



**HANDBOOK
OF
CODE OF CONDUCT**



**NETAJI SUBHAS ASHRAM MAHAVIDYALAYA
AFFILIATED TO SIDHO KANHO BIRSHA UNIVERSITY
SUISA, PURULIA**

WEBSITE: NSAMSUISA.ORG,IN

EMAIL: NSAMPRINCIPAL@GMAIL.COM

CODE OF CONDUCT FOR THE HEAD OF THE INSTITUTION

- The head of the institution should be committed to the overall development of the Institution.
- The head of the institution should work for achievement of the vision and mission of the institution.
- The head of the institution should work for effective implementation of the resolutions adopted by the governing body.
- The head of the institution is responsible for implementing the relevant order from the department of education and the affiliating university.
- The head of the institution should work for the welfare of all members of the staff and students.
- The head of the institution should work towards participative management and

DISCIPLINE AND CONDUCT OF TEACHERS:

- All teachers of the institution should devote themselves to the fulfilment of the vision and mission of the institution.
- They should abide by the rules and regulations of the institution.
- All teachers should carry out the duties, with which they are entrusted by the head of the institution with due diligence.
- No teacher should abstain himself/ herself from college without prior intimation to the head of the institution.
- Teachers should engage in Research and Extension activities.
- Teachers must upgrade themselves through participation in various faculty development programmes.
- Teachers should ensure that each student, irrespective of caste, creed, economic and linguistic background is given equal opportunity to learn in an inclusive environment.
- Teachers should conduct regular evaluation of students and ensure utmost transparency in assessment. Involve all stakeholders in the development of the institution.

N.B. Conduct and Discipline for employees of affiliated colleges as well as procedures for application for and availing of leaves, as laid down in the Sidho Kanho Birsha University statute, shall also be applicable.

DISCIPLINE AND CONDUCT OF NON-TEACHING STAFF:

- All members of the staff should devote themselves to the fulfilment of the vision and mission of the institution.
- All members of the staff should abide by the rules and regulations of the institution.
- Every member of the staff should carry out the duties, with which he /she is interested by the head of the institution, with due diligence.
- No member of staff should abstain himself/ herself from college without prior intimation to the head of the institution.

N.B. Conduct and Discipline for employees of affiliated colleges as well as procedures for application for and availing of leaves, as lay down in the Sidho Kanho Birsha University statute, shall also be applicable.

DISCIPLINE AND CONDUCT OF STUDENTS:

- The student should be regular in classes and complete the course in due time.
- Students must carry their Identity cards and show them at the time of entry in the college campus.
- students should not indulge in any misconduct inside or outside of the campus'
- Students should handle the college property with care'
- Students must maintain jail cleanliness of the classrooms, common rooms and the college Premises.
- Loitering and shouting in the Corridor during class hours in strictly prohibited.
- Smoking or consumption of tobacco products, like Paan, gutkha, tiranga, etc. are strictly prohibited in the college.
- Parking of cycles, bikes is not allowed outside of the parking zone.
- Students are directed not to indulge in Ragging and report the same immediately to the authority if and when any such incident occurs'
- AnygrievanceshouldbereportedtothegrievanecRedressa | cell.
- The students are required to participate in all academic, cultural and extracurricular activities.
- Students are requested to check the notice board and the college website regularly.
- Student should attend the college library
- Students should pay due respect to the principal, teachers and staff members of the institution.