



Phone : 2663-0270

# **Swami Niswambalananda Girls' College**

115, Biplabi Phanindra Mohan Bandyopadhyay Sarani,  
P.O. - Bhadrakali, P.S. – Uttarpara, Dist. – Hooghly (W.B.) - 712232  
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**ACCREDITED BY NAAC**

*Ref. No.*

*Date:*

## **CODE OF CONDUCT FOR STUDENTS**

- 1. Ragging and eve-teasing are forbidden by law. The Hon'ble Supreme Court has ruled that ragging in educational institutions is a criminal offence and the students of our college are expected to abide by the same principle.**
- 2. Destroying college property, furniture, buildings, laboratories, defacing walls or engaging in activities amounting to vandalism are serious offences. Students indulging in such behaviour would be rusticated without warning as the college has adopted a zero-tolerance stance towards these activities.**
- 3. Students are forbidden to sit on the staircases.**
- 4. The corridors of building, library block, the verandahs in front of the classrooms are not meant for assembling and chatting. Please treat them as silent zones.**
- 5. Indiscipline and unruly behaviour should not be indulged in, in any manner whatsoever.**
- 6. No student is allowed to loiter outside the classroom or anywhere in the college premises during class hours. (In case any teacher is absent, the students are advised to spend the time in the library or in the common room).**



7. Any form of violence, groupism, class clashes etc., should not be exhibited by the students.
8. Outsiders are strictly prohibited inside the college premises during college hours. However, in case of urgent business, prior permission of the Principal must be sought.
9. Smoking, taking drugs, alcoholic drinks, carrying of lethal weapons and bursting crackers are not allowed inside the college premises.
10. Students should mandatorily carry their college identity cards.
11. Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves.
12. Students should not stick any poster or scribble anything on the walls of the college building.
13. Students should not adopt any malpractices during examinations, whether internal or external.
14. Students must at all times maintain the sanctity of the college.

## **CODE OF CONDUCT FOR TEACHERS**

### **A. Professional accountability:**

1. A teacher should dedicate him/herself in sincerely following Government policies adopted in the education sector.
2. A teacher should not engage in any activities which brings the profession to disrepute.
3. He/she should devote adequate working hours to the vocation and if needed, should be prepared to work further for the betterment of the institution.

### **B. Commitment to Colleagues:**



- 1. All colleagues are to be treated as professionally equal, regardless of their status.**
- 2. A teacher should respect the functional superiority of those set in authority over him/her.**
- 3. A teacher must commit oneself to never let any kind of discrimination based on gender, class, race, religion, caste or otherwise soil their behaviour towards his/her colleagues and college staff.**

### **C. Commitment to students:**

**In fulfilling one's obligation to students—**

- 1. A teacher should be sincere, dedicated and academically focussed.**
- 2. A teacher must encourage students to think critically and maintain the institutional discipline.**
- 3. A teacher should adopt a humane approach in dealing with students who are physically or socially challenged and further work to eradicate any kind of discriminatory behaviour on the part of students.**
- 4. A teacher must inculcate a feeling of pride among students for their institution.**
- 5. As part of the faculty of a girls' only institution, a teacher must commit oneself to the upliftment and education of women as well as their overall betterment.**

### **D. Commitment to community:**

- 1. The teaching vocation occupies position of public trust and a teacher should therefore set an example for the community with his/her intellectual deliberations and maintenance of highest ethical principles.**
- 2. He/she should have an impartial view on any issue that concerns the interest of the community as a whole.**



3. He/she should honour diversity of various sorts and work with dedication to spread the message of tolerance and harmony.

### **CODE OF CONDUCT FOR NTS**

The college expects all support staff to conform to the highest and most rigorous standards of professionalism. Support staff who demonstrate behaviour that does not comply with the minimal standards of professionalism may be subject to the range of disciplinary actions by the administrative authority. The professional conduct of support staff is assessed not only in relation to job performance but also workplace conduct and their relationship with students, faculty, colleagues, administrative staff, and the general public.

The college expects that support staff will:

- i) Familiarize themselves with college policies that are relevant to their responsibilities.
- ii) Adhere to those policies to the best of their abilities.
- iii) Assist and encourage others to adhere to the faculties (for example, directing a student to the appropriate channels).
- iv) Draw any kind of problem to the attention of the appropriate authority.
- v) Never use abusive or obscene language.
- vi) Never make remarks or engage in behaviours that might reasonably be constructed as a violation of the Human Rights code.
- vii) Never indulge in behaviour or remarks that could reasonably be interpreted as threatening. They are further expected to intervene if they witness such behaviour.
- viii) Never be disrespectful of others or intolerant of orders.
- ix) Never promote their personal religious, political, social or business agendas in work hours.



- x) Apply professional and ethical standards in all their activities.**
- xi) Must use computing and communication facilities and services only for the purposes for which they are authorized.**
- xii) Never use technology to access, use or distribute obscene, vulgar materials which might be perceived by others as harassment or intimidation.**
- xiii) Maintain a supportive environment for working and learning.**
- xiv) Provide the Head of the Office with appropriate notice of requests for leave.**
- xv) Demonstrate a concern for the appropriate use and maintenance of all equipment and stationeries provided by the college for various use.**
- xvi) Ensure that college services such as photocopying and postage are used only for college purposes.**
- xvii) Demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, administrative personalities, general public in any context.**
- xviii) Strive actively to avoid conflict between themselves and any student/faculty.**
- xix) In the event of conflict initiated by a student, maintain an open, non-confrontational attitude and attempt to resolve the problem at hand; otherwise they should seek guidance from administrative staff.**



## **Code of Conduct for the Principal**

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law-abiding. Moreover, the following traits are expected from the Principal:

1. She/he has to implement new ideas and plans to execute the vision and mission of the institution.
2. She/he must promote institution interaction and encourage research development activities.
3. She/he should listen to the student's ideas and set a supportive tone.
4. She/he must ensure that the staff and students are aware of the rules, policies and procedures laid down by the college.
5. She/he must be fair in her/his disciplinary actions towards all the members of faculty, non-teaching staff and students.
6. She/he should recommend and forward communications to the authorities.
7. She/he must monitor, manage and preside over the administration of the institution and take remedial actions based on the stakeholder's feedback.
8. She/he should execute any other qualitative and quantitative work for the welfare of the students and institution.
9. She/he should strive to empower all his staff and students to reach their maximum potential and protect them from any kind of intimidation or harassment under hostile circumstances.

Sd/-

Dr. Chandana Roy Chowdhury  
Principal