

Code of Conduct for Student

The statute of North Bengal University is the principal guiding framework with regard to the terms and conditions of recruitment and service of the students. College authority has made some modifications over it. Every student has to strictly follow the code of conduct framed by the college authority:

- Ragging and eve-teasing are forbidden by the law of the Hon'ble Supreme Court.
- Students are not allowed to enter the college premises without proper uniform and identity card.
- Destroying the College Property, furniture, buildings, labs, defacing wall are considered as serious offences.
- No student is allowed to loiter outside the classroom or anywhere in the college premises during class hours. (In case any teacher is absent, the students are advised to spend the time in the library or in the common room).
- Students are not allowed to sit and chat on the steps, corridors of building, library block, verandah in front of the classrooms. Please treat them as silent zone.
- Indiscipline should not be indulged by unruly behaviour.
- All students are required to put their mobile phones on silent mode during classes.
- Violence, grouping, class clashes etc., should not be encouraged by the students.
- Outsiders are strictly prohibited inside the college premises during college hours. However, In case of urgent business, prior permission of the Principal must be taken.
- Smoking, taking drugs, consuming alcoholic substances, carrying lethal weapons and bursting crackers are not allowed inside the college premises.
- Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves.
- Sticking of posters, defacing college property is strictly prohibited.
- Malpractices in the examination hall are regarded as a serious offence.
- Maintain the sanctity of a co-educational college.

Code of conduct for Teachers

The statute of North Bengal University is the principal guiding framework with regard to the terms and conditions of recruitment and service of the Principal and staff members. All the teachers are expected to know and follow the outline code of conduct for their profession.

A. Professional accountability

- A teacher should dedicate himself in sincerely implementing Government-policies affecting education.
- A Teacher should not engage in any activities which brings the profession to disrepute.

- A Teacher should devote the required working hours to the vocation and if needed should be prepared to work for the betterment of the institution.
- A teacher should not go on unannounced leaves. All leaves should be taken after due approval of the college authorities.

B. Commitment to Colleagues

- All colleagues are to be treated as professionally equal, regardless of their status.
- A teacher should respect the functional superiority of those set in authority over you.
- A teacher should be willing to cooperate with his other colleagues for the overall improvement of the college.

C. Commitment to students

- A teacher should be sincere, dedicated and academically focused.
- Encourage students to think critically and maintain the institutional discipline.
- A teacher should adopt a humane approach in dealing with students who are physically challenged.
- Inculcate a feeling of pride among students for their institution.
- Teachers should not give private tuition to students during college hours

D. Commitment to community

- A teacher should set an example for the community with his intellectual deliberations and maintenance of highest ethical principal.
- He/ She should have an impartial view on any issue that concerns the interest of the community as a whole. .
- He should honour diversity of various sorts and work with dedication to spread the message of tolerance and harmony.

Code of Conduct for Support Staff Members

College expects all support staff members to conform to high standards of professionalism. Those who demonstrate behaviour that does not comply with the minimal standards of professionalism may be subject to the range of disciplinary actions by the administrative authority. Professional Conduct of Support Staff is assessed in relation to, i) Job performance ii) Workplace conduct iii) Relationship with students iv) Relationship with faculty, colleagues and the general public. The support staff members are expected to:

- Familiarize themselves with college policies that are relevant to their responsibilities and adhere to those policies to the best of their abilities.

- Draw the attention of the college authority towards any kind of problem pertaining to the institute.
- Not to use abusive or obscene language.
- Not to make remarks or engage in behaviours that might reasonably be constructed as a violation of Human Rights code.
- Not to be engaged in any behaviour or remarks that could reasonably be interpreted as threatening and will intervene if they witness such behaviour.
- Not to be disrespectful to others or be intolerant of orders.
- Not to promote their personal religious, political, social or business agendas.
- To refrain from using work-time to promote personal, religious, political, social or business agendas.
- All support staff members must apply professional and ethical standards while in their activities.
- All computing and communication facilities and services only to be used for the purposes for which they are authorized.
- Technology must not be used to access, use or distribute obscene, vulgar materials which might be perceived by others as harassment or intimidation.
- They should help in maintaining an environment conducive to teaching and learning.
- Provide the Head of the Office with appropriate notice of requests for leave.
- Demonstrate a concern for the appropriate use and maintenance of all equipment and stationeries provided by the college for various use.
- Ensure that college services such as photocopying and postage are used only for college purposes.
- Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, administrative personalities and the general public in any context.
- Strive actively to avoid conflict between themselves and any student.
- In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and attempt to resolve the problem at hand; otherwise they should seek guidance from administrative staff.