



**GOURAV GUIN MEMORIAL COLLEGE**  
**CHANDRAKONA ROAD, SATBANKURA, PASCHIM MEDINIPUR - 721253**  
**Handbook on Code of Conduct**

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**Date of Policy:** July, 2023

**Approved by Head of Institute:** Yes

**Next Review Date:** July, 2024

**Responsibility of Review Entrusted to:** Internal Quality Assurance Cell

**Purpose**

This Handbook on code of conduct aims to:

- Provide general guidelines of Do's and Don'ts in the College;
- Create a law-abiding and efficient institution which serves all the stakeholders with utmost diligence and sincerity;
- Ensure discipline in all the sections of the College;
- Promote sensitivity to the needs of all stakeholders of the College;



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**Code of Conduct for the Students**

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*Followings are the code of conduct for any student admitted in this College. These codes are inclusive in nature and the students are to follow codes to be followed in general in addition to following the undermentioned codes.*

**(1) Entry through the College Main Gate:**

- Only the running and bona-fide students of the College are allowed to enter the College during official working hours of the College or at any other time subject to due permission of competent authority of the College;
- Students shall pay all fees in time (through College Online Payment portal) to be bona-fide students of the College;
- Students shall hang from the neck, at the time of entry into the College through the College Main Gate, Student's Identity Card provided by this College only in such a manner as it becomes visible to the Guard or any other person authorized by the College authority deputed at the College Main Gate;
- Students shall be bound to produce their College Identity Card in the manner as desired by the Guard or any other person authorized by the College authority deputed at the College Main Gate. Refusal to do so will debar the student from entering the College;
- Entry into the College through any opening or otherwise other than the College Main Gate will be taken as trespassing and will subject the student to strict disciplinary action;
- Students shall follow all other instructions given by competent authority of the College regarding any matter connected with the entry of students through College Main Gate.

**(2) Stay inside the College Premises: General Codes**

- Students shall behave properly while they stay inside the College Premises. They shall continue to hang their College Identity Card from their neck during entire tenure of stay inside the College;
- At no point of time, they are allowed to indulge into any act by himself or herself which tantamount to mischievous act of any sort or which may damage academic and administrative environment of the College;
- Smoking, chewing, drinking or consumption / use of tobacco or any tobacco products, narcotics, drugs, alcoholic liquor or any other substances which are banned or the use of which is not socially accepted, in any form, is strictly prohibited inside the College Campus;
- Students shall be inside the concerned Class Room or any other places where academic exercise of any form is going on and to which he is officially attached



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- as per given Class Routine or similar other instructions. Students shall not loiter in the immediate vicinity of Class Rooms or other places of academic exercises;
- Students shall not litter the College campus in any manner or in any form. They must avail of the waste disposal system of the College for dumping garbage;
  - Students shall dress themselves up properly while they come to the College;
  - Students shall not use Mobile Phone or similar other gadgets inside the Class Rooms or any other places where academic exercises take place;
  - Carrying, holding, keeping in possession, use, attempt to use or cause to do any or all of these of any material or thing which might cause injury or harm to anybody is strictly prohibited;
  - Students shall use Wi-Fi inside the College Campus only for purposes connected with their academic exercises and not for any other purposes;
  - Students shall not misuse / mishandle / over-use / waste / make improper use any resources of the College;
  - Students shall not indulge into ragging of any sort;
  - Students shall not indulge into sexual harassment of anybody in any form;

**(3) Attendance in the Classes and other Academic Exercises**

- Students shall be regular and punctual in attending classes as per Departmental Class Routine framed in consonance with the Master Class Routine of the College and tutorials or remedial classes, if any. Failure to obtain the requisite attendance percentage shall debar the students from availing all the benefits to be availed of by any bona-fide student;
- Student shall be seated in their classrooms at the commencement of each class or other academic exercises. They shall not enter or leave the class room without permission of the lecturer;
- Students shall not indulge into practices like impersonation of roll number or identity, talking in between during holding of classes

**(4) Appearing in the Assessments / Examinations**

- Students shall appear in all the assessments, examinations, seminar presentation and the like as per the notice served by the respective authorities;
- Students shall seat in their allotted seat only;
- Students shall not resort to any kind of malpractice such as copying from materials of others, exchanging the answer sheets, using any gadget for assistance in answering and the like during the holding of such assessments



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etc. Resorting to such malpractices shall debar the students from all benefits associated with the holding of such assessments etc. and may also debar the students from all benefits of a bona-fide student;

- Students shall clear all dues upto and including for the semester of which he / she is appearing for the assessments etc.;
- Students shall not leave the classroom / hall where assessments etc. is carried on before the close of the assessment etc.;
- Students shall not request for taking supplementary assessments in lieu of scheduled assessments on grounds other than medical ground or other grounds decided by the appropriate authority of the College to be valid ground for taking supplementary assessments etc.;
- Students shall not disclose particulars other than those to be disclosed as per the format of the answer scripts or evaluation sheet supplied by the College. Disclosing particulars other than those required to be disclosed as per the answer scripts or evaluation sheet shall debar the students from all benefits associated with such assessments etc.;
- Students shall not carry mobile phones or any such gadget inside the assessment / test centres;
- Students shall use papers and / or materials supplied by the College for holding such assessment / test. Use of papers / materials other than those supplied by the College for such assessment etc. shall debar the student from availing benefits associated with the assessment etc. and shall subject the student to disciplinary action as deem fit by the appropriate authority of the College;
- Students shall behave properly inside the assessment / test centre failing which they shall be subject to disciplinary action to be deem fit by appropriate authority of the College.

**(5) Attending the College Library and Reading Room Facilities**

- Students shall attend the library following rules and regulation of the College Library;
- Students shall refrain from mishandling and tampering with library books;
- Students shall refund books in time so that optimum use of the books can be ensured;
- Students shall use IT and network facilities of the College in right earnest;
- Students shall strictly follow the timing of the library.



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**(6) Availing of College Canteen Facilities**

- Students shall abide by the rules and regulations of the College canteen;
- Students shall not eat, drink, smoke or otherwise consume any socially prohibited items for students like cigarettes, liquor, narcotics etc.;
- Students shall not spit here and there inside and / or around the canteen;
- Students shall not move around the canteen and shall sit only on designated sitting arrangements;
- Students shall pay at a rate fixed by the college authorities and according to rate chart displayed in conspicuous place in and around the canteen;

**(7) Accessing different Sections of Offices of the College**

- Students shall follow the timings set by the office to avail of different services and benefits;
- Students shall follow all the rules and regulations to avail of different services and benefits;
- Students shall not pay fees and other dues except through Online Fees Payment System / Portal of the College which can be availed through the web-site of the College; follows online fees payment system;
- Students shall follow rules and regulations set by other competent authorities like affiliating University in the matter of examination form fill up and the like;
- Students shall not enter any part or portion of the office excepting having due prior permission from proper personnel of the office.



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**Code of Conduct for the Teachers**

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*Followings are the code of conduct for any teaching staff of this College, what be his / her nomenclature. These codes are inclusive in nature and the teachers are to follow codes to be followed in general in addition to following the undermentioned codes.*

- Teachers shall follow all the provisions, as applicable to them, laid down in West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and any rules, regulations, guidelines etc. framed under this Act;
- Teachers shall follow all the guidelines issued by UGC from time to time in their letter and spirit;
- Being at the highest cadre in the institution teachers shall follow the mission, vision, objectives, internal rules and regulations of the institution;
- Teachers shall put the interest of bona-fide students as paramount interest and all their activities shall direct towards betterment of students in all respects;
- Teachers shall arrange for the completion of syllabus of study assigned to them in time;
- Teachers shall arrange for the continuous interval evaluation system of students so that their strengths and weaknesses are detected in time and necessary corrective and adaptive measures are taken in due course;
- Teachers shall endeavour to inculcate values and sense of responsibilities among their students;
- Teachers shall equip themselves with the latest developments in their area of their interest and teaching so that they can provide upto date and best-in-class teaching to their taught;
- Teachers shall regularly go through the process of training and development in the form of Orientation Programmes, Refresher Courses, Seminars, Symposia, Workshops, Short-term Courses etc. so as to avoid de-equipment of themselves;
- Teachers shall make themselves available to problems other than academic problems to the students even outside the formal class rooms and class hours;
- Teachers shall instill multidisciplinary approach in their teaching;
- Teachers shall use maximum use of IT and ITES in their teaching methodologies;
- Teachers shall not engage themselves in socially unacceptable practices like private coaching of students even outside their formal working hours;
- Teachers shall take leave following applicable leave rules and on prior approval of the Head of the Institution;
- Teachers shall provide an open and free ambiance wherein the students can express themselves without fear and hesitation;



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- Teachers shall instill in themselves a sense of corporate citizenship and shall be ready to do tasks beyond their formal assignments;
  - Teachers shall be ready to accept constructive criticism from the students and shall be ready to receive feedback from them;
  - Teachers shall devote time to provide administrative support as and when required;
  - Teachers shall uphold ethical behaviour all the time;
  - Teachers shall uphold honesty, dignity, integrity, confidentiality and equity in the matter of teaching, research, conduct of examinations, evaluation of answer sheets, setting of papers and in all other sphere of their activities;
  - Teachers shall be respectful to their colleagues and have the attitude of assisting each other in any matter;
  - Teachers shall refrain from bowing down to any external pressure;
  - Teachers shall establish communication with the guardians of the students so that a concerted effort can be placed wherein both the teachers and the guardians collectively take up the responsibility of developing the students;
  - Teachers shall make arrangements to improve employability of the students by means of career counselling and such other efforts;
  - Teachers shall provide quality information to the library for its due enrichment and improved efficacy;
  - Teachers shall not put their own interest as superior to the interest of the institution which they serve.





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

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*Followings are the code of conduct for any non-teaching staff of this College, what be his / her nomenclature. These codes are inclusive in nature and the teachers are to follow codes to be followed in general in addition to following the undermentioned codes.*

- Non-Teaching Staff Members shall follow all the provisions, as applicable to them, laid down in West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and any rules, regulations, guidelines etc. framed under this Act;
- Non-Teaching Staff Members shall follow all the instructions of the Principal of the College;
- Non-Teaching Staff Members shall endeavour to provide best-in-class student service;
- Non-Teaching Staff Members shall provide support to functions pertaining to internal evaluation, University Examinations, Admit Card Generation, Marksheet Distribution and so on;
- Non-Teaching Staff Members shall take leave following uniform leave rules and on prior approval of the Head of the Institute;
- Non-Teaching Staff Members shall perform their duties with honesty, sincerity, dignity and diligence;
- Non-Teaching Staff Members shall provide support to faculty members of the College in a manner as required by them for their due performance.





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**Code of Conduct for the Principal**

Principal of the College has multifaceted roles in any institution. Apart from being the Head of Institute (HOI) he is the Drawing and Disbursing Officer (DDO) of the College and the Secretary of the Governing Body of the College. He is not only an administrator but also the Co-ordinators of all co-ordinators in different sections of the College, an inspirer for achieving excellence in the college, an arbitrator and judge in all sort of disputes and debates, manager of all affairs involving different stakeholders of the College, watchdog of all the rules and regulations applicable for the College, human resource manager for managing all the human resource engaged in the organization with all their sentiments, beliefs, demands, wishes etc. Code of Conduct to be followed by the Principal shall include the followings:

- The Principal shall run the College following the provisions, as applicable to the College, laid down in West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and any rules, regulations, guidelines etc. framed under this Act;
- The Principal shall follow all the guidelines issued by UGC, Ministry of Human Resource Development (MHRD) and West Bengal Service Rules (WBSR) from time to time in their letter and spirit;
- The Principal shall abide by the instructions issued by the Directorate of Higher Education, Department of Higher Education, Govt. of West Bengal and Directorate of Public Instructions, Department of Higher Education, Govt. of West Bengal;
- The Principal shall follow the instructions issued by different relevant sections of the affiliating University i.e., Vidyasagar University;
- The Principal shall endeavour to actualise all the policies framed by the Governing Body of the College;
- The Principal shall follow all the extant rules and regulations in the management of financial resources of the College;
- The Principal shall run the College without any intervention of outside forces having vested interest;
- The Principal shall ensure safe custody of all records, papers, documents, registers of the College;
- The Principal shall uphold the interest of the students in every possible manner;
- The Principal shall ensure a tobacco-free campus;
- The Principal shall ensure a ragging-free campus;
- The Principal shall ensure that no case of sexual harassment of women at workplace takes place in the College;
- The Principal shall protect and preserve all the assets and properties of the College;



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- The Principal shall ensure due performance of all the staff members, teaching and non-teaching, of the College;
  - The Principal shall promote extra-curricular and co-curricular activities of the College;
  - The Principal shall promote an environment conducive research and development;
  - The Principal shall promote harmonious relationship among all the stakeholders of the College;
  - The Principal shall promote spirit of welfare among all the staff members;
  - The Principal shall protect the collective interest of all stakeholders of the College;
  - The Principal shall collect and analyse feedback from different stakeholders of the College and take necessary actions to plug in the defects and deficiencies in the systems of the College;
  - The Principal shall endeavour to protect and preserve the environment in and surrounding the College;
  - The Principal shall ensure optimum utilization of all financial and non-financial resources of the College.