
- To nurture the spirit of harmony and team work in the college





Code of Conduct for the Students of the Institution

- Every student must possess an Identity Card with his/her photo affixed on it duly attested by the college authority and produce the same whenever and wherever deemed necessary by the college authorities.
- Students are expected to be punctual to their classes while maintaining the discipline and decorum of the college.
- Students are expected to be aware of and respect the institutional hierarchy
- Students are expected to maintain the academic culture of the college and engage in co-curricular and extra-curricular activities
- Students are expected to handle equipment and apparatus in the laboratories with great care. All breakages, losses and damages must be reported immediately to the teacher of the concerned subject
- Students are expected to abide by the rules and regulations while using the library of the college
- Students are expected to follow the notices and circulars put up on the Notice Board and college website from time to time and act accordingly
- Students must help to keep the college and college campus clean.
- Students shall not involve in any form of ragging inside or outside the college campus.
- Students shall exhibit a tolerant attitude and not involve in any kind of discrimination
- Students shall interact with and treat their peers and other stakeholders of the college with respect and dignity.
- Students are expected to nurture the spirit of harmony and team work in the college
- Students will not take recourse to any kind of unfair means while appearing for any type of college or university examination.
- Students will involve themselves in good practices like writing the quote of the day, using the library regularly, keeping the campus plastic free, planting trees and so on

