



**DR. BHUPENDRA NATH DUTTA SMRITI MAHAVIDYALAYA**  
**Affiliated to The University of Burdwan and Aided by Department**  
**of Higher Education, Govt. of West Bengal**

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

### **Core Values of the College**

The institution, established in 1996, is associated with the name of Dr. Bhupendra Nath Dutta, the younger brother of the celebrated Swami Vivekananda. Dr. Bhupendra Nath Dutta (Born on 04.09.1880) is among the most illustrious figures of the Bengal Renaissance and a dedicated nationalist. His involvement with Hatgobindapur and its surrounding areas goes back to pre-independence days when he has been involved to bring about the much-needed socio-economic development of this rural area with special thrust on education. He organised lantern lectures among the masses who were pitted in the darkness of ignorance. The institution endeavours to continue with the vision of this great social reformer. The vision and mission of the college is to open new avenues for the rural students for enabling them to pursue higher education. Special thrust area is to assist the socially backward sections of the community and bring them in the arena of Higher education. The code of professional ethics and conduct of the stake holders is delineated keeping in view the core value of the institution

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

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching staff is mainly governed by Statute of The University of Burdwan and other Government Orders, Ordinances and Service Rules.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- 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.
- The working hours of the teaching staff shall be primarily guided by Class Routine and any other additional duty assigned to them. The work load of a teacher is to be determined by relevant UGC norms and Government orders.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

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

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for non-teaching staff is mainly governed by Statute of The University of Burdwan and other Government Orders, Ordinances and Service Rules.
- The normal working period shall be of seven hours duration with recess for half an hour on all working days. the commencement of duty hours is normally to be based on fixed routine, subject to such variations as may be made in case of exigencies.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

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

- College lays special emphasis on the maintenance of discipline and proper decorum within and outside the College campus. They must show proper respect to the teachers and be polite and courteous to the employees of the college.
- Students are expected to adhere to the class routine for attending lectures/tutorials/practicals and follow academic diary for other extra-curricular activities. Students must look at the college notice board every day to be apprised of the day-to-day information of the College.
- The University rules require a student to have a minimum of 50% of the total lectures, tutorials and practical delivered separately, failing which the student will not be permitted to sit for the University Examination.
- Application for leave is to be made in advance and submitted to the Teacher-in-charge of the concerned department. In case of illness, application for leave should be submitted along with a medical certificate (Issued by a Registered Medical Practitioner).
- Any kind of addiction on the part of students is strictly prohibited.
- Practice of ragging and eve teasing is punishable offence.
- Students must carry their Identity card inside the campus.

- Students must help to keep the campus neat and clean and work to promote Green campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.