

VIVEKANANDA COLLEGE

ALIPURDUAR




Code of Conduct for Staffs (Teaching and Non-Teaching)

As directed by the Governing Body of the College

Code of Conduct for the Principal

- The principal will Chalk out a policy and plan to execute the vision and mission of the college.
- The principal will remain fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- The principal will always encourage all his staff and students to reach their maximum potential.
- The principal will monitor and manage to take remedial measures/actions based on stakeholders' feedback.
- The principal will ensure all his staff members and students to be remain aware of rules, policies, and procedures laid down by the college.


PRESIDENT
GOVERNING BODY
VIVEKANANDA COLLEGE
ALIPURDUAR

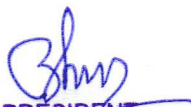

Dr. Srijit Das
Principal
Vivekananda College (Govt.-Aided Co.)
Alipurduar-736121

- The principal will recommend and forward communication to the higher authority of the college (Governing Body/Administrator).
- The principal will take necessary action to execute qualitative and quantitative work for the welfare of the institution.
- The principal will listen the students' idea and will set up accordingly the supportive tone.

Code of Conduct for the Teachers

All teaching and non-teaching staff of the college should strictly abide by the existing guideline of the University of North Bengal. The Department of Higher Education of the Government of West Bengal and that of the UGC. They also are directed to follow up any kind of circular that may be notified or carry forwarded time to time.

- Every teacher has to obey the orders of the Principal of the College.
- Teachers must be aware that their workload even though their maximum class hours are pre mentioned in the statutes and memorandum.
- Teachers are expected to be present in the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned.
- The prior intimation to the principal is required (at least a day in advance) while availing any leave.
- Teachers should sign the attendance register and give bio-metric attendance while reporting for duty.
- Staff members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Any change in the class routine must be reported to the principal in writing.



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- Teachers are expected to take extra classes for students in the context of Career Oriented Programs.
- All department meetings of Teachers shall not be held during class hours. No department staff meeting should be held at the cost of class hours.
- The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.
- Each Department must conduct at least one/two meeting(s) every month.
- No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the principal.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- All staffs will adhere strictly to the laws and regulations of the college.


Code of Conduct for the Non-Teaching Staffs


- Every staff has to obey the orders of the Principal of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staffs must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- The prior intimation to the principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission before 4.00 p.m.


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- Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipment properly and help the teacher during practical class.
- Every non-teaching Report to duty at least 30 minutes in advance.
- All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- All non-teaching staffs will avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
- All non-teaching staffs will respect and maintain the hierarchy in the Administration.
- All non-teaching staffs will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Each staff will remain on duty during college hours.
- All staffs will adhere strictly to the laws and regulations of the college.


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