



**BELDA COLLEGE**

# **CODE OF CONDUCT AND ETHICS**

**HANDBOOK FOR ADMINISTRATORS,  
STUDENTS, EMPLOYEES & VISITORS**

**Published by:**

**Internal Quality Assurance Cell,**

**Belda College**

## About the College:

Belda College was established on 16<sup>th</sup> August, 1963 with a vision to transform the college into a centre for excellence in the arena of higher education and contribute to the development of the nation by generating quality human resources. Belda College is included in the 2f & 12B List by the University Grants Commission. Although the college was initially affiliated to the University of Calcutta, in 1985, it got affiliated to Vidyasagar University, Midnapore. The primary motto of the college has always been to inculcate discipline, patriotism, spirit of mutual cooperation and sense of social responsibility among the stakeholders. The institute also emphasizes on the all-round development of a student's personality and overall character making with an aim to make them responsible citizens of the nation.

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## CODE OF CONDUCT

The handbook for Code of Conduct & Ethics designed by Belda College for all its stakeholders seeks to promote and preserve a safe environment of learning and work culture for all. The college has formulated a set of code of conducts and rules and regulations governing an individual's behavior for the following stakeholders:

- **Principal**
- **Governing Body**
- **IQAC**
- **Librarian**
- **Teachers & HODs**
- **Students**
- **Non-teaching/Support Staff**
- **Visitors**

## GENERAL RULES FOR ALL STAKEHOLDERS

1. To create and strive through continuous self-assessment, evaluation and professional development.
2. To maintain disciplined conduct at all levels of administration, research and teaching-learning.
3. To commit in practicing green technologies for sustainable development of the nation.
4. To maintain interactions at all levels with dignity, respect and transparency.
5. Conservation of natural resources, energy and the environment is expected from all stakeholders of the college community
6. To commit to eliminating barriers to student learning and student achievement and to the creation of a fair, just and welcoming campus community.
7. Academic misconduct such as cheating in an exam, plagiarism on an academic assignment, any unauthorized collaborative work or any other of such kind is strictly prohibited.
8. The unlawful use, purchase and distribution of alcohol inside the college premises are strictly prohibited.
9. Physical restraint, assault, or any other act of violence and even the use of physical force by any community inside the college campus that threatens the decorum of the college is strictly prohibited.
10. Unreasonable activities such as bullying/ragging, verbal/physical or any kind of sexual assault causing negative effect/any kind of social, physical or emotional domination on an individual/group targeted is strictly prohibited within the college premises.
11. The inappropriate use of mobile phones or cameras for recording purposes is strictly prohibited.
12. No staff/student should engage him/her directly or indirectly in any trade or businesses within the college premises.
13. No staff/student should engage or participate in any anti-secular/disharmony causing activities.
14. The college embraces diversity and fosters an environment of inclusivity, recognizing the Freedom of Speech and mutual inclusivity for everyone.

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## CODE OF CONDUCT FOR ALL EMPLOYEES

As per the First Statutes, 1983, Statute No: 170 of Vidyasagar University, following major and minor punishments may be imposed upon an employee by the appointing authority or by any authority to which the appointing authority is subordinate

1. Censure.
2. Withholding of increments or promotion.
3. Recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee.
4. Reduction to the lower stage in the time scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay during the period of such reduction.
5. Compulsory retirement.
6. Removal or dismissal from service.

*for reasons of:*

1. Neglect of duty
2. Want of due diligence in the performance of duties
3. Violation of orders regarding attendance and office discipline
4. Misappropriation and Defalcation
5. Insubordination or disregard or violation of the orders of superior authority
6. Commission of any offence involving moral turpitude
7. Conviction by a Criminal Court
8. Tampering Official Records
9. Any other misconduct that is considered unbecoming of an employee of the college.

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**CODE OF CONDUCT  
FOR THE  
PRINCIPAL**

## CODE OF CONDUCT FOR THE PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. as the Academic and Administrative Head of the institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource and Development (MHRD), and the set of prescripts enforced by the Government of West Bengal as in the West Bengal Service Rules (WBSR).

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

### **The Principal should:**

- Provide inspirational and motivational value based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment.
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

The Principal being the Administrative Head of the College is expected to undertake and execute the following responsibilities and duties –

- Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings.
- Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution.
- Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains.
- Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC.

- Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework.
- Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution.
- Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff.
- Exploring means and ways to establish tie-ups with external quality institutions/organizations, for qualitative growth of the institution.
- Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution.
- Ensuring the institutional fringe area development through judicious utilization of institutional resources.
- Seeking and implementing ways and means to improve the financial health of the institution.
- Continuous monitoring of the performance indications of different academic and administrative procedures/regulations and up-gradation/modification of these as per need basis.

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**CODE OF CONDUCT  
FOR THE  
GOVERNING BODY**



## CODE OF CONDUCT FOR THE GOVERNING BODY

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- a) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders including students, local communities, Government and others representing public interests.
- b) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- c) Governing bodies ensure compliance with the statutes, Ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- e) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- f) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft meetings (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

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**CODE OF PROFESSIONAL CONDUCT AND  
FUNCTIONING GUIDELINES FOR  
INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**

## **FUNCTIONS OF IQAC**

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment and conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **STRATEGIES OF IQAC**

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.

## CODE OF CONDUCT FOR DIFFERENT CELLS/BOARDS/CENTRES ETC.

- The in-house Boards/Cells/Centres/Committees/Councils/units shall work in close coordination with the Internal Quality Assurance Cell (IQAC) of the college.
- The in-house Boards/Cells/Centres/Committees/Councils/Units shall meet at least once in every three months to discuss about the status/progress of ongoing works and also to decide upon the course of future works.
- Copies of all resolutions adopted by the in-house Boards/Cells/Centres/Committees/Councils/Units will have to be submitted to the Coordinator, IQAC, on a quarterly basis, both as hard copies and soft copies for being uploaded in the institutional website.
- All members of different in-house Boards/Cells/Centres/Committees/Councils/Units shall adhere to different procedures and regulations and comply with any relevant instructions/directions/orders that might be given/prescribed by the administrative authorities/mechanism of the institution or higher authorities from time to time.
- The Chairperson, IQAC (Principal) reserves the right to dissolve and reconstitute any in-house Boards/Cells/Centres/Committees/Councils/Unit or replace any member there from if he/she is satisfied enough that any particular in-house Boards/Cells/Centres/Committees/Councils/Unit or any concerned member has failed to perform in consonance with the desired expectation level.
- The Chairperson, IQAC (Principal) reserves the right to extend the term of any working in-house Boards/Cells/Centers/Committees/Councils/Unit depending upon the need and situation.

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**CODE OF PROFESSIONAL CONDUCT AND ETHICS**  
**FOR**  
**LIBRARIAN**

**[EXTRACT FROM UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]**

**The Librarian should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS**

**FOR**

**TEACHING STAFF  
(INCLUDING HODs)**

## CODE OF CONDUCT FOR TEACHERS

The teachers of Belda College should follow the code of conduct laid down in West Bengal Government Service Rules (<https://wbxpress.com/west-bengal-service-rules>). But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teachers, who is entrusted with social responsibility. A democratic code for this institution encompasses the following:

### **[A] Professional Values**

- (i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- (iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- (iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- (vi) Above all, a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

### **[B] Professional Development and Practices**

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and
- (iii) Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iv) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- (v) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extracurricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.



### **[C] Professional Integrity**

- (i) Teachers must maintain ethical behavior in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

### **[D] Professional Collaboration**

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College.
- (vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

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## **CODE OF PROFESSIONAL ETHICS FOR TEACHERS**

**(Based on UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018)**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

### **II. TEACHERS AND THE STUDENTS**

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and

- guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
  - (x) Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **IV. TEACHERS AND AUTHORITIES:**

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **VI. TEACHERS AND GUARDIANS:**

Teachers should try to see through teachers' bodies and organizations, that institutions maintain 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.

## VII. TEACHERS AND SOCIETY:

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### GUIDELINES FOR TEACHERS

#### A. ACADEMIC

- ❖ Daily routine classes should be attended on time as far as practicable.
- ❖ Complete the Syllabus Topics allotted by the HODs for each semester/year within a justified time framework.
- ❖ Lesson Plans should be made at the beginning of every semester/year.
- ❖ Complete the marking of answer-scripts of class tests/sessional examinations within the desired time framework.
- ❖ Discuss the answer scripts of class tests/sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed.
- ❖ Repository of E-learning resources should be created by each individual teacher as per his/her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students.
- ❖ No students should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified.
- ❖ For improper conduct or behavior of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments.
- ❖ Make use of both departmental as well as central library facilities for maximum academic use.

#### B. ADMINISTRATIVE

- ❖ Entries in the Daily Class Monitoring Diary should be made on a day to day basis.
- ❖ Should assist the HOD in executing various departmental administrative works as and when asked for.
- ❖ When appointed as invigilators (i) must report to the OC/AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination, (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees (iv) must refrain from all sorts of gossip with the fellow invigilator (v)

**CODE OF CONDUCT AND ETHICS  
FOR  
STUDENTS**

## CODE OF CONDUCT FOR STUDENTS

- All bona-fide students are expected to be conversant with the code and guidelines as stipulated below and any amendments that might be incorporated from time to time as per requirement and necessity.
- Every student shall be familiar with the Academic Calendar of the College (uploaded in the college website).
- Every student shall behave towards every individual inside the campus in a way that is expected from a good educated citizen.
- Students shall spend each and every working day inside the college campus in a meaningful way.
- Class representatives from every academic course batches shall be members of Departmental Advisory Committees in every academic department, who shall communicate to the higher authorities the opinion/suggestions of his/her batch mates.
- The institution believes in and follows a decentralized and participatory mode of governance. Student representatives are nominated as members in the following in-house committees of the college: Anti-ragging Committee, Campus Beautification Committee, Canteen Monitoring Committee, Health Unit, Hostel Advisory Committee, Career Counseling Cell, Internal Quality Assurance Cell (IQAC), Women's Cell & Internal Complaints Committee (ICC), Library Advisory Committee, NCC Advisory Committee, NSS Advisory Committee, Sports and Games Promotion Committee, Psychological Counseling Cell, Code of Conduct Monitoring Committee and Grievance Redressal Cell (GRC).
- All students are to note that most of the general campus area and classrooms/laboratories are covered under CCTV surveillance.

### Ethics and Conduct for the Students

This Code shall apply to all kinds of conduct of students that occurs in the College premises including in college sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - a) He/she shall be regular and must complete his/her studies in the College.
  - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Principal.
  - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the College on a scholarship, the said grant shall be revoked.
2. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:
  - Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual

orientation, marital or family status, physical or mental disability, gender identity, etc.

- Intentionally damaging or destroying College property or property of other students and/or faculty members.
- Any disruptive activity in a class room or in an event sponsored by the College.
- Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.
- Participating in activities including organizing meetings and processions without permission from the College.
- Accepting membership of religious or terrorist groups banned by the College/Government of India.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Smoking on the campus of the College.
- Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- Rash driving on the campus that may cause any inconvenience to others.
- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources
- Misbehavior at the time of student body elections or during any activity of the College.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any property of the College, or any property of others on the College premises.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. If there is a case against a student for a possible breach of code of conduct, then the disciplinary committee will recommend a suitable disciplinary action and inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

**CODE OF CONDUCT FOR THE STUDENTS WITHIN THE GENERAL COLLEGE**  
**CAMPUS AREA:**

- Students should come to the college preferably by mass transport systems, or any other vehicle brought to the college must be parked in a disciplined way in the designated parking lot or outside the college campus.
- Display of valid identity cards is mandatory to enter the college premises during working days/hours.
- Loitering aimlessly inside the campus area is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards engagement in extra-curricular activities/sports activities/library visits/attending any ensuing programs inside the campus or peer discussions amongst fellow students. Moving outside the college campus on flimsy grounds is not encouraged.
- Students should not create ruckus inside the canteen area and should not engage in gossip, thereby occupying the limited eating spaces.
- Students are expected to participate actively in all sorts of departmental as well as institutional level activities/events that shall be held from time to time.
- RAGGING of newly admitted students is STRICTLY PROHIBITED in the college campus/hostel premises and shall be dealt with a firm hand, under the existing penal provisions. If any incident of ragging comes to the notice of the college authority, the student (s) involved in ragging shall be given liberty to put forward his/her explanation, which if not found satisfactory, the authority would expel him/her from the college.
- The entire college campus has been declared as a VIOLENCE INTOLERANCE ZONE. No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc. during their presence inside the campus. Offensive behavior (including eve-teasing), violent behavior, skirmishes, protests, clashes, damage to institutional property and indulging in other unruly acts inside the campus shall be deemed to be acts of insubordination and shall be dealt with in a firm manner. Exemplary punishment will be awarded to students found to be involved in violent acts or incidents which may range from debarring from attending classes, filling up of examination forms and in extreme cases may lead to rustication.
- The entire college campus has been declared a NO TOBACCO ZONE. No student shall be in possession of any intoxicating substances (drugs, alcohol, etc), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors etc shall be dealt with firmly by the college authority. Any student detected/identifies to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves.
- The entire college campus has been declared a NO PLASTIC ZONE. Use of plastic items below the standard accepted norms is strictly prohibited.
- Waste products must be disposed off in the designated dust-bins only.
- All educational field trips/excursions/study-tours shall be undertaken with prior permission of the Principal. All such activities shall be coordinated through a Teacher-in-Charge who shall obtain from each student an undertaking in a standard format before the start of the activity.
- Organization of political meetings inside the campus is strictly prohibited.
- Students should not crowd inside the office premises so as to cause hampering in the normal



discharge of duties by the office staff. For fees payment and submission of admission/examination forms, students must queue in an orderly manner in the designated space.

- All students are expected to participate in different Feedback Surveys that might be conducted from time to time and forward their valuable suggestions/opinions, that will be used for betterment of services and conditions.
- Use of cell phones is NOT permitted within the classrooms and laboratories. Usage of phones is strictly restricted within the Girls' and Boys' Common Rooms. Cell phones must be kept in the SILENT MODE under all circumstances within the college campus.

#### **CONDUCT OF STUDENTS WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOMS:**

- Students are expected to actively participate in various departmental programs and activities that might be organized by the respective departments from time to time, viz. Freshers' Ceremony, Farewell functions, Alumni Meets, Student seminars, Cleanliness activities, Outreach activities, Sports activities, Cultural activities, Literary activities, and other such activities and programmes that might be organized by different wings/cells/departments within the campus from time to time.
- Students are expected to actively contribute towards their Departmental Wall Magazines/Departmental News Letters (if any) etc.
- Students shall attend their classes at the designated time as specified in their respective daily class routines.
- Appearance in Class tests, sessional examinations and other co-curricular activities is mandatory, as notified and held from time to time.
- Classes if not held at the proper designated time must be immediately brought to the notice of the Head of the Department/Principal.
- Class Representatives shall actively participate in the Departmental Advisory Committee meetings and bring to the notice of all concerned various ideas/academic grievances of his/her fellow batch mates.
- All matters of low class attendance and other acts of indiscipline shall be discussed in the Departmental Advisory Committee meetings, for appropriate remediation.
- Every student shall be a member of the Departmental WhatsApp Group, where academic and other important information shall be uploaded from time to time by departmental administrators/authorities.
- Students are expected to browse through the departmental Notice Boards and the WhatsApp Groups on a regular basis for necessary updates by departmental administrators/authorities.

#### **CONDUCT OF THE STUDENTS INSIDE THE DEPARTMENTAL LABORATORIES:**

- Students must adopt statutory precautions inside the laboratories so as to minimize damage to equipments, apparatus, instruments, specimens, models, containers containing hazardous chemicals, etc and to reduce other health hazards to self and others.
- Students must strictly follow all instructions and guidelines prescribed by the teachers in charge of the practical classes and laboratory bearers.

#### **CONDUCT OF STUDENTS INSIDE THE COLLEGE LIBRARY:**

- All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attaches, portfolios etc. to the library staff at the Property Counter located at the main entrance, students and staff shall display their valid Library Card at the digital Library

#### Attendance System.

- Water bottles and other eatables are not allowed inside the reading room.
- Valuable materials like currency, ornaments, mobile phones, electronic gadgets etc shall be separated before depositing the bags etc at the property counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the *bonafide* members of the library and only during their stay within the library premises.
- Possession of College Identity Card is mandatory to enter the library premises.
- Complete silence must be maintained inside the library premises, mobile phones and other audio and video devices should be kept in silent mode inside the library premises.
- Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points, however, personal books are not allowed to be taken inside
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirah.
- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name, if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc. of books issued is considered as injuries to the books, which is viewed as a serious offence.
- Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through *wifi* mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library.
- Any individual walking out of the library with any book or other resource/material, or if found to be involved in mutilating/tampering with any book or other resource/material, will face disciplinary action.
- Violation of these rules may lead to withdrawal of library privileges from any user.

#### CONDUCT OF STUDENTS INSIDE THE EXAMINATION HALLS:

- All examinees are expected to maintain decorum inside the examination halls and strictly follow all disciplinary instructions as printed in cover page of the University/Council answer-scripts and other oral/printed instructions communicated/provided by the invigilator(s).
- Examinees should NOT bring any book/loose paper/mobile phones/headphones/electronic calculators and other electronic devices inside the examination halls, except the ADMIT CARD, REGISTRATION CERTIFICATE and required stationery materials and hard boards.
- Examinees are required to bring their own pens/pencils/erasers and other stationery materials as per requirement and should not create commotion inside the examination halls by way of borrowing from the fellow examinees seated near them or inside the hall.
- Examinees may preferably bring their own bottles, or it will be provided by the room bearers, upon request made to the invigilators.
- Any deed that demands the attention of the invigilators must be brought to attention of the concerned invigilator(s) by raising the hand.
- All examinees must speak in a soft tone while conversing with the invigilator(s) regarding their need or clarification.
- Question papers should NOT be taken out of the examination halls while going to the washrooms.

- There should not be any unreasonable delay in coming back from the washrooms after attending nature's call.
- Scribbling is NOT permitted on the question papers/hard boards/admit cards/registration certificates/pencil and geometry boxes or any part of the body like palms etc.
- Scribbling of notes/answers on the desks/benches/walls of the examination halls is strictly prohibited.
- Examinees must hand over the answer-scripts to the invigilators on duty at the end of their examination and on no account should leave it in their allotted desks.

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BELDA COLLEGE

**CODE OF CONDUCT AND ETHICS**  
**FOR**  
**NON-TEACHING/SUPPORT STAFF**

## CODE OF CONDUCT FOR NON-TEACHING/SUPPORT STAFF

Being the employees of the Government of West Bengal, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

### **Professional Conduct**

- (i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- (vi) They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Workplace Conduct**

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste or religion.

### **Professional Relationship**

- (i) Interactions between support staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- (ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an institution depends upon mutual goodwill and trust.
- (iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- (iv) The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR THE NON-TEACHING/SUPPORT STAFF**

**Non-teaching staff of the college are expected to –**

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.

**Non-teaching staff shall –**

- Be punctual in attending day to day routine works.
- Execute and complete the allotted tasks to the satisfaction of all concerned.
- Maintain harmonious and cordial relationships with all colleagues.
- Behave in a manner that would not demean the institutional reputation.
- Work towards earning the trust, honor and respect from one and all.
- Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time.

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## CODE OF CONDUCT FOR THE VISITORS

1. All visitors of the College are considered as guests and are treated with proper hospitality as desired.
2. Any query of the visitor is to be addressed by the security personnel, and no visitor is allowed to enter uninvited in any department, examination halls, classrooms, or principal, or staff room.
3. No visitor is allowed to loiter or roam unnecessarily in the college premises. Any person doing so will be considered as trespasser and are liable to be prosecuted.
4. Visitors can meet the Principal or teaching faculty only with prior permission.
5. The college remains under CCTV surveillance, around 50 cameras are installed in various entry as well as exit points of the college.
6. The college ensures full security to all the members as well as guest of the college premises.

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# BELDA COLLEGE

(Accredited with CGPA of 2.75 at 'B' Grade by NAAC)

Belda :: Paschim Medinipur :: 721424 :: WB

ISO 9001:2015 Certified Organisation

Tel.:03229-255 246 \* Email: principal@beldacollege.ac.in \* Web: www.beldacollege.ac.in

## CODE OF CONDUCT MONITORING COMMITTEE

To monitor the ethical codes and conduct of the institution, the Governing Body of Belda College has constituted a Code of Conduct Monitoring Committee. The committee ensures maintenance of discipline, dignity, and smooth conduct of institutional works along with ensuring mutual respect and context-sensitive accountability to all stake-holders. The composition of the committee is given below:

1. Dr. Manabendra Mondal	Principal/Chairman
2. Dr. Abdul Hai Mallick	Convener
3. Dr. Deepak Paswan	Member
4. Dr. Asit Panda	Member
5. Dr. Lipika Mondal	Member
6. Dr. Sreetama Misra	Member
7. Dr. Abhijit Dey	Member
8. Prof. Debanjan Das	Member
9. Sri Gopinath Bhunia	Member

**The roles & responsibilities of the Code of Conduct Monitoring Committee include (but are not limited to) the following:**

- To conduct orientation programs to all UG & PG students for providing awareness on their course structure as well as academic regulations.
- To conduct programmes on anti-ragging measures.
- To conduct awareness programmes on code of conduct.
- To conduct awareness programmes on professional ethics.
- To conduct awareness programmes on human values.
- To conduct awareness programmes on code of conduct for all stakeholders, such as, students, teachers & support staff.
- To conduct awareness programmes on professional ethics for teaching and non-teaching staff.
- To distribute leaflets and banners relating to ethics & conduct for all stakeholders.
- To address issues relating to violation of code of conduct by any stakeholder.



**Signature & Seal**

**Principal, Belda College**

PRINCIPAL  
BELDA COLLEGE  
BELDA, PASCHIM MEDINIPUR