



BAMANPUKUR HUMAYUN KABIR MAHAVIDYALAYA

NAAC ACCREDITED (B)

(Affiliated to the West Bengal State University and recognised under section 2(f) and 12B of the UGC Act)

Estd. – 2007

BAMANPUKUR . NORTH 24 PARGANAS . PIN – 743425 . WB

Ph- 03217-260816 / (M) 9830362656 . email ; bhkm2007@gmail.com

Codes of Conduct of the Faculty and Staff

a. Code of ethics for faculty and staff:

In fulfilment of their obligations to the teaching profession, teachers will strive to:

- i. Advance the interests of the teaching profession through responsible ethical practices.
- ii. Regard themselves as learners and engage in continual professional development.
- iii. Be truthful when making statement about their qualifications and competencies.
- iv. Contribute to the development and promotion of sound educational policy.
- v. Contribute to the development of an open and reflective professional culture.
- vi. Treat colleagues and associates with respect, working with them in a very congenial environment.
- vii. Assist newcomers to the profession, disclosure is required by the law or serve compelling professional purpose.
- viii. Respect confidential information on colleagues unless,
- ix. Speak out if the behaviour of a colleague is seriously in breach of this code.

b. Responsibility and accountability:

- i. Teachers should handle the subjects assigned by the Head of the Department/Authority.
- ii. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- iii. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- iv. Assignment topics for each course are to be given to the students in time.
- v. Assignments /records should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- vi. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- vii. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

- viii. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

c. ID Card:

- i. It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- ii. Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

d. Communicating with Parents:

Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee/appropriate authority.

e. Students - late coming:

- i. Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- ii. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- iii. Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

f. Taking attendance:

- i. Staff members must take attendance within first 5 minutes of starting the period.
- ii. Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- iii. Teachers are advised to refrain from awarding punishments like:
 - Dismissal from the class rooms,
 - Making them stand in the class rooms,
 - Summoning their parents to campus.
- iv. Trouble makers in the class rooms must be reported to the HOD/Principal / Director for further action.

g. Course diary:

Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details:

- i. Syllabus
- ii. Lecture Plan
- iii. Lecture notes for each period
- iv. Date and time of preparation
- v. Date and time of delivery

h. Class adjustment before going on leave:

- i. As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- ii. All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

i. Instructions to invigilators:

- i. Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- ii. The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- iii. Ensure that the relevant question papers are given for distribution in the hall.
- iv. Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- v. Please ensure to collect the answer book from the candidates before they leave the examination hall.
- vi. Malpractice cases, if any, should be reported to the Chief Superintendent / AUR immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

j. Norms for conducting university practical examinations:

- i. Practical examinations have to be conducted in the respective Laboratories/ Workshops / Drawing Halls only.
- ii. Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for the practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- iii. Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- iv. Both the examiners must sign on the Answer Sheets as well as on the award lists.
