

LOKEPARA MAHAVIDYALAYA



Code of Conduct for Students, Teachers and Non-teaching staff of Lokepara Mahavidyalaya

The Lokepara Mahavidyalaya has in place Code of Conduct for students, teachers and non-teaching staff for smooth functioning of the institution, in addition/ conformity to the rules and regulations prescribed by the UGC/Ministry of Education/Govt. of India. These Code of Conduct are implemented and monitored by various statutory committees of the college.

Code of Conduct for Students:

- A Student must carry his/her Identity Card (issued by the college office) inside the college campus and will show it when asked for any member of the teaching and non-teaching staff of the college.
- Students must not enter or leave the class without the permission of the teacher when the class commences and continues.
- During the class and after periodic break students must not shout or break any discipline inside the class or in the corridor..
- Students must behave courteously with the members of the staff and their fellow students both inside and outside the college.
- Admission to Principal's room without permission is prohibited. This is also applicable for the Teachers' Room.
- Instructions issued from time to time by the Principal must be duly obeyed. Otherwise, the authorities are entitled to take appropriate steps.
- Students should not indulge in malpractice of disfiguring and damaging college properties including the walls, the doors, windows and the furniture etc.
- Students must attend their classes regularly and fulfill the minimum required attendance for appearing college/ university examination.
- As per the judgement of the Supreme Court of India, the college strictly adheres to and implements stringent anti-ragging policies.
- Students must refrain from any form of sexual harassment.
- Students should strictly adhere to the rules and regulations regarding conduct and discipline of the institution.
- The use of mobile phones by any students during class is strictly prohibited.
- Students must help to keep the campus neat and clean.
- Students are not permitted either audio or video record lectures in classrooms or actions of other students, faculty or staff without prior permission.

- Students are not allowed to provide audio or video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly.
- Students should not copy during exams or in the case of home assignment.
- Students should use the college library books carefully and return them in stipulated time.
- Students are integral part of the college. So the involvement of students in the governance of administrative and academic area of the institution is absolutely necessary. Students are advised to be part of the institution's governance and uphold the policies.

Code of Conduct for Teaching Staff:

A teacher should :

- i. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- ii. punctual in attendance and in respect of his/her assigned duties.
- iii. Participate in extension : co-curricular and extra-curricular activities including community service.
- iv. Co-operate with the administration in carrying out all academic responsibilities and activities including supervision, invigilation and evaluation.
- v. Teachers should be conscious of rules, regulations of the institution, and inculcate the same in their students.
- vi. Improve through acquiring knowledge and update yourself to adapt to ever changing world around.
- vii. Teachers must complete the assigned syllabus in stipulated time.
- viii. deal justly and impartially with students irrespective of gender, caste, religion, economic, social, political and physical characteristics.
- ix. Identify students according to their abilities and strive to meet their individual needs.
- x. Encourage students in various constructive activities, improve their personality and make them aware of contribute to social work.
- xi. Make the Available to the students even beyond their class hours and guide them without any remuneration.
- xii. Respect the right and dignity of the student in expressing his/her opinion.
- xiii. Treat everyone in the institution with respect and render assistance for professional betterment.





Code of Conduct for Non-teaching Staff:

1. Every employee must always act with the utmost professionalism and decorum.
2. All employees of the College are required to discharge their duties effectively, diligently, and in accordance with the rules and regulations of the college/University.
3. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required
4. Be respectful and kind to everyone, and refrain from harassing or discriminating against anyone.
5. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records.
6. Staff should take care not to discuss issues of particularly sensitive matters which could cause distress to college members.
7. Use College resources responsibly, and only for purposes authorized by College.
8. Each member of the staff is responsible for maintaining the college's assets. It should always be a top priority to keep the college campus tidy and clean.
9. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
10. No staff member should be absent from his/her duties without prior approval. In cases of illness or absence for medical reasons, a medical certificate that satisfies the Institute authorities must be produced within a week.
11. No Staff employed in the college shall be involved directly or indirectly in any trade or business.
12. Staffs should attend their place of work punctually in accordance with their conditions of service. In case of tardiness or absence the Principal must be informed in advance so that alternative arrangements can be made.
13. Staff shall observe copyright laws on computer software, audio-visual and printed material.



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