

# **Dinabandhu Andrews College**

## **P.O. Garia, Kolkata 700 084**

### **Code of Conduct**

#### **THE CODE OF CONDUCT FOR THE ADMINISTRATORS**

1. The people in college administration are expected to ensure that all the students, the members of teaching and the Non-teaching staff are dealt with courtesy and with respect in tune with cultural heritage of the College.
2. They must always be fully conversant with the rules and regulations of the Institution.
3. The College Administrators must be committed for the protection of rights of all the students and the members of the non-teaching staff.
4. The college administration must also be committed to the society and the nation at large.

#### **THE CODE OF CONDUCT FOR THE GOVERNING BODY**

1. The Governing Body sanctions and accepts the matters proposed and passed through the Internal Quality Assurance Cell or Teachers' Council of the college pertaining to Academic development, Financial management and infrastructure development.
2. The Governing Body is to empower the Admission Committee for the execution of the admission process in according to the directives of the affiliating university and those of the State Government including the reservation policy of the State Government.
3. The Governing Body protects and upholds the constitutional rights of all the stakeholders of the college.

#### **THE CODE OF CONDUCT FOR THE PRINCIPAL**

1. As the head of the Institution the Principal should look after all the administrative and academic activities of the Institute.
2. Principal must act as the Chief Executive Officer (CEO), Drawing and Disbursing Officer (DDO) and the Chief Academic Administrator of the college
3. He/ She should follow all the rules and regulation prescribed by the Affiliating University.

## **THE CODE OF CONDUCT FOR THE TEACHERS**

1. The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution.
2. The teachers must discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
3. A teacher shall perform his academic duties and work related to examinations as assigned.
4. A teacher shall have a freedom of thought and expression. He/She shall not misuse the facilities or forum of the College/ University.
5. A teacher shall not refuse to carry out the academic and administrative decision taken by the college administration.
6. A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
7. A teacher shall not furnish incorrect information regarding his qualifications, age, etc. in respect of his appointment/promotion.

## **THE CODE OF CONDUCT FOR THE LIBRARIANS**

1. A Librarian should actively participate in the formulation of policy in the operation and service program of his library.
2. A Librarian should not discriminate between or against library users.
3. A Librarian should respect the confidentiality of each library user.
4. A Librarian should honor the Freedom of Libraries in collecting, preserving and proffering library materials.

## **THE CODE OF CONDUCT FOR THE NON-TEACHING STAFF**

1. The members of the non-teaching staff shall enjoy full civic and political rights as provided by the Indian Constitution.

2. The members of the non-teaching staff should create and maintain strong relationship with students and faculty by way of interaction, cooperation within the professional boundaries.
3. The members of the non-teaching staff should treat the students with care and kindness, and maintain their dignity.
4. It is responsibility of every staff to meet the required standards for every assigned task.

### **THE CODE OF CONDUCT FOR THE STUDNETS**

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College. For ensuring this objectivity, the students must do the following:

1. Carry Identity Card (hard/soft) with them.
2. Maintain the rules and regulations of the college.
3. Restrain from 'RAGGING' of any description.
4. Avoid smoking, taking hard drinks/any kind of prohibited items.
5. Be punctual and regular in their attendance.
6. Avoid using Mobile Phones while inside the Classroom/Laboratory/Library etc.
7. Avoid taking unfair means of any kind in the Examination, preparing Project Works etc.
8. Regularly follow the college website/Notice Board for keeping pace with the updated Notifications/Instructions/News/Events etc.
9. Avoid loitering on the corridors.
10. Remember that 'Sexual Harassment' of any kind is punishable as per rules.