



GOBARDANGA HINDU COLLEGE

NAAC ACCREDITED (2005 & 2016) AT GRADE "A"

KHANTURA, DIST. NORTH 24 PARGANAS, PIN 743273, WEST BENGAL

Ref.

Date :

CODE OF CONDUCT FOR STUDENTS

Gobardanga Hindu College places a strong emphasis on instilling a sense of responsibility and discipline in its students, recognizing their integral role in the teaching-learning process. The College upholds a well-defined Code of Conduct that extends beyond the campus, aiming to mold students into morally and socially responsible citizens at both national and global levels.

Adherence to the Code of Conduct is mandatory for all students, ensuring the maintenance of strict discipline within the college and fostering an academic environment conducive to growth. The key aspects of the Code of Conduct include:

- 1. Respect for National Symbols:** Students are expected to display reverence for the National Heritage, National Flag, and National Song, promoting a sense of patriotism.
- 2. Polite and Respectful Behavior:** A respectful demeanor towards the Principal, teachers, non-teaching staff, and fellow students is imperative. Abusive language or behavior that dishonors the institution is strictly prohibited.
- 3. Attendance Rules:** Students are required to adhere to the Attendance Rules stipulated by the West Bengal State University, attending classes regularly and punctually.
- 4. Participation in Extracurricular Activities:** Actively engaging in outreach programs, extracurricular activities, sports, and initiatives organized by the N.S.S and N.C.C is encouraged.
- 5. Prohibition of Smoking and Drinking:** The college campus strictly prohibits smoking and drinking, contributing to a healthy and focused academic atmosphere.
- 6. Adherence to COVID Protocols:** Especially in the context of the pandemic, students are expected to adhere to prescribed COVID protocols for the safety of the entire college community.
- 7. Identity Card:** Carrying the issued Identity Card within the college premises is mandatory, serving as proof of the student's status and containing essential information.
- 8. Anti-Ragging Policy:** Any form of ragging is strictly prohibited, in line with UGC guidelines. Students must submit an Anti-Ragging Declaration, and incidents should be promptly reported to the Anti-Ragging Cell.
- 9. Campus Cleanliness:** Students are responsible for maintaining cleanliness on the campus, including toilets. The college is a plastic-free zone, and any littering is subject to fines determined by the administration.
- 10. Non-Discriminatory Behavior:** Discrimination based on caste, creed, or religion is intolerable.
- 11. Information Access:** Regularly checking the prospectus, notice boards, and the college website for updates is expected.
- 12. Library Rules:** Abiding by the Rules and Regulations of the College Library, as

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detailed in the prospectus, is mandatory.

13. Respect for College Property: Students must handle college property, including furniture, laboratory equipment, glassware, and library books, with utmost care.

14. Decent Attire: Decent dressing within the college campus is desirable.

15. Restriction on Electronic Devices: Cell phones and electronic gadgets are not allowed during class lectures, practical classes, and are strictly prohibited in the examination hall.

16. Personal Belongings: Students are responsible for the safety of their personal belongings.

17. Communication with Guardians: Informing guardians about Parent-Teacher Meetings when notified by the College is essential.

18. Active Participation in College Activities: Involvement in college activities such as seminars, workshops, training programs, certificate courses, and observance of national events is encouraged and appreciated.

19. CCTV Surveillance: The college campus and library are under CCTV surveillance, underscoring the importance of maintaining a secure and accountable environment.

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CODE OF CONDUCT FOR TEACHERS

Goal of Education:

The primary objective of education at Gobardanga Hindu College is to equip individuals with the skills and knowledge necessary for the advancement and betterment of society. Particularly in higher education, the focus is on nurturing leaders who possess a deep understanding of India's rich national heritage, a fundamental scientific outlook, and a commitment to the principles of patriotism, democracy, secularism, socialism, and peace, as enshrined in the preamble of the constitution.

Aim of the Code of Conduct:

The Code of Conduct at Gobardanga Hindu College serves as a set of guidelines to promote professionalism among all members associated with the institution. It aims to create an optimal environment for teaching, learning, and the well-being of learners, aligning with the broader goals and identity of the college.

Code of Professional Ethics:


Teachers at Gobardanga Hindu College are expected to uphold a strong sense of professional ethics, ensuring that their conduct aligns with the ideals of the teaching profession. The following principles guide their professional behavior:

- 1. Responsible Conduct:** Teachers must adhere to a responsible pattern of behavior consistent with community expectations, managing private affairs with dignity, especially in the context of online digital social media communications.
- 2. Continuous Professional Growth:** Seeking continuous professional growth through study and research is encouraged.
- 3. Duties:** Teachers are expected to perform their teaching duties conscientiously, including tutorial, practical, and seminar work, as well as actively participate in educational responsibilities such as advising, counseling, and examination-related activities.
- 4. Active Participation:** Actively participating in professional meetings, seminars, conferences, maintaining active membership in professional organizations, and contributing to the improvement of education and the profession is expected.
- 5. Co-curricular and Extra-curricular Activities:** Involvement in co-curricular and extra-curricular activities, including community service, is encouraged.

Teachers in Relation to Students:

Teachers should:

- 1. Respect Diversity:** Respect the right and dignity of students, eliminating all forms of discrimination based on religion, caste, political affiliation, economic status or social background.
- 2. Individualized Support:** Recognize differences in aptitude and capabilities among


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students, striving to meet their individual needs.

3. Encouragement: Encourage students to improve their attainments, develop their personalities, and contribute to community welfare.

4. Values Inculcation: Inculcate a scientific outlook and foster respect for physical labor, as well as ideals of democracy, patriotism, and peace.

5. Positive Discipline: Employ positive methods of corrective discipline, being affectionate and respectful in interactions with students.

6. Assessment: Focus on assessing students based on merit, paying attention to academic performance.

7. Accessibility: Be available to students beyond class hours, offering guidance without expectation of remuneration.

8. Promote Harmony: Refrain from inciting students against each other, colleagues, or administration.

Teachers in Relation to Colleagues and Authorities:

Teachers should:

1. Respectful Treatment: Treat colleagues with respect, speaking respectfully of others and rendering assistance for professional betterment.

2. Equality: Refrain from allowing considerations of gender, caste, creed, religion, or race to influence professional endeavors.

3. Adherence to Rules: Discharge professional responsibilities according to existing rules and regulations.

4. Commitment to Institution: Cooperate in formulating institution policies, accepting responsibilities as committee members, and working towards the betterment of the institution.

5. Leave Consideration: When availing leave, teachers should keep in mind their responsibility for completing the academic schedule.

Teachers and Non-teaching Staff:

Teachers should give due respect to non-teaching staff, treating them as colleagues and equal partners for the smooth functioning of academic and administrative tasks.


Teachers and Guardians:

Teachers should maintain contact with guardians, sending reports of student performance when necessary, attending meetings convened for this purpose, and collecting feedback for mutual exchange of beneficial ideas.

Teachers and Society:

Teachers should:

1. Community Improvement: Work to improve education in the community,


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collaborating to strengthen moral and intellectual values.

- 2. Social Awareness:** Be aware of social problems and participate in activities conducive to societal progress.
- 3. Citizenship Responsibilities:** Perform citizenship duties, participate in community activities, and shoulder responsibilities of public offices.
- 4. Promotion of National Integration:** Actively work for national integration, avoiding behaviors that promote feelings of hatred or enmity among different communities.
- 5. Gender Sensitivity:** Be sensitive to gender discrimination, encouraging equal opportunities for all.
- 6. Respect for Fellow Teachers:** Avoid hurtful statements that may injure the sentiments of fellow teaching staff, as public statements reflect the institution's ethos.
- 7. Values Inculcation:** Devote efforts to inculcate values that contribute to the creation of responsible, dutiful, and socially aware citizens.

Environmental Ethos:

All teachers are expected to contribute to upholding an ethos dedicated to caring for the environment, reflecting the institution's commitment to environmental consciousness.

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CODE OF CONDUCT FOR TEACHING SUPPORT STAFF

In alignment with the guidelines set forth by the State Government of West Bengal, all Teaching Support Staff at Gobardanga Hindu College are expected to adhere to a specific Code of Conduct outlined by the college. The following codes serve as a framework to ensure professionalism, loyalty, and a conducive working environment:

1. Loyalty and Sincerity:

Teaching support staff should demonstrate loyalty and sincerity towards the policies of Gobardanga Hindu College.

2. Honesty and Punctuality:

Staff members are required to be honest and punctual in the execution of their professional duties. Engaging in activities unrelated to college duties during working hours is strictly prohibited.

3. Leave Procedures:

Any leave must be availed with prior intimation, adhering to institutional regulations and procedures.

4. Avoidance of Political or Anti-secular Activities:

Teaching support staff should refrain from engaging in political or anti-secular activities within the college premises.

5. Professional Conduct:

They are expected to maintain a professional demeanor, avoiding ill-mannered, antagonistic, or rude behavior towards non-teaching colleagues, teaching staff, and students.

6. Responsibility for College Property:

Teaching support staff bears responsibility for the protection of college equipment and furniture, ensuring their proper use and maintenance.

7. Sobriety during Office Hours:

Staff members should not be under the influence of drugs or alcohol during office hours, maintaining a focused and professional environment.

8. Confidentiality:

Staff members must respect the confidentiality of certain matters, such as examination-related documents or any other confidential college documents.

9. Avoidance of Bias:

There should be no display of biases towards gender, caste, or religion in any aspect of their professional conduct.

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10. Collaborative Approach:

In times of difficulty, teaching support staff should seek the assistance of both teaching and non-teaching staff rather than taking independent actions.

These codes of conduct are designed to foster a positive and harmonious working environment at Gobardanga Hindu College, ensuring the smooth functioning of the institution and upholding the principles of professionalism and dedication to the educational mission. Adherence to these guidelines reflects the commitment of the teaching support staff to the values and ethos of the college.

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