

S.R.FATEPURIA COLLEGE
P.O. BELDANGA, DIST. MURSHIDABAD
PIN-742133

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of Conduct for Students

- Students are not allowed to enter the college campus without neck Identity Cards.
- Students are required to have at least 75% attendance to be eligible to appear for the final examination as per Kalyani University Rule.
- Students should be respectful to all the teaching and non-teaching staff of the college.
- The use of mobile phones in the classroom during lectures and also in the library is strictly prohibited.
- Students should maintain silence in the Library Reading Room.
- Students should keep the college campus neat and clean and avoid spitting and throwing bits of paper here and there.
- Students are expected not to misuse tap water in washrooms and not to forget to close the tap after use.
- Students should not misuse or cause any damage to the property of the college.
- Students should not loiter in corridors and college premises during the off period.
- Students are expected to participate in all programs and co-curricular activities conducted by the college with due interest.
- Any kind of ragging or harassments towards fellow students are strictly prohibited.



Code of Conduct for Principal

- The Principal should supervise the overall academic and administrative activities effectively and efficiently.
- The Principal should ensure that all activities of the college would help in achieving the vision and mission of the college.
- The Principal should form various college-level sub-committees and their coordinators with the approval of the Governing Body.
- The Principal should monitor all financial matters efficiently.
- The Principal should be impartial and maintain a cordial relationship with the teaching and non-teaching staff, students and other stakeholders.
- The Principal should motivate and acknowledge the academic excellence of teachers.
- The principal should give a patient hearing to the grievances of students and other stakeholders.
- The Principal should ensure that all directions and rules and regulations of higher authorities are strictly complied with.

Code of Conduct for Teachers

- Teachers are expected to perform their duties punctually and honestly.
- Teachers are expected not to encourage and indulge in plagiarism and other unethical behaviours in teaching and research.
- Teachers should participate in extension, co-curricular and extra-curricular activities.
- Teachers are expected to take prior permission or give intimation if they are unable to be present at the college.
- They should not engage in private coaching, especially during college hours.
- Teachers are expected to follow the working hours as prescribed in the UGC norms.
- They are expected to manage their personal affairs in a manner consistent with the dignity of the teaching profession.



- They are expected to engage themselves continuously in teaching and research for their professional upliftment.
- They are expected to treat their colleagues in a manner as they wish to be treated.
- They are expected to treat their students fairly and impartially irrespective of their religion, social, caste, economic and outward identity.

Code of Conduct for Non-Teaching/Administrative Staff

- Non-Teaching/administrative staff are expected to be punctual and disciplined towards their work and should not remain absent from duties without prior permission/intimation.
- They should maintain an appropriate level of confidentiality concerning sensitive records of the college.
- They are expected to cooperate and maintain a friendly relationship with their colleagues.
- They are expected to wear Identity Card inside the college campus.
- All administrative staff are expected to have the appropriate level of computer knowledge and well experienced in e-administration.
- They are expected to respond to students' problems/quarries with concern and extend all possible help to them.
- They should refrain from any unlawful discriminatory behaviour relating to caste, religion, gender, political belief, or economic status towards students, teaching staff and colleagues.
- They are expected to follow the instruction issued by the higher authority.

Code of Conduct for Unskilled Employees

- Unskilled employees should not remain absent without prior permission.
- They should ensure that the institution remains always clean.
- They should behave humbly with students, teachers and administrative staff.
- They should not involve in any unethical practice.



Principal
S.R. Fatepuria College
 P.O.-Beldanga, Dt.-Murshidabad