



BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH

(Govt. Sponsored)

NAAC Accredited (3rd Cycle) College

NUTANCHATI, BANKURA, WEST BENGAL (PIN-722101)

Phone : (03242) 251194, e-mail : sarada_06@yahoo.co.in / bzsmcollege@gmail.com

website : www.bzsmcollege.org



HANDBOOK ON PROFESSIONAL ETHICS

published by

***THE GOVERNING BODY OF BANKURA ZILLA SARADAMANI MAHILA
MAHAVIDYAPITH***

in consultation with

THE IQAC CELL



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Professional ethics are principals that govern the behaviour of a person or group in an academic environment and provide rules on how a person should act towards other people in such an environment. To pursue excellence in higher education, character building and overall development of an institution like Bankura Zilla Saradhamani Mahila Mahavidyalaya a code of conduct which is nothing but a set of ethical rules outlining the norms, responsibilities and practices for an individual and committees, is indispensable. Thus, the rules and regulations included in this handbook published by the college Governing Body in consultation with IQAC cell are applicable for Principal, teaching staff, official staff and supporting staff. It is expected that staff members strictly adhere to the rules and regulations spelled out in this handbook failing which the action shall be taken as per the procedure laid down by Government of West Bengal and competent authorities. However, the Governing Body of the college reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases.



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About the college:

Bankura Zilla Saradamani Mahila Mahavidyalaya is the oldest Girls' College in the district of Bankura, West Bengal affiliated with *Bankura University*. The college had its inception in 1973 as a non-government private college, under the University of Burdwan in order to promote education and culture, not only among the young girls of the district but among those of its adjoining districts as well as. The college was venerated with the holy name of Sri Sri Maa Sarada, the most glorious daughter of the soil. The objective behind naming the college after Maa Sarada was to preserve Her name. The college has been accredited 'A' Grade by NAAC in its Reaccreditation (2nd Cycle) assessed during January, 2015

The college is affiliated with to both University of Burdwan vide No. IR/AFF(P)/51/226/73 and to Bankura University vide no. RO/BKU/33/2017. UGC recognition number 33 under section 2 (f) & 12(B) of the UGC Act 1956.

Vision & Mission of the College:

The vision of this college is to become and to be considered by others as the leading institute of academic excellence in Arts and Science through continuous up- gradation in its programs, leading to sustainable development of the institution.

The college is committed to imparting multifarious knowledge for spreading higher education among the girl students in the backward districts of West Bengal, thereby encouraging women empowerment through all round development and life-long learning that will be meaningful contribution to productive and rewarding career building of the community lagging behind.



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Core Values of Professional Ethics:

- Honesty
- Trustworthiness
- Loyalty
- Respect for others
- Adherence to the law
- Doing good and avoiding harm to others
- Accountability.

Code of Conduct for Teaching Staff:

➤ Responsibility & Accountability:

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time.
3. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
4. Teachers shall monitor the respective group of students who are attached to them.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example for the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.



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➤ Punctuality & Attendance:

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Teachers should sign the attendance register as well as register their attendance biometrically while reporting for duty.
3. Teachers are expected to be present in the college campus at least 10 minutes before the College time.
4. Teachers should remain in the campus till the end of the College hours.

➤ Leave:

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a department will be allowed to go on OD / CL on a particular day.
3. Study leave for higher studies will be granted at the discretion of the management.

➤ Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.:

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.



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➤ General rules:

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers are banned from using cell phones while taking classes.
5. Teachers must always wear their identity badges while inside the college premises.
6. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
7. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
8. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & Tidy.

Disciplinary Action:

Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.



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Code of Conduct for Non-Teaching Staff:

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10.00 a.m. to 5.00 p.m.). They should report for duty at least 30 minutes in advance (9.30 a.m.)
- Non-Teaching staff must always wear their identity badge during working hours.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- Non-Teaching staff shall not leave the College premises without permission before 5.00 p.m.