



# CHAKDAH A COLLEGE

P.O.- Chakdaha, Dist.- Nadia, Pin.- 741222

Re-accredited by NAAC 'B+' :: Affiliated to University of Kalyani

Website: [www.chakdahacollege.ac.in](http://www.chakdahacollege.ac.in) :: E-mail: [chakdahacollege1972@gmail.com](mailto:chakdahacollege1972@gmail.com)

## Chakdaha College Professional Ethics and Codes of Conduct

All stakeholders of Chakdaha College are required to adhere to specific codes of ethics in their conduct, as outlined by the University Grants Commission (UGC) in conjunction with the guidelines set by the Ministry of Human Resource Development (MHRD), Government of India, and the rules and regulations of the University of Kalyani. Additionally, they must comply with the prescribed directives enforced by the Department of Higher Education, Government of West Bengal.

### *For the Governing Body: Governing Body members should:*

1. Act in accordance with the strategic vision and mission of the college.
2. Ensure compliance with the statutes, ordinances, and provisions governing the institution and make final decisions on matters of fundamental importance.
3. Ensure proper adherence to the statutory requirements of the UGC and regulations set by the State Government and affiliating University.
4. Collaboratively develop academic and administrative action plans, ensuring their implementation in the best interest of stakeholders, including students, local communities, the Government, and others.
5. Take responsibility for ensuring the effective functioning and future development of the institution.
6. Safeguard the institution's financial viability.
7. Review and approve the budget estimates presented by the Principal, as received from the finance and account committee, with any necessary modifications.
8. Regularly attend Governing Body meetings and acquire the appropriate knowledge to contribute effectively to decision-making.
9. Exercise reasonable care and skill in their roles as Governing Body members and seek professional advice when needed.
10. Ensure the establishment of non-discriminatory systems that provide equal opportunities for staff members and students.
11. Actively monitor the institution's compliance with all requirements from the State and Central Governments regarding reservation of seats and staff positions, providing necessary support to minority groups.





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12. Continuously assess institutional performance and quality assurance arrangements to ensure competitiveness with other institutions.
13. Properly maintain the employment policy and provide equal employment opportunities without discrimination.

## ***For the Principal: The Principal should:***

1. Foster, emphasize, and implement the college's vision and mission.
2. Implement the acts, ordinances, regulations, statutes, rules, and other directives issued by the competent authorities.
3. Formulate necessary action plans for both academic and administrative activities to ensure quality in higher education.
4. Establish committees and appoint coordinators in consultation with the teaching and non-teaching staff, ensuring their proper functioning.
5. Maintain discipline among all stakeholders of the institution.
6. Regularly review financial activities for efficient management.
7. Motivate teachers to enhance their knowledge and pedagogical skills through relevant academic programs.
8. Restore the collective interests of different stakeholders, enabling them to contribute freely to institutional capacity building.
9. Uphold and promote inclusiveness in imparting education.
10. Promote equal treatment and social justice for all stakeholders without any discrimination.
11. Foster social responsibility and initiatives among stakeholders to maintain a harmonious relationship between the college and the surrounding community.
12. Encourage and support games, sports, and extra-curricular activities among students.
13. Create an environment conducive to the teaching-learning process and research activities in the institution.
14. Encourage reduced energy consumption, implement green practices, and establish a 'no plastic' campus.





# C H A K D A H A C O L L E G E

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## ***For the Faculty: Faculty members should:***

1. Fulfill their professional responsibilities in accordance with existing rules and adhere to procedures consistent with their profession.
2. Uphold the honor and dignity of the teaching profession while providing innovative and quality education to students.
3. Refrain from engaging in any other employment or commitment, including private tuition or coaching classes, which may interfere with their professional responsibilities.
4. Cooperate in the formulation of institutional policies by accepting various offices and fulfilling the responsibilities associated with those positions.
5. Collaborate with authorities for the betterment of the institution, considering the interests and dignity of the profession.
6. Adhere strictly to official working hours.
7. Take leave with prior intimation to the authority, promptly informing the college in case of emergencies.
8. Respect the rights and dignity of students in expressing their opinions.
9. Treat students justly, regardless of their religion, caste, political affiliation, economic status, social background, or physical characteristics.
10. Recognize differences in aptitude and capabilities among students, striving to meet their individual needs.
11. Encourage students to improve their academic achievements, develop their personalities, and contribute to community welfare.
12. Foster a scientific outlook, respect for physical labor, and ideals of democracy, patriotism, and peace among students.
13. Evaluate students' merits attentively during assessments.
14. Make themselves available to students beyond class hours, providing assistance and guidance without expecting remuneration or rewards.
15. Encourage and instill an understanding of our national heritage and its goals among students.
16. Maintain contact with students' guardians, sending performance reports and attending meetings to exchange ideas for the benefit of the institution.
17. Show respect to other teachers and staff members, providing assistance for professional improvement.
18. Refrain from considering caste, creed, religion, race, or sex in their professional endeavors.
19. Contribute to joint staff councils covering both teachers and staff.





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20. Work to improve education in the community and enhance the community's moral and intellectual development.
21. Be aware of social problems and participate in activities conducive to societal progress and the country as a whole.
22. Fulfill their duties as citizens, participate in community activities, and take on responsibilities in public offices.

## ***For the Students: Students should:***

1. Attend classes punctually, maintain discipline, and be regular in their attendance.
2. Uphold academic integrity, respecting the rights, property, and safety of others.
3. Wear and display their institute-issued identity cards visibly during college hours, producing them when requested by campus security.
4. Utilize academic, co-curricular, and extra-curricular facilities to the fullest extent possible.
5. Maintain a minimum attendance of 75% to be eligible for examinations, as per university rules.
6. Follow laboratory rules and refrain from damaging equipment or glass goods.
7. Maintain silence in the library, utilizing its resources and space responsibly.
8. Make use of the library, computing facilities, or authorized programs beyond class hours.
9. Seek prior permission for any absences.
10. Check notice boards and the college website regularly for important announcements and notices.
11. Meet all deadlines for assignments, projects, records, laboratory notebooks, etc.
12. Participate in all programs and activities conducted by the college or department.
13. Refrain from engaging in any illegal activities.
14. Avoid any form of harassment based on race, color, national or ethnic origin, citizenship, sex, age, sexual orientation, gender identity, physical or mental disability, or medical condition.
15. Maintain a ragging-free campus and discourage any form of ragging.
16. Refrain from provoking other students to engage in illegal activities.
17. Keep the campus clean.
18. Respect and protect college property.
19. Refrain from smoking, chewing tobacco products, spitting, or loitering within the college premises.
20. Avoid unnecessary use of mobile phones in classrooms and the library.
21. Park vehicles only in designated areas.
22. Use social media carefully and responsibly.
23. Obtain prior permission before sharing audio and video recordings of any campus activity on social media.





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## ***For the Non-Teaching Staff: Non-teaching staff members should:***

1. Familiarize themselves with and strictly adhere to college policies.
2. Perform their duties sincerely, diligently, and with accountability.
3. Respect decisions made by college authorities.
4. Exhibit honesty and integrity in the discharge of their functions.
5. Adhere strictly to official working hours.
6. Take leave with prior intimation to the authority, promptly informing the college in case of emergencies.
7. Refrain from undertaking any other job during office hours.
8. Be responsible for the proper use and maintenance of college equipment and furniture.
9. Avoid discrimination based on gender, caste, or religion.
10. Treat all stakeholders with care and kindness, maintaining dignity.
11. Interact patiently and politely with guardians.

## ***General Code of Conduct for All Stakeholders: All stakeholders should:***

1. Strictly adhere to the college's laws and regulations.
2. Maintain honesty, integrity, and fairness in all activities.
3. Avoid engaging in any unlawful activity that disrupts the functioning of the college.
4. Refrain from being under the influence of drugs, tobacco, or alcohol during office hours.
5. Avoid making derogatory remarks or disrespectful comments about other stakeholders.
6. Exercise self-discipline and restraint, promoting positive interactions with other stakeholders and the general public.
7. Maintain the confidentiality of college information, refraining from divulging official secrets or altering official documents/receipts.

(Dr. Swagata DasMohanta)  
Principal, Chakdaha College

