

SADHAN CHANDRA
MAHAVIDYALAYA

(AFFILIATED TO UNIVERSITY OF CALCUTTA)



Handbook Of Code of Conduct

HARINDANGA, FALTA, SOUTH 24 PARGANAS

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PREAMBLE

Upholding Excellence and Integrity



At Sadhan Chandra Mahavidyalaya, our mission is to foster an environment of excellence, integrity, and respect for all. This Handbook outlines the standards and practices expected of our Students, Teaching Employees, Non-teaching Employees, Governing Body, and Other Staff. Adherence to this Code of Conduct ensures the rights and responsibilities of every individual within our community are upheld.

Beyond Boundaries



Our jurisdiction extends to all stakeholders, both on and off campus. This includes monitoring and addressing misconduct such as:

- Physical assault or threats to safety
- Violations of the Sexual Harassment Policy
- Involvement with prohibited substances
- Possession or use of dangerous items
- Conduct negatively impacting the off-campus community

Embodying Respect and Responsibility



1. Attendance and Academic Commitment:

- Regular attendance in classes, tutorials, tests, and exams is crucial.
- Attendance Requirements:
 - Minimum 80% for Semester Examination eligibility.
 - 60%-80% may require counseling for improvement.
 - Below 60% necessitates reapplication for the next year's Semester Examination.

CODE OF CONDUCT FOR STUDENTS

Embodying Respect and Responsibility

2. Cultivating Respect and Inclusion:

- Treat everyone with respect, regardless of differences.
- Zero tolerance for discrimination, bullying, or harassment.

3. Staying Informed:

- Regularly check Notice Boards for updates.
- Ignoring notices does not exempt from related consequences.

4. Identity Card Protocol:

- Always carry and display Identity Cards on campus.

5. Substance Prohibition:

- No smoking, tobacco, alcohol, or narcotics on campus or during activities.

6. Stewardship of College Property:

- Treat property and resources with care.
- Support a clean and green campus.

7. Anti-Ragging and Harassment-Free Environment:

- Adhere to anti-ragging and harassment policies.
- Any form of sexual harassment is strictly prohibited, and the College has a dedicated Internal Complaints Committee (ICC) to address such issues.

8. Maintaining Cleanliness and Decorum:

- Ensure hygiene and decorum in all campus areas.

9. Facility Utilization:

- Respect designated areas like the Girl's Common Room for privacy.

10. Consequences for Violations:

- Breaches may result in disciplinary actions, from warnings to expulsion.

Inspiring and Leading



1. Professionalism and Guidance:

- Abide by institutional rules.
- Serve as counselors and facilitators.

2. Commitment to Quality Education:

- Deliver innovative and high-quality education.
- Engage positively with students and stakeholders.

Inspiring and Leading

3. Integrity and Collaboration:

- Exhibit integrity and leadership.
- Collaborate with colleagues and other institutions.

4. Lifelong Learning:

- Pursue ongoing research and professional development.

5. Upholding Dignity:

- Honor the teaching profession and institution.

Supporting Success



1. Punctuality and Presence:

- Report to duty on time and remain during hours.

2. Integrity and Fairness:

- Maintain honesty and fairness in all activities.
- Protect College property and confidentiality.

3. Professionalism:

- Adhere to College laws and administrative hierarchy.
- Avoid misuse of resources and social media during work hours.

Leading with Vision



1. Visionary Leadership:

- Develop policies aligning with the institute's mission.
- Foster industry interaction and research.

2. Rule Enforcement:

- Ensure awareness and compliance with rules and regulations.
- Motivate staff and students to achieve their best.

3. Supportive Environment:

- Welcome ideas and maintain supportive communication.

4. Strategic Communication:

- Facilitate effective communication with higher authorities.

Ensuring Excellence



1. Mission and Vision:

- Achieve the College's strategic vision within regulatory frameworks.

2. Quality Assurance:

- Monitor performance and ensure compliance with regulations.

3. Integrity and Transparency:

- Maintain character and transparency.
- Protect College property and communicate decisions effectively.

4. Collective Responsibility:

- Promote educational excellence and uphold the institution's motto: "ज्ञानम् अनन्तम्" (Knowledge is Endless).



Thank You