

CODE OF CONDUCT

PREAMBLE

Acharya Brojendra Nath Seal College, formerly Victoria College, was founded on 15th June, 1888, by the royal couple of the Princely State of Koch Bihar, Maharaja Nripendra Narayan Bhup Bahadur and Maharani Suniti Devi. Since then, those associated with this college have been following a noble and exemplary code of conduct, which was passed down from generation to generation by words. However, the changing times led the college to convert this oral form of transmission of the Code of Conduct in written form. At this juncture of time, those same universal and eternal values that created the Code of Conduct are hereby published in the form of a printed treatise.

This Treatise is wholly accepted, granted and confirmed collectively by the Principal/ Officer-in-Charge, the IQAC and the NAAC Steering Committee with the concurrence of the Teachers, Support Staff and others allied.

CODE OF CONDUCT FOR STUDENTS IN GENERAL OF THE COLLEGE

1. Students must present their identity card to the gatekeepers while entering the college campus and must wear the identity card around their necks at all times while within the college campus.
2. Students should pay obeisance, as they enter the college, to the statues of great men placed near the college entrance.
3. Students should respect their teachers and this should be reflected in their behaviour towards them.
4. Students must show proper manners and appropriate, disciplined behaviour in the college campus. Their behaviour and pursuits should reflect the mission and vision of this college.
5. Students should make proper use of the Central Library and of the Seminar Libraries of their respective departments.
6. Students should respect their parents and guardians at all times.
7. Students must dress decently and appropriately.
8. Students must take such food and likely substances, friendly for their balanced being and becoming of physique, mind and heart.
9. Ragging, fighting and humiliating others are strictly prohibited.
10. Students should take care of the college buildings and of the college grounds etc. heartily. Students will be liable for reprimand should any deliberate damage/ damage due to carelessness is made to the college buildings, grounds and any other college property.
11. Students should consider joining the Alumni Association after they graduate from this college.
12. Students should always lead their daily lives joyfully and hopefully .They should always remain positive in mind and energy.

CODE OF CONDUCT FOR BOARDERS OF SISTER NIVEDITA GIRL'S HOSTEL AND M.N.N.M BOY'S HOSTEL OF THE COLLEGE

1. Hostel boarders must return to their respective hostels by 6.30 p.m. In case of delay, the boarders should provide prior intimation to the hostel Matron/Superintendents and the teachers of the Boys' Hostel Subcommittee/Girls' Hostel Subcommittees with a valid reason along with proof.
2. If the boarder is delayed at college due to class/any task assigned by a teacher, the boarder should present a written note from the teacher upon entering the hostel premises.
3. There should be discipline and propriety in the behaviour of the hostel boarders.
4. Ragging, fighting and humiliating others are strictly prohibited.
5. Boarders must take such food and likely substances, friendly for their balanced being and becoming of physique, mind and heart.
6. Overnight stay of guests is strictly prohibited, except by permission (in response to a written application from the student concerned) of the Matron /Superintendent, Convenor/Co-Convenor of the subcommittees of the respective hostels.
7. Boarders should maintain cleanliness and follow a hygienic lifestyle.
8. Boarders should take care of the hostel buildings and the hostel grounds etc. sincerely. Boarders will be liable for reprimand should any deliberate damage/ damage due to carelessness is made to the hostel buildings, grounds and any other hostel property.
9. Students should always lead their daily lives joyfully and hopefully .They should always remain positive in mind and energy.

CODE OF CONDUCT FOR TEACHERS OF THE COLLEGE

1. Teachers should pay homage, as they enter the college, to the statues of great men placed near the college entrance.
2. Teachers should be punctual in every aspect of the institute.
3. Teachers should be kind, caring, sincere, and impartial in their attitude towards students. They should pay special attention to students with special needs.
4. Teachers should be disciplined in their behaviour and should act in a socially responsible manner. Again they should try at their best to be philanthropic.
5. Teachers should follow Service Rules (West Bengal Government Service Rules).
6. Teachers should cooperate the affiliating university in the context of all its activities as and when desired.
7. Teachers should sincerely carry out the duties assigned to them by their respective departments, the various Teachers' Council Subcommittees and other administrative committees that they belong to.
8. Teachers should be respectfully active towards the mission, vision and objectives of the college and the values and ideals it upholds.
9. Teachers should maintain a helpful and cooperative relationship with the apex bodies of the college.
10. Teachers should be financially transparent.
11. Teachers, whether interacting with fellow teachers, the Principal/ Officer-in-Charge, members of the Support Staff or with students, should maintain honourable distance and should hold confidential conferences (when required), in an appropriate and decent manner.
12. Teachers should enthusiastically participate in and thereby enrich the social life of the college.
13. Teachers should maintain such a lifestyle solely congenial for their balanced being and becoming.
14. Teachers should always lead their daily lives joyfully and hopefully .They should always remain positive in mind and energy.

CODE OF CONDUCT FOR SUPPORT STAFF OF THE COLLEGE

1. Members of the Support Staff should pay obeisance, as they enter the college, to the statues of great men placed near the college entrance.
2. Members of the Support Staff should be disciplined in their behaviour.
3. Members of the Support Staff should follow Service Rules (West Bengal Government Service Rules).
4. Members of the Support Staff should be financially transparent.
5. Members of the Support Staff should be helpful and cooperative in their dealings with their fellow members, teachers, students and the like.
6. Members of the Support Staff should respect and take care of the college campus.
7. Members of the Support Staff, whether interacting with fellow members, the Principal/ Officer-in-Charge, or with students, should maintain a honourable distance and should hold confidential conferences (when required), in an appropriate manner.
8. Members of the Support Staff should be respectful towards the mission, vision and objectives of the college and that should be reflected in their behaviour and activities as well.
9. Members of the support staff should always lead their daily lives joyfully and hopefully .They should always remain positive in mind and energy.

CODE OF CONDUCT FOR PRINCIPAL/ OFFICER-IN-CHARGE

1. The Principal/ Officer-in-Charge should pay homage, as he/she enters the college, to the statues of great men placed near the college entrance.
2. The Principal/ Officer-in-Charge should be punctual, methodical and etc.
3. The Principal/ Officer-in-Charge should be disciplined in their behaviour and should act in a socially responsible manner. Again he/she should try at best to be rational, democratic and above all philanthropic.
4. The Principal/ Officer-in-Charge should follow Service Rules (West Bengal Government Service Rules).
5. The Principal/ Officer-in-Charge should be respectful towards the mission, vision and objectives of the college and the values and ideals it upholds.
6. The Principal/ Officer-in-Charge should be financially transparent.
7. The Principal/ Officer-in-Charge should maintain a balanced lifestyle and value system.
8. The Principal/ Officer-in-Charge should be helpful and cooperative towards teachers, students, support staff and the like, including the strangers as well.
9. The Principal/ Officer-in-Charge should encourage a healthy system of division of work among his/her co-workers and the management in decentralised manner as far as possible.
10. The Principal/ Officer-in-Charge, whether interacting with teachers, the Support Staff, or with students, should maintain an honourable distance and should hold confidential conferences (when required), in an appropriate manner.
11. The value system that the college upholds should be reflected in the behaviour of the Principal/ Officer-in-Charge.
12. The Principal/ officer-in-Charge should always lead his/her daily lives joyfully and hopefully. He/She should always remain positive in mind and energy.

CODE OF CONDUCT FOR GOVERNING BODY

1. It is expected that the Governing Body should solve college related local problems as far as possible.
2. The Governing Body should be helpful towards the college staff and students.
3. The Governing Body should be sincere and devoted to the improvement of the institution.
4. Members of the Governing Body should always lead their daily lives joyfully and hopefully .They should always remain positive in mind and energy.

CONCLUSION

This Code of Conduct upholds the value system inculcated in this college and its mission, vision and objectives. It is hoped and expected that these will continue to guide students, staff and other associates of this college in the years to come.