



Krishnagar Women's College

CODE OF CONDUCT HANDBOOK

Prepared by

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Introduction

All stakeholders of Krishnagar Women's College are required to adhere to specific codes of ethics in their conduct, as outlined by the University Grants Commission (UGC) in conjunction with the guidelines set by the Ministry of Human Resource Development (MHRD), Government of India, and the rules and regulations of the University of Kalyani. Additionally, they must comply with the prescribed directives enforced by the Department of Higher Education, Government of West Bengal.

The adoption of teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is always under scrutiny of the society at large. Every teacher should see that there is no incompatibility between his precepts and practice.

The Code of Conduct and Professional Ethics Manual of Krishnagar Women's College serves as a comprehensive guide, outlining the ethical standards and professional behavior expected from all members of our college community. This manual details the responsibilities and conduct guidelines for students, teachers, non-teaching staff, and the principal, ensuring that the institution operates with integrity, respect, and excellence.

Purpose and Scope

The primary aim of this manual is to foster a positive and ethical environment within the college, promoting a culture of mutual respect, accountability, and professionalism. It seeks to:

- Establish clear expectations for behavior and conduct for all members of the college.
- Promote a safe, inclusive, and productive learning and working environment.
- Ensure that all actions and decisions align with the core values and mission of the college.
- Provide guidance on handling ethical dilemmas and conflicts in a manner consistent with institutional values.

Principles and Values

This manual is based on the following core principles and values:

Integrity: Upholding honesty, transparency, and accountability in all actions.

Respect: Fostering an environment of mutual respect, dignity, and inclusion.

Excellence: Striving for the highest standards in teaching, learning, and professional conduct.

Responsibility: Taking ownership of one's actions and their impact on others.

Equity: Ensuring fairness and justice in all interactions and decisions.

Applicability

The guidelines and expectations outlined in this manual are applicable to:

Students: Encouraging academic integrity, respectful behavior and personal responsibility.

Principal and Teachers: Promoting professional conduct, ethical teaching practices and supportive mentorship.

Non-Teaching Staff: Ensuring efficient, respectful and ethical administrative and support services.

Implementation and Compliance

All members of the college community are required to familiarize themselves with the Code of Conduct and adhere to the ethical standards outlined in this manual. The institution will provide regular training and resources to support compliance and address any breaches of conduct in a fair and consistent manner.

By committing to these guidelines, we collectively contribute to a harmonious, respectful, and thriving educational environment that upholds the values and mission of our college.

Code of Conduct for Students of Krishnagar Women's College:

Krishnagar Women's College has got a well- defined Code of Conduct for the students. Students being an integral part of the teaching -learning process, the college takes care that they turn into morally and socially responsible National and Global citizens. It is mandatory for the students to follow this Code of Conduct both inside and outside the campus. This helps to maintain the strict discipline of the college as also the academic environment.

- **Respect to National Property:** Students must be respectful towards our National Heritage, National Flag and National Song.
- **Respect to seniors:** Polite and respectful behaviour towards the Principal, teachers and non-teaching staff of the college and their fellow students is expected from a student of Krishnagar Women's College. They must not use any kind of abusive behaviour or language. They should refrain from any activities which may dishonour the institution.
- **Attendance:** Maintain over 75% attendance in classes to be eligible for Semester-end Examinations.
- **Identity Cards:** Wear College-issued ID cards on campus and when borrowing library books.
- **Anti-Ragging:** The College has zero tolerance towards ragging in any form. Maintain a ragging-free campus and discourage any form of ragging. Submit an Anti-Ragging Declaration Form. Report incidents to the Anti-Ragging Cell.
- **Examinations:** No unfair means during exams. Adoption of unfair means will lead to cancellation of candidature.
- **Campus Behavior:** Do not loiter in corridors. It is the responsibility of the students to keep the campus clean. Care should be taken to maintain the cleanliness of Toilets. The college campus is a plastic-free zone.
- **Dress Code:** Students are expected to be decently dressed within the College Campus.
- **Cell Phones:** Prohibited during lectures and exams.
- **Information:** Follow the College Notice Board and website for updates.
- **Violence:** Avoid violence; the campus and library is under CCTV surveillance.
- **Discrimination:** No caste or religion-based derogatory remarks.

- Participation: Mandatory involvement in cultural and extension activities.
- Conduct: Maintain friendly relations with peers and respect faculty and staff. Do not litter objects randomly inside the Campus and respect and follow the plastic free and green campus initiatives of the Institution.
- Mentorship Initiatives: Contact your mentor in case of any necessity.
- Library books; Students returns the books on or before due dates and should take care of library books and materials.

Code of Conduct for Principal and Faculty Members of Krishnagar Women's College:

The adoption of teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is always under scrutiny of the society at large. Every teacher should see that there is no incompatibility between his precepts and practice.

- Duties: Fulfill academic and administrative responsibilities.
- Statutory Duties: Adhere to the University of Kalyani's statutes.
- Attendance: Inform authority before any absence.
- Mentorship: Guide and mentor students even beyond their class hours, complete syllabus on time, and prepare students for examinations.
- Impartiality: Treat all students decently, without bias.
- Political Neutrality: Avoid political campaigning.
- Private Tuition and Other Economic Activities: Prohibited from private tuitions and coaching classes. Further any commercial activity prohibited within college campus.
- Professional Relations: Behave cordially with the other support staff.
- Role Modeling: Serve as role models for the institution.
- Commitment: Show dedication to institutional duties and support student success.

Code of Conduct for Non-Teaching Staff of Krishnagar Women's College:

- Punctuality: Be punctual and regular in attendance.
- Behavior: Be polite and respectful to the Principal and Faculty members.
- Support: Follow the Principal's orders and assist in official work.
- Student Interaction: Treat students with patience, care, and kindness.
- Conduct: Misbehavior with students or teachers in any form will be met with zero tolerance and might lead to suspension.

- Should be respectful towards the confidentiality of certain matters like examination-related documents or any other confidential documents of college etc.