



**VIJAYGARH JYOTISH RAY COLLEGE**

**HANDBOOK  
OF  
CODE OF CONDUCT**





## PREFACE

The code of conduct of Vijaygarh Jyotish Ray College, the standard procedure, function, rules and regulation on formed by the authority time to time over and above the normal services related rules and laws. The authority i.e GB and the HOI defines the jurisdiction of the institution and also the jurisdiction of all direct stake holders, i.e employee (both teaching and non-teaching) and students for smooth functioning of the institution. No one including HOI is above one law. All need to follow the code of conduct as defined and set by the institution. The general code of conduct is as follow:

1. No one should violate sexual harassment policy, anti-ragging policy.
2. No one should damage the property of the institution.
3. No one should be involved in any anti institute activity which may damage the reputation of the institution.
4. No discrimination is allowed.
5. Everyone should try to maintain a friendly, peaceful and congenial environment.
6. Every student should show respect and love to everyone.
7. Everyone shall be careful about maintaining the green environment in the college campus
8. Every stakeholder must be dutiful.
9. Avoid any kind of corruption by the direct stakeholder is strictly prohibited.
10. Should abide by all rules and regulation of the law of the country and institution as well.

*Rajjani*

Principal  
Vijaygarh Jyotish Ray College



### **CODE OF CONDUCT FOR THE GOVERNING BODY:**

Decisions and resolutions made by the Governing Body are obligatory.

- 1) To approve the mission and strategic vision of the College, long-term academic plans to meet the interests of all stakeholders.
- 2) To monitor performance of the College and quality assurance arrangements of the College.
- 3) To ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- 4) To ensure a transparent and smooth functioning of all aspects of the college.
- 5) To ensure compliance with the statutes, ordinances and provisions regulating their College
- 6) The members of the Governing Body shall maintain their character, transparency, mannerism and good image.

### **CODE OF CONDUCT FOR THE PRINCIPAL:**

The chair of the Principal of a college has complex roles to play and responsibilities to execute having characteristics of a patron, custodian, supervisor, administrator, protector, inspirer and many more.

- 1) To uphold the atmosphere of inclusiveness in terms of imparting education in the institution.
- 2) To chalk out policy and plan to execute the vision and mission of the college.
- 3) To monitor financial matters efficiently in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
- 4) To co-ordinate all the faculty, administrative authorities and supporting staff for their effective roles.
- 5) To closely monitor the admission process in the college instructed by the University and the State Government.
- 6) The Principal should empower all staff members and students to reach their maximum potential. Be fair in her disciplinary actions for all the members of faculty, non-teaching staff and students.
- 7) To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
- 8) To Observe the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued by the University and State.

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- 9) To promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 10) To Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- 11) To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence among them.
- 12) To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism similar to essence-of-life.
- 13) To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
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#### **CODE OF CONDUCT FOR THE TEACHERS:**

- 1) Act as a role model for students by displaying good conduct, setting a standard worthy of example to the students.
- 2) To adhere to a responsibility expected of him/her by the society.
- 3) To manage his/her private affairs, in public, in a manner consistent with the dignity of the profession.
- 4) To continue study, research and writing to make professional growth continuous.
- 5) To actively participate at professional meetings, seminars, conferences, etc and express free and frank opinion for the contribution of knowledge.
- 6) To improve education and profession, a teacher should get an active membership of professional organizations, subscribe academic/subject periodicals, and strive to perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- 7) To cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation.
- 8) To participate in extension, co-curricular and extracurricular activities including community services.
- 9) To ensure the right and dignity of the student while expressing his/her opinion.
- 10) To be just and impartial with students regardless of their religion, caste, sex, political, economic, social and physical status.

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- 11) To recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 12) To encourage students to improve their attainments, develop personalities and at the same time contribute to community welfare.
- 13) To inculcate among students scientific, progressive and rational attitude and admiration for physical labor and ideals of democracy, patriotism and peace.
- 14) To be friendly to the students and not to behave in a vindictive manner towards any of them for any reason.
- 15) To make him or her available to the students even beyond the class hours and help and guide them without any remuneration or incentive.
- 16) To assist students to develop an understanding of our national heritage and national goals.
- 17) To refrain from stimulating students against other students, colleagues or administration.
- 18) To treat other members of the occupation in the same manner as they themselves wish to be treated,
- 19) To converse respectfully with other teachers and render support for professional betterment.
- 20) To avoid lodging unsubstantiated allegations against colleagues to higher authorities,
- 21) To be thoroughly social and humane, democratic and rational, towards other teachers, as well as to the society.
- 22) To discharge their professional liabilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 23) To ensure not to undertake any other employment and commitment including private tuitions and coaching classes
- 24) To co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 25) To help the authorities for the improvement of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 26) To refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- 27) To treat the non-teaching employees as colleagues and equal partners in a co- operative undertaking, within every educational institution.



- 28) To try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- 29) To recognize that education is a community service and try hard to keep the public informed of the educational programs which are being provided.
- 30) To work to improve education in the community and strengthen the community's moral and intellectual life.
- 31) To perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- 32) To refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

#### **CODE OF CONDUCT FOR THE STUDENTS:**

- 1) Students must carry their Identity cards in the college campus.
- 2) Students should not loiter around in the college campus ignoring and bunking theory and practical classes.
- 3) Drinking alcoholic beverages, smoking or taking any kind of tobacco is strictly prohibited inside college campus.
- 4) Clicking photographs and using cell phones in class or during examination is strictly prohibited.
- 5) Scribbling on the walls of the classroom and toilet is strictly prohibited.
- 6) Any kind of damage to the benches, tables, chairs, fans and lights in classroom and college campus will not be tolerated and will be considered as a punishable offence.
- 7) No student is allowed to participate in any activity against college; and any unfair activities based on caste, creed, religion and gender is severely condemned.
- 8) Students are encouraged to participate in sports, cultural activities and all sorts of student related competitions, on and off campus.
- 9) Use of electronic devices in the examination hall or using any other unfair means during the examination will be treated as a punishable offence.
- 10) Students will be held responsible and necessary action will be taken against the student in case any of their documents, which are submitted to the college authority, is tampered.
- 11) The Principal has the right to allow or stop students from appearing in the examination; especially those who remain absent during lectures, internal exams, End Term Tests or show ill behavior in college.

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- 12) College will be providing an Identity Card to each student on which they have to paste their own passport size photograph.
- 13) Students have to display their I-Card whenever asked by teachers, or any administrative staff; failing which they will have to pay a certain fine to the authority. In case the I-Card is lost, they can obtain another one by applying for it and paying the required sum of money.
- 14) It should be noted by students that they have to take new admission every year.
- 15) An average of 60% attendance has to be maintained by each student in each semester. Failing which students will be barred from filling in the examination form.
- 16) Students should regularly follow the instructions given in the college Notice board and try to obey those.
- 17) Students should not carry valuable items or jewellerys. The student will be responsible for his / her possessions.
- 18) Ragging is a punishable offence and it strictly prohibited in the college premises and students participating or encouraging will be punished as per circular "UGC Regulation No. of 1-8-2006 CP PII" 4th March 2008 No.170. Guilty students will be expelled from college and legal action will be taken against them.
- 19) It is the Principal's discretion to organize the annual social Gathering and Annual Prize Distribution Ceremony in the college.

#### **CODE OF CONDUCT FOR THE BURSAR:**

- 1) To prepare the budget of the college under the Principal's supervision.
- 2) To allot budgets to every department of the college.
- 3) To verify the bills before payments.
- 4) To check the monthly pay sheet and cashbook regularly.
- 5) To look after and settle journey claims and advances.
- 6) To prepare and submit TDS statement to Chartered Accountant.

#### **CODE OF CONDUCT FOR IQAC COORDINATOR (Honorary):**

- 1) To coordinate the dissemination of information on various quality parameters of higher education
- 2) To coordinate the documentation of the various program / activities leading to quality improvement
- 3) To coordinate the quality-related activities of the institution
- 4) To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

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5) To coordinate the timely and efficient execution of the decisions of the IQAC committee.

#### **CODE OF CONDUCT FOR ACCOUNTANT:**

- 1) To prepare documents for submission of bi-annual and annual audits.
- 2) To providing the HOD / Section heads with a periodical review of the same.
- 3) To file up e-TDS returns.
- 4) To be the custodian of receipt books and vouchers.
- 5) To regularly prepare and present all records required by statutory auditors.
- 6) To control and check the advance register and ensuring timely recovery of advances.
- 7) To accomplish other duties assigned by the Principal.

#### **CODE OF CONDUCT FOR OFFICE HEAD CLERK:**

- 1) To analyze admission and eligibility documents and admission register.
- 2) To inspect and maintain the personal files of staff and faculty.
- 3) To maintain P. F. accounts as per the case.
- 4) To maintain discipline and proper work schedule of employees.
- 5) To maintain the casual leave register.
- 6) To take care of movement register for staff under office administration.
- 7) To keep record of all correspondence and submitting the same to the principal / HOD and section heads.
- 8) To care of all matters assigned to establishment section, students' section, stores, and maintenance and security sections.
- 9) To maintain scholarship record of students.
- 10) To take care of biometric records.
- 11) To do any other duties assigned by the principal from time to time.

#### **CODE OF CONDUCT FOR ALL NON-TEACHING STAFF:**

- 1) To protect the College' s legality, they should comply with all environmental, safety and fair dealing laws.
- 2) To remain on duty during College hours and beyond if and when required.

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Principal  
Visayabhai Jyotish Ray College





- 3) To refrain from any kind of discriminatory behavior to anyone. Maintain honesty, integrity, fairness in all activities.
- 4) To respect and maintain the hierarchy in the Administration.
- 5) To show integrity and professionalism in the workplace
- 6) To treat College' s property, whether material or intangible, with respect and care.
- 7) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 8) To be friendly and cooperative. All employees must be open for communication with all

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