



CHAPRA BANGALJHI MAHAVIDYALAYA  
BANGALJHI, NADIA  
741123



HANDBOOK OF CORE VALUES,  
PROFESSIONAL ETHICS AND CODE  
OF CONDUCT



## **Core Values, Professional Ethics and Code of conduct**

### **CORE VALUES OF THE COLLEGE**

Built on the vision that education serves as a keystone in improving society and building better futures for all, we commit to our core values of:

#### ***Excellence***

We strive for excellence in all our academic pursuits. We are committed to innovation in our teaching, research, and outreach to our communities. We commit to continuous self-improvement to achieve excellence in all our endeavors.

#### ***Ethics and Dignity***

We are committed to the highest standards of honesty, fairness, respect related to professional ethics. We value the dignity and worth of all people. We expect all of our conduct to be based on integrity, mutual respect, and civility and that conduct is driven by the highest ethical standards.

#### ***Diversity***

We embrace all aspects of human diversity and value its necessity to ensure a vibrant learning community. We are committed to providing a college community that is supportive, safe, and welcoming. We are committed to ensuring intercultural and international diversity in our curriculum and our people.

#### ***Student Focus***

We are committed to fostering the professional and personal growth of all students and our fellow colleagues by promoting lifelong learning and leadership development. These interests are the primary focus of college decisions and activities.

## PROFESSIONAL ETHICS

The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions:

- The Governing Body functions in adherence to The West Bengal College Teachers (Security of Service) Act, 1975, The West Bengal Universities And Colleges (Administration And Regulation) Act, 2017, and "The Statutes Relating To The Constitution, Power and Functions of the Governing Bodies of the College other than Government Colleges" of University of Kalyani, Government Orders issued time to time and instruction of University of Kalyani time to time.
- The Principal functions as per The West Bengal College Teachers (Security of Service) Act, 1975, The West Bengal Universities And Colleges (Administration And Regulation) Act, 2017, University of Kalyani's 'The Statutes Relating To The Constitution, Power and Functions of the Governing Bodies of the College other than Government Colleges' and University of Kalyani's 'Statutes Relating To Terms And Conditions Of Service And The Minimum Emoluments Of Principals And Teachers and Non-Teaching Staff Of All Colleges Affiliated To The University Other Than Government Colleges' and Government Orders issued time to time and instruction of University of Kalyani time to time.
- The Whole-Time Teachers (Substantive Post) function as per the University of Kalyani's 'Statutes Relating To Terms And Conditions Of Service And The Minimum Emoluments Of Principals And Teachers Of All Colleges Affiliated To The University Other Than Government Colleges', The West Bengal College Teachers (Security of Service) Act, 1975, The West Bengal Universities And Colleges (Administration And Regulation) Act, 2017, and Government Orders issued time to time and instruction of University of Kalyani time to time.
- The Non-Teaching Staff (Substantive Post) functions as per University of Kalyani's 'Statutes Relating To Terms And Conditions Of Service And The Minimum Emoluments Of Non-Teaching Staff Of All Colleges Affiliated To The University Other Than Government Colleges', The West Bengal Universities And Colleges (Administration And Regulation) Act, 2017, and Government Orders issued time to time.
- The State Aided College Teachers function as per Government Orders issued time to time and Norms and Rules decided by the Governing Body.
- The Casual Staff and Contractual Casual Staff function as per Norms and Rules decided by the Governing Body subject to directives of the Government of West Bengal.
- The Daily-Wage Workers function as per Norms and Rules decided by the Governing Body.
- All employees of the College are also duty-bound by Code of Professional Ethics and Code of Conduct of the College.
- The Students' Union/Council functions as per Rules of Government of West Bengal and Regulations of University of Kalyani.

### CODE OF CONDUCT FOR TEACHERS

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Code of Conduct for teaching is mainly governed by the University of Kalyani Statutes, Ordinances and Service Rules of Government of West Bengal.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principal ship of the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practical / tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor- mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- The faculty members are encouraged to make their continuous professional growth through study and research.

- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender, sexuality, age, marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

### **CODE OF CONDUCT FOR NON-TEACHING/ADMINISTRATIVE STAFFS**

- Code of Conduct for non-teaching staff is mainly governed by the University of Kalyani Statutes, Ordinances and Service Rules of Government of West Bengal.
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender, sexuality, age, marital status in their behavior towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

### CODE OF CONDUCT FOR STUDENTS

- The University rules require a student to have a 75% of the total lectures, tutorials and practical delivered separately, failing which the student will not be permitted to sit for the University Examination.
- Identity Card should be carried by the students always. Students are expected to read notices/circulars displayed on the notice board/ College website.
- Students are expected to adhere to the timetable for attending lectures/tutorials/practical and other extra-curricular activities.
- Ragging and eve-teasing are forbidden by the law. The Hon'ble Supreme Court has ruled out that ragging is a criminal offence.
- Destroying the College Property, furniture, buildings, labs, defacing wall are serious offences.
- The corridors of building, library block, verandah in front of the classrooms are not meant for assembling and chatting. Please treat them as silent zone.
- 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).
- Violence, grouping, class clashes etc., should not be encouraged by the students.
- Outsiders are strictly prohibited inside the college premises during college hours. However, In case of urgent business, prior permission of the Principal must be taken.
- Smoking, taking drugs, alcoholic drinks, carrying of lethal weapons and bursting crackers are not allowed inside the college premises.
- Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves. Student should maintain the sanctity of a co-educational college.
- Sticking any posters or scribble anything on the walls of the college building are prohibited.
- Malpractices in the examination hall are strictly prohibited. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students must help to keep the campus neat and clean.

*Please Note: Students flouting the above rules will be suspended immediately and if found guilty, after due inquiry, will be dismissed from the college. The college, though not responsible for the conduct of the students outside the college premises will take cognizance of any serious misconduct.*

## CODE OF ETHICS FOR RESEARCHERS

- Plagiarism is the deliberate use of another's work without permission, credit, or acknowledgment. Plagiarism can happen at different levels as follows: Data, Words and phrases, Ideas and concepts.
- All these parameters can be plagiarized in different ways. Any forms of Plagiarism such as Copying text, paraphrasing and text recycling without acknowledging the authorship are prohibited.
- Prior to the publication in the college journal 'Athena', the author have to ensure that there is no copyright issue. The Governing Body of Chapra Bangalji Mahavidyalaya recommends the Editorial Board and Peer Reviewers of the journal to look after the plagiarism issues, if any.
- Researchers are to run the manuscript through an appropriate plagiarism checking tools such as Turnitin, Urkund, iThenticate etc. to identify plagiarised text.
- The author must give appropriate credit to all authors for their roles in the research. If more than one person contributes significantly, the decision of which names are to be listed as co-authors should reflect the relative contributions of various participants in the research.
- It is improper to submit the same manuscript to more than one journal at the same time. The same rule is applied to the submission of abstract to the seminars and conferences.
- When an investigator, author, editor, or reviewer has a financial/personal interest or belief that could affect his/her objectivity, or inappropriately influence his/her actions, a potential conflict of interest exists.

