

# Code of Conduct for Governing Body, Principal, Teachers, Office staff and Students

## Governing Body (GB)

- ❖ As the supreme decision-making body for the internal affairs of the college the Governing Body (GB) must pave the way for the teachers and employees to get the promotional benefits. It must ensure that necessary leaves are sanctioned by the college administration for the teachers for improving their academic and professional skills. It must monitor the system for internal auditing as per its resolution, and take stock of external auditing by government auditor.

## Principal

- ❖ The principal is responsible for the implementation of all the decisions taken by the GB for the all-round development of the College. The principal of Biswanath College must behave in such a manner that earns him or her respect by upholding integrity, dignity, decorum and efficiency at all levels.
- ❖ He should be impartial in his or her decision with members of the staff and students.
- ❖ He should maintain tolerance while dealing with burning issues among students and subordinates.

## Vice-principal

- ❖ The vice-principal, appointed by Governing Body of the college, has to assist the principal for the smooth functioning of the mechanism of teaching and evaluative process.

## Teacher

- ❖ A teacher of Biswanath College should be committed to the profession, students, colleagues and the community. He or she must devote full working time to the profession, refrain from engaging in external jobs that hamper his or her teaching, try continuously for professional development, involve in research activities, create a culture that encourages useful collaboration and discourse among colleagues and stakeholders, treat colleagues as professional equals, regardless of their status, refrain from making untested allegations against colleagues or higher authorities, speak constructively of other teachers, but report honestly to responsible persons in matters

involving the welfare of students, the college system, and the profession, be regular and punctual and should report on time for classes.

- ❖ All the teachers should help students in physical, social, intellectual, emotional, and moral development. They should demonstrate to students their commitment for excellence in work, manners and achievement.
- ❖ They must not make students part of any activity that involve their personal interests. They should perform the duties of citizenship, and participate in community activities with due consideration.
- ❖ The teachers should try to see through teachers' bodies and organisations, that Biswanath College maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### Non-teaching staff

- ❖ The administrative staff must be present in the office during office hours. There is no provision to leave the campus during this time.
- ❖ They should work sincerely for the effective administration of the office.
- ❖ Their behaviour should be polite and accommodative towards students and teachers.

### Students

- ❖ A student shall be liable to disciplinary action for violation of any of the rules of discipline maintained inside the college campus, in the classrooms and library.
- ❖ Their behaviour towards the members of the staff (teaching and administrative) and their fellow students should be dignified.
- ❖ They should cooperate with the members of the staff (teaching and administrative) and their fellow students in maintaining environment-friendly atmosphere inside the college campus.
- ❖ They shall maintain complete silence in the classrooms and library. They must not loiter in the corridors or in front of the class rooms. They must not cause any damage to any of the college property, furniture and fittings.
- ❖ Students shall leave their vehicles in the shed provided for this purpose.
- ❖ They will not be allowed to form society in the college without the permission of the principal. They shall not bring into college campus any article deemed by the college authority to have a dangerous and/or disruptive influence on the academic environment. Mobile phones are strictly prohibited within the College campus. Mobile

phones are also strictly prohibited in the examination hall during the time of examination in offline mode.

- ❖ Ragging is strictly banned inside the college premises. Students found to be involved in any form of Ragging will be expelled from the college as per the Supreme Court Order.
- ❖ The courses of the study in Biswanath College are all full-time courses. No student can take any other full-time course concurrently. If any student is admitted to any other course, then the student/ guardian should inform the College authority immediately.

