



## CODE OF CONDUCT

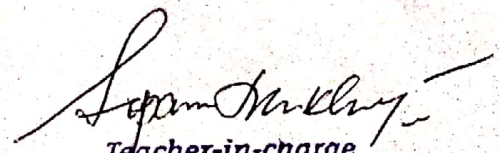
The college has formulated a code of conduct or a set of rules and regulations governing the behaviour or conduct of individuals entering the college premises in the capacity of any one of the following:

- 1) Staff members
- 2) Students

### **Code of Conduct of Staff members:**

- All the Staff members shall carry their identity cards along with them on every working day of the college.
- Every teacher or other employed person in a college shall perform his duties efficiently and diligently and shall conform to the rules and regulations.
- No teacher or other employed person in a college shall treat as absent from his duties without previous permission, in case of sickness or absence on medical case, a medical certificate or prescription shall be submitted to the college authorities within a week.
- Appropriate and polite use of language as means of verbal expression, communication and exchange. Use of informal and casual forms of address, abusive and slang words is strictly prohibited. This is to ensure that the atmosphere of the college is maintained. Correct use of language whether English or Bengali to uphold standards expected in any academic institution. As educated members of the college community, each one is responsible for upholding standards of correctness while speaking in a particular language. All college notices, letters and invitations are to be written in correct and formal English or Bengali as the case may be.
- Use of bins to dispose of garbage and litter. Loud and noisy manner of gargling, cleaning of mouths and spitting (except in basins), belching, burping, smoking or chewing and spitting of paan, gutka, khaini, etc., in the college premises are strictly prohibited. This is to maintain public health and hygiene.
- No teaching and non-teaching staff in a college shall engage with remunerative work like private tuition or coaching etc.
- That all teaching and non-teaching staff shall sign the attendance sheet at the before of the College session 10:00AM to 11:00 A.M.
- All teaching & non-teaching staff shall get the permission in writing of the principal if they want to attend delay or leave the College early after signing the attendance sheet.



  
Teacher-in-charge  
S. C. B. C. College  
Lalbagh, Murshidabad

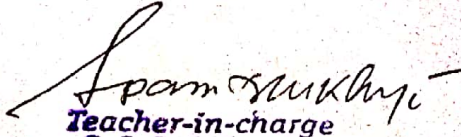


- The HOD of each department should come in the concern time and supervise the teacher in their departments to confirm that they come in time, take classes in time to time and do their responsibilities and duties appropriately.
- After are published the results of the University Exams, the HOD should examine the results of their departments and discuss with the other professor in the Departmental meetings and how to improve the students and take associated action.

### **Code of Conduct for Students**

- Every student must carry his/her identity card for gate pass in the College.
- Use of cell phones by students inside the classrooms, is strictly prohibited.
- Students are warned that smoking and drinking are injurious to health. Use of Chewing, paan, paan masala, gutka or any other tobacco products, smoking, alcohol and drugs or consumption of any other intoxicating products inside the College premisses is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the college campus and shall invite severe punishment/disciplinary action.
- Students should use the college properties with care. Damage to the furniture, book, computer or any other materials may lead to penalty or suspension from the college.
- Indulging ragging, anti-institutional, anti-national, anti-social or political expressions and activities within the Campus are strongly prohibited as well as punishable.
- Late comers will not be allowed to enter into the classroom.
- A student should maintain at least 75% attendance. Otherwise, he or she will be disqualified from the University Examination.
- In case of sickness or absence on medical case, a medical certificate or prescription shall be submitted to the HOD of concern department within a week.
- Students are requested to check the Notice Board as well as website of the college for important announcements.



  
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