



**Bethune
College**



CODE OF CONDUCT HANDBOOK

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Bethune College, Kolkata

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Code of Conduct for the Students of Bethune College

Bethune College has got a well- defined Code of Conduct for the students. Students being an integral part of the Teaching -learning process, the College takes care that they turn into morally and socially responsible National and Global citizens. It is mandatory for the students to follow this Code of Conduct both inside and outside the campus. This helps to maintain the strict discipline of the college as also the academic environment. The students must be well aware that unless they abide by this Code of Conduct the Excellence which the College has achieved over the years in Academics as well as co-curricular and extra-curricular activities at the State and National level as reflected in NIRF ranking (77th Rank in 2021) and 16th Rank according to Education World Rankings 2021-22 among others, cannot be sustained.

* Students must be respectful towards our National Heritage, National Flag and National Song.

* Polite and respectful behaviour towards the Principal, teachers and non-teaching staff of the College and their fellow students is expected from a student of Bethune College. They must not use any kind of abusive behaviour or language. They should refrain from any activities which may dishonour the Institution.

* All students are expected to follow the Attendance Rules of the College as per directives of the University of Calcutta. If a student remains continuously absent for more than 10 days without prior permission or intimation, her name may be struck off from the college register.

* In this Pandemic situation Students must adhere to the prescribed COVID Protocols.

* Every Student must carry the Identity Card issued to her inside the College Campus. The I-Card is a proof of her status as a Student of Bethune College and contains important information about her.

* Ragging in any form is strictly Prohibited and is a punishable offence. Anti- Ragging rules following UGC guidelines is to be maintained by the students. Submission of Anti Ragging Declaration is mandatory for all students. Any incidence of Ragging should be immediately reported to the Anti Ragging Cell of the College.

* It is the responsibility of the students to keep the campus clean. Care should be taken to maintain the cleanliness of Toilets. The College Campus is a plastic-free zone. Littering is strictly forbidden and anyone found littering will have to pay a fine to be decided by the Administration.

* Any kind of discriminatory behaviour on the basis of Caste, Creed and Religion will not be tolerated.

* Students must go through the Prospectus, departmental and students' Notice Board as well as the college website regularly for information.

* Students are expected to abide by the Rules and Regulations of the College Library. (See Prospectus for details)

* Students must handle the College property, furniture, laboratory equipment, glassware, library books etc. with utmost care.

* Students are expected to be decently dressed within the College Campus.

* Students are not allowed to use cell phones and other electronic gadgets during class lectures and practical classes inside the classrooms / laboratories. Use of cell phones is strictly prohibited in the examination hall.

* Students should take care of their personal belongings. Authority is not responsible for any loss of personal property.

* Students must inform their guardians regarding Parent-Teacher Meetings when notified by the College.

* Students of the College are expected to participate in college activities like Seminars, Workshops, Training programmes, Certificate Courses etc. They should also be present during observation of Independence Day, Republic Day and other Commemorative events. Their active participation in college events like NSS programmes, Sports, Fest and other cultural functions will be highly appreciated.

* Students must take note that the college campus and the library is under CCTV surveillance.

Code of conduct for the Teachers of Bethune College

Goal of Education

The basic purpose of education is to create skills and knowledge for the betterment and advancement of the society in general. Higher education has to produce leaders in the society and a race of humans who are aware of the glorious national heritage of India, who possess a basic scientific outlook and are committed to the ideals of patriotism, democracy, secularism, socialism and peace in line with the principles enshrined in the preamble of our constitution.

Aim of the Code of Conduct

The aim of this Code of Conduct (hereinafter referred to as the Code) is to provide all persons in service at Bethune College, Kolkata with a common set of guidelines to promote professionalism in keeping with the general aims of the college, its identity, and missions. The aim of this Code is to provide as perfect an environment as possible for teaching, learning, and well being of learners. With these goals and aims, the teachers of Bethune college are expected to observe a strong sense of professional ethics and service delivery to meet the following ends.

The Code of Professional Ethics

The adoption of teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is always under scrutiny of the society at large. Every teacher should see that there is no incompatibility between his precepts and practice.

Teachers should:

- Adhere to a responsible pattern of conduct and behavior expected of them of the community, and manage their private affairs in a manner consistent with the dignity of the profession, particularly so with the advent of online digital social media communications.
- Seek continuous professional growth through study and research.
- Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising application, advising and counselling students as well as assisting in the conduct of college and university examinations, including supervision, invigilation, and evaluation.
- Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge; and maintain active membership of professional organizations and strive to improve education and profession through them.
- Participate in co-curricular and extra-curricular activities, including community service.

Teachers in Relation to the Students

Teachers should:

- Respect the right and dignity of students in expressing her opinion and deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics; eliminate all forms of discrimination at all times.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities, empower self esteem, academic excellence, and at the same time contribute to community welfare.
- Inculcate amongst students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate and respectful in their interactions with the students and not berate them constantly; and instead employ positive methods of corrective discipline.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or rewards.
- Refrain from inciting students against other students, colleagues and administration.

Teachers in relation to colleagues and authorities

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated, and speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from allowing considerations of gender, caste, creed, religion, race in their professional endeavours.
- Discharge their professional responsibilities according to the existing rules and regulations (BSR).
- Refrain from undertaking any other employment or commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of policies of the institution by accepting responsibilities as members of various committees formed for such purposes and discharge their duties, which such committees may demand.
- Cooperate with the authorities for the betterment of the institutions.

- While availing themselves of leave, teachers should keep in view their particular responsibility for completion of academic schedule.

Teachers and Nonteaching Staff

Teachers should give the non-teaching staff their due respect and treat them as colleagues and equal partners for smooth functioning of academic and administrative works of the institution.

Teachers and Guardians

Teachers of each and every department should maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary, and meet the guardians in meetings convened for the purpose and collect feedback from them for mutual exchange of ideas, which are beneficial for the institution.

Teachers and Society

Teachers should:

- Work to improve education in the community through collaboration and strengthen the community's moral and intellectual values.
- Be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from behaving in ways which tend to promote feelings of hatred or enmity among different communities, religious and linguistic groups but actively work for National Integration.
- Be sensitive to gender discrimination and encourage equal opportunities to all sections of the society. Although Bethune college admits only females, all stakeholders are advised to behave respectfully and with consideration, with members of all genders.
- Reach out and act in helpfulness to the differently abled persons in need.
- Avoid hurtful statements, meant to injure the sentiments of fellow teaching staff, since each member, even in a personal capacity, represents the institution, their public statements should reflect the ethos of the institution.
- Devote to inculcate such values that will lead to the creation of responsible, dutiful, and socially aware citizenry. All teachers will be expected to contribute to the upholding of this ethos as the institution is dedicated to caring for the environment.

Code of Conduct for the Teaching Support Staff of Bethune College:

All Government of West Bengal staff should follow the Code of conduct stipulated by the State Government. Following are Codes of conduct of Teaching support staff as stipulated by the Bethune College, West Bengal.

- (i) The Teaching support staff should be loyal and sincere towards college policies.
- (ii) They should be honest and punctual towards their professional duty. Should not involve in works other than College duties within college hours.
- (iii) Any leave should be availed with prior intimation following institutional regulation.
- (iv) They should not engage themselves in political or anti-secular activities.
- (v) Should not show any ill-mannered, antagonistic, or rude behaviour towards their non-teaching colleagues, teaching staff, or students.
- (vi) Should be responsible for the protection of college equipment and furniture.
- (vii) Should not be under the influence of drugs or alcohol during office hours.
- (viii) Should be respectful towards the confidentiality of certain matters like examination-related documents or any other confidential documents of College etc.
- (ix) Should not show any biases towards gender, caste, or religion.
- x) Should seek help of all teaching and non teaching staff at the time of their difficulties rather than taking actions in their own.