



# MAHESHTALA COLLEGE



## *Code of Conduct*

## **For All Students:**

Discipline is the most essential requirement for any kind of progress. Therefore, the college is always prepared to take any step that it deems fit in order to ensure that strict and proper discipline is maintained at all times in the college premises.

In this respect, it may be mentioned that it is mandatory for students to follow certain rules and regulations:

1. Students must carry valid id cards.
2. They should be punctual in class and maintain high attendance percentage.
3. Students will maintain silence and discipline in the college library and follow all library rules.
4. Students should not loiter unnecessarily or talk loudly in the college corridors, disrupting other ongoing classes.
5. The laboratory is meant only for serious academic work. Absolute silence needs to be maintained outside the laboratory. Students should not loiter unnecessarily in the adjoining area. All precautions should be strictly followed as instructed by teachers.
6. No indecent behavior, vulgar language, or activities, or disruption of the smooth functioning and academic atmosphere of the college, will be tolerated in the college premises.
7. The college campus should be kept clean at all times.
8. Students must not adopt any unfair means during examinations.
9. They should show respect to all teachers and staff at all times.
10. Use of internet, computers, laptops, and tablets by the students within the college campus, should be strictly restricted to academic purpose only.
11. Any damage caused to college property will be considered as punishable offence.
12. Any dispute among students should be taken to the grievance committee.
13. Under no circumstances any type of ragging or harassment of fellow students will be tolerated.
14. Students must not tamper any official documents like admit card, marksheet etc.

## **For All Staff:**

- a) All staff should share a respectful and amicable relationship with all colleagues at all times.
- b) They should carry out all their duties and responsibilities (academic/administrative) sincerely and in time.
- c) Working hours and workload assigned should be strictly adhered to.
- d) They should not engage in any unauthorized work in campus.
- e) They should not disregard or violate orders/rules laid down by superior authority.
- f) Any unauthorized / unverified comment in the public domain (world wide web, electronic and print media) that will cause false alarm, disrepute, inaccurate representation in the public mind about the college, will be considered a punishable offence.
- g) Engaging in sexual harassment of colleagues and students is also a punishable offence (as per Visakha guidelines)
- h) Disciplinary measures will also be taken in cases of dereliction of duty connected with work related to the University examinations, declining of assignments related to invigilation/paper setting/script evaluation of University Examination without any reason; or delay in submission of assignments paper setting/script evaluation of University Examination without any reason.
- i) All grievances should be taken to grievance cell.
- j) No staff should hit a student, even if he/she is being extremely disrespectful and disobedient, but should report it to the academic council.

The **Governing Body** of the college is responsible for the management of the affairs of the college and may exercise all such power and functions as may be necessary to ensure academic progress. The members are responsible for impartial recruitment, pay fixation, promotion of all staff, in accordance with the provisions of any law /rules/orders of Government of West Bengal and UGC. The Governing Body may appoint Academic Sub-Committee, Finance Sub-Committee and such other statutory Sub-Committees to ensure smooth running of the college. All actions should be in the best interest of the students and aligned with the vision and mission of the college.