

# **KABI SUKANTA MAHAVIDYALAYA**

(Affiliated to the University of Burdwan)

Bhadreswar, P.O- Angus, Dist. Hooghly. -712221, W.B.



## **CODE OF PROFESSIONAL ETHICS AND CONDUCT**

Named after the revolutionary Bengali poet Sukanta Bhattacharya, **Kabi Sukanta Mahavidyalaya** started its journey on 6th December 1986, with a vision of spreading higher education among the boys and girls of the vicinity which encompassed Bhadreswar, Champdany and Baidyabati of Hooghly district. Since a considerable section of students who come under the aegis of this institution is from economically underprivileged background, the college has been guided by a policy of inclusion. This policy has widened itself by harbouring students of different cultures, class and creed; imparting knowledge impartially to all.

Following the Upanishadic mantra of 'Charaibeti', the college started its march with a land donated by the Purbachal Pally Multipurpose Co-operative Society Ltd. With time it has grown in infrastructural and intellectual terms. It has also reached the local community in terms of providing service and spreading social awareness through the NSS units of the college. Presently, several subjects of Arts and Commerce stream are being taught here under the affiliation of the University of Burdwan. Aided by the Department of Higher Education, Government of West Bengal, and twice accredited by NAAC, **Kabi Sukanta Mahavidyalaya** stands as a promising centre of learning in Bhadreswar area.

### **Code of Conduct for the Teaching Staff:**

- 1. Code of Conduct for teaching staff is mainly governed by Statute of The University of Burdwan and other Government Orders, Ordinances and Service Rules.
- 2. Every faculty member should work within the institutional policies and practices so as to uphold the vision and mission of the college.

*Asst. Principal*  
**PRINCIPAL**  
**KABI SUKANTA MAHAVIDYALAYA**  
**P.O.-ANGUS. DIST.-HOOGHLY**

- 3. During the tenure of service, all the faculty members should employ themselves honestly and efficiently from time to time under the leadership of the Head of the Institution.
- 4. All the members of the teaching staff must be punctual at classes and other activities and events, be that academic or administrative.
- 5. All members of staff must put their signature, mentioning proper time, regularly in the attendance register which is to be maintained by the head of the institution.
- 6. The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- 7. The work load of a teacher is to be determined from time to time by relevant UGC norms and Government orders. The working hours of the teaching staff should be primarily guided by Class Routine and other additional duties.
- 8. Every faculty member should be impartial in their dealings with the students regardless of their gender, class, culture or creed. They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 9. All Staff members must refrain from any form of unlawful verbal, non-verbal and/or physical discrimination /misconduct towards their colleagues, students as well as visitors.
- 10. The college has a zero-tolerance policy towards ragging and sexual harassment.

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

**Apart from the Teaching staff, points 1, 2, 3, 5, 9 and 10 are equally to be abided by the Non-Teaching Staff members. In addition to that:**

- 1. Every member of the Non-Teaching Staff should be punctual and disciplined towards their work.
- 2. They should maintain the appropriate levels of confidentiality with respect to the student and staff records and other sensitive matters.
- 3. The normal working period shall be of seven hours duration with recess for half an hour on all working days.
- 4. All Staff members should display the highest possible standards of professional behaviour.
- 5. Every member of the Non-Teaching Staff should be impartial in their dealings with the students and colleagues regardless of their gender, class, culture or creed.

## Code of Conduct for Students

- 1. College lays special emphasis on the maintenance of discipline and proper decorum within and outside the College campus. The students must show proper respect to the teachers and be polite and courteous to the employees of the college.
- 2. Students are expected to adhere to the class routine for attending lectures/tutorials/practical classes.
- 3. Students must watch every day at the notices displayed physically at the college notice board as well as College Website for day-to-day information of the College.
- 4. The University rules require a student to attend a minimum of 75% of the total lectures, tutorials and practical classes, failing which the student will not be permitted to appear in the University Examination.
- 5. Prolonged absence should be intimated in advance to the college authority. In case of illness, application for leave should be submitted along with a medical certificate (issued by a Registered Medical Practitioner).
- 6. Any kind of addiction on the part of students is strictly prohibited. We maintain an absolutely tobacco free campus
- 7. Any indecent dress will not be allowed inside the campus. The discretion of the college authority in this matter is final.
- 8. The college has a zero-tolerance policy towards ragging and sexual harassment.
- 9. Students must carry their Identity Card inside the campus.
- 10. Students must help to keep the campus neat and clean and work to promote Green and Plastic-Free Campus.

  
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Website: [www.ksmv.info](http://www.ksmv.info)

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