

CODE OF CONDUCT FOR STUDENTS

1. Students must reach their classrooms five minutes before the scheduled start of the class.
2. Students are required to wear Identity -Card inside the campus from entry to exit.
3. Use of cell phones is not allowed in classes/labs.
4. Students can avail the facility of Library, Internet and common room during free hours only.
5. students are advised not to use made easy guides, solved papers or poor standard books etc.
6. Students should keep themselves informed by the latest updates on the notice boards/E-mails.
7. The students are expected to observe the traffic rules [Motor Vehicles Act]; specially 3 riders on a bike, without Helmet, etc.
8. Edibles/soft drinks are not allowed during the teaching hours in classrooms.
9. Students are expected to maintain high standard of decorum and avoid filthy language and conflicts.
10. Ex-students/outsideers are advised to seek prior permission from the Principal before entering in the campus.
11. Avoid misuse of dusters, chalks and white board markers
12. Care must be taken while using institute's property e.g. furniture, fixtures, computers, lab equipment, etc.
13. Avoid writing indecent remarks neither on the black/white boards nor on walls.
14. Students are expected to observe a decent dress code in college hours. Students should always wear shoes for protection

CODE OF CONDUCT FOR TEACHERS

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from Head of the Department /Principal.
3. Student's assessment and evaluation.
4. Developing Resource Material for teaching and learning.
5. Extension of services towards the community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counselling/ mentoring scheme implementation.
9. Liaison with parents and community.
10. Publication of research papers.
11. Participate at least in one seminar/conference/workshop in an academic year.
12. Participation in administration and assisting departmental work.
13. Contribute to the activities sustaining accreditation of the institute.
14. Examination work pertaining to College and University such as supervision and assessment etc.
15. Arrangement of remedial classes.
16. Continuing the Learning Process
17. Attending Seminars and Workshops for academic upgradation.
18. Any other duties assigned by the Management and Principal from time to time.

CODE OF CONDUCT FOR LIBRARIAN

1. To prepare and issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to students and staff members.
4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
5. To receive requisitions and issue and receive books from students, staffs following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals
7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information.
8. To update and maintain files of paper cuttings. .
9. To compile back volumes of journals and periodicals and arrange for binding and stacking. '
10. To see that library is in a presentable and tidy condition at all the time.
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day wise records of visits of students/staff faculty members in library.
13. Display of cuttings of newspapers on education /social matters on notice boards.
- 14.To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- 15.To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- 16.To take care of library automation & update the same from time to time
- 17.To effectively encourage faculty & student to use e-journals-books keeping the IEL, IEEE always in working condition.
- 18.To carry out 100% annual verification prepare list of books which one outdated & damaged beyond use.
- 19.To regularly undertake binding of books which are damaged.
- 20.To make report to HOD/section heads books not at all referred by faculty and students.
- 21.To receives expert committee & present to them effectively.
22. Any other matter assigned by Principal from time to time.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10.00 a.m. to 5.00 p.m.).
2. Maintaining of personal files of teaching and nonteaching staff.
3. Non-Teaching Staff assigned to Laboratories should keep the Laboratories clean.
4. Non-teaching staff shall complete the assignment given to them by principal & faculty members to whom he/she is attached.
5. The Laboratories staff must keep the lab clean and ready for the conducting the lab experiments as per schedule time.
6. The lab staff must keep surveillance during practical so that the equipment/ instrument is not mishandled by the students.
7. Maintaining of all the files duly numbered updated in all respects.
8. Typing all work pertaining to the section and at the time of emergency typing other work assigned by the HODs and the other faculties.
9. Any other duties assigned by the Principal from time to time.

CODE OF CONDUCT FOR GOVERNING BODY

1. Section 3 (xii) of the 'West Bengal Universities and Colleges (Administration and Regulation) Act, 2017' states that the "Governing Body of a college duly constituted as per the prescribed procedure and includes any managing committee or any other body for that purpose".
2. The Governing Body of the College will seek to ensure that its members are appointed as per section 5 (1) of the 'West Bengal Universities and Colleges (Administration and Regulation) Act, 2017'. (the said act is available for download at the below mentioned web address <https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf>)
3. The Governing Body of the College will seek to ensure that the appointment of the Assistant Professors and other staff as per the rules framed by the West Bengal College Service Commission and the Higher Education Department, Government of West Bengal.
4. The Governing Body is responsible for determining the educational character and mission of the college and for oversight of its activities; for the effective and efficient use of resources, the solvency of the college and the safeguarding of its assets; for the approving of annual estimates of income and expenditure; and for the appointment, discipline, pay, promotion and conditions of service of staff, in accordance with the policies and practices of Government.
5. The Governing Body is responsible for the formation and reform of various committees.
6. The Governing Body will adopt procedures which ensure sound financial decision making, control and monitoring to meet the requirements of the funding body.
7. The Governing Body will ensure that information on its decisions is made widely available, having regard to confidentiality.

Approved
21.04.2020
Principal
Nabadwip Vidyasagar College
Nabadwip, Nadia-741302