

Kanchrapara College, established in 1972, is the general degree college at Kanchrapara, in North 24 Parganas district, West Bengal. It offers undergraduate courses in arts, commerce and sciences. The college also introduced Post Graduation Course in Hindi from the academic session 2002 —03. The college has a rich library with huge collection of printed and electronic documents. It is affiliated to University of Kalyani. Kanchrapara College was awarded a B+ grade by the National Assessment and Accreditation Council (NAAC). The college is recognized by the University Grants Commission (UGC).

CODE OF ETHICS FOR PRINCIPAL

1. As the head of the institution, DDO, and the Secretary of the Governing Body of the college, the principal should be impartial, honest, and transparent in discharging his administrative, financial, and other duties.
2. Principal should make a conscious effort to be fair to personnel and students. Principal should fair to faculty, staff, and students and need to know that they will be treated fairly when he decides.
3. Principal must apply honesty in his/her job. They should never directly lie to anyone. They must never withhold vital information that should be made public.
4. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
5. 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.
6. The Principal endeavours to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
7. Principal should maintain professional boundaries.
8. Train teachers to be responsible for their actions.
9. The Principal should ensure the existence of an academic environment within the college and should endeavour for its enrichment by encouraging research activities.
10. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.
11. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay.
12. The Principal shall not fake records, or direct or force others to do so.
13. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.
14. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.



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15. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
16. Implementation of the code of conduct for students, teachers, and non-teaching.
17. Motivate the teachers, non-teaching staff and the students to achieve their full potential.

CODE OF ETHICS FOR TEACHERS

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor — Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Internal Examinations are to be conducted in a semester as per university rules. Answer books are to be valued and marks are to be informed to the students.
5. Teachers should be good counsellors and mentors. 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.
6. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
8. 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.
9. Teachers should sign the attendance register and bio-metric while reporting for duty.
10. Teachers are expected to be present in the college campus enough before the College beginning time.
11. Teachers should remain in the campus till the end of the College hours as per schedule and UGC and university guidelines.
12. . Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
13. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
14. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
15. Staff members are encouraged to take up Research Projects.
16. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.



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17. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
18. Teachers are barred from using cell phones while taking classes.
19. Teachers must always wear their identity cards while inside the college premises.
20. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal or IQAC in time.
21. 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.
22. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.

CODE OF ETHICS FOR STUDENTS

1. Students shall come clean, tidy and smartly dressed.
2. Every student should wear Identity Card (ID) always issued by the College while on campus.
3. Student should be regular and punctual in attending the classes and all other activities of the College.
4. During class hours gathering in groups at entrance and exit pathways, playfield, garden, gateways, and lobby (veranda) is strictly prohibited.
5. Strict silence should be observed inside the class room.
6. Student should get up quietly as lecturer enters the class and keep standing till the latter sits or desires them to be seated.
7. No student should leave the classroom without permission of the teacher.
8. Students are expected to read notices put up on the College Notice Board and follow the college website regularly. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
9. No Notice of any kind shall be circulated among the students or pasted on the notice-board without the previous written approval from the Principal.
10. Bicycles and Two wheelers must be parked safely in the allocated places only. Vehicles found parked in unauthorized placed shall be impounded.
11. Students witnessing games are expected to show sportsmanship in their appreciation and encouragement. They must not indulge in jeering or shouting that will distract any player or team.
12. While attending College or any public function they will conduct themselves in such a way as to bring credit to themselves and to the institution.



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13. Students are forbidden from collecting any donation for any purpose without the permission of the Principal.
14. Regular attendance in the class room as well as submission of periodical assignments is expected from all the students. Any irregularity in this regard or absence without prior permission will affect adversely the evaluation of the student concerned and may entail disciplinary action.
15. Students should not indulge in misbehaviour such as ragging; eve teasing, etc., such students shall be strictly dealt as per law and may be dismissed from the College. (See).
16. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
17. Spitting, smoking and throwing bits of paper inside the College campus must be avoided.
18. Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively.
19. Representation of complaints and grievances may be made individually to the Principal through proper channels.
20. Smoking or alcoholic consumption are strictly prohibited.
21. All students admitted to the College are subject to the discipline and control of the College authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the College authorities. Proper observance of College discipline, good conduct and participation in games and other events will play an important role in recommendation for final College examination / scholarship / placement award of certificates, when leaving the College.
22. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.

CODE OF ETHICS FOR NON-TEACHING STAFFS

1. Non-teaching staffs should maintain professional boundaries with students.
2. The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
3. Proper interactions with students and treating students by care and kindness.
4. Loyalty to the College by being punctual and reliable in all duties.
5. The Non-teaching staff should exercise and contribute the highest possible standard of professional behaviour that is required in an Educational Institution.
6. Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.



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7. The Non-teaching staff should attend their place of work punctually in accordance with their service conditions as they agreed with the existing Rules, Acts, and Regulations of the Affiliated University and the State Govt. from time to time.
8. Integrity by being honest in words and actions.
9. They should also be responsible for the proper use and maintenance of college equipment and furniture.
10. The non-teaching or office staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
11. Being supportive and cooperate with other staff members.
12. Fulfilling responsibilities by meeting the required standards for every assigned task.
13. Practise mutual respect, trust and confidentiality.
14. Must respect and maintain the hierarchy in the Administration.
15. Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
16. . Unauthorised absence from work/duties, gross neglect of duties and responsibilities and unsatisfactory timekeeping without permission.
17. The staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
18. It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
19. The supporting staff shall take efforts to pursue higher education.
20. The supporting staff shall discharge all the professional activities through proper channel.
21. The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.



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