

# CODE OF CONDUCT & CODE OF ETHICS



**TEHATTA SADANANDA MAHAVIDYALAYA**

**A WEST BENGAL STATE GOVERNMENT AIDED DEGREE COLLEGE**

**AFFILIATED TO THE UNIVERSITY OF BURDWAN**

**ESTABLISHED – 2013**

**P.O – TEHATTA ★ DIST. – PURBA BARDHAMAN ★ PIN – 713122**

 [tehatta.sadananda.mahavidyalay@gmail.com](mailto:tehatta.sadananda.mahavidyalay@gmail.com)



# TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

— Estd.- 2013 —

**P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122**

M. :- 9831278235 • E-mail : [tehatta.sadananda.mahavidyalay@gmail.com](mailto:tehatta.sadananda.mahavidyalay@gmail.com) • Website : [www.collegetsm.in](http://www.collegetsm.in)

## Students (Code of conduct):

1. To maintain sense of unity, integrity, bonhomie and harmony
2. To maintain discipline, and to abide by the rules of the college
3. To regularly appear in examination and abide by the rules of examinations
4. To maintain regularity and punctuality in attending classes
5. To develop a sense of being a member of the college-family
6. To develop civic responsibility for being a responsible citizen of our nation
7. To nurture a sense of genuine esteem for our nation and our cultural heritage
8. To develop a feeling for fellow students
9. To help and facilitate the study of indigent and poor students
10. To foster healthy and cordial relation with teachers and non-teaching staff of the college
11. To develop a sense of Social Responsibility and Accountability
12. To promote Communal Harmony
13. To strive for Gender Equality
14. To participate in the academic, social and cultural programmes of the college

## Teachers (Code of conduct)

1. To sign the Attendance Register after arrival and before departure
2. Not to leave the college without permission of the concerned authority
3. Not to enjoy any unauthorized leave, and not to enjoy leave without prior permission of the authority concerned
4. To execute the duty related to the Committee of which the staff is a member
5. To take classes allotted in the Routine/ Time Table
6. To complete the teaching assignment within the stipulated time
7. To participate in conduction of co-curricular activities of the learners/ students
8. To abide by the service rules of college teachers

9. To evaluate the progress of the learners and perform university assignments
10. To maintain sense of unity, integrity, bonhomie and harmony among the students, colleagues, and other stakeholders
11. To develop a sense of belongingness with the college
12. To stimulate positive values among the learners
13. To act as a friend, philosopher and guide of the learners for their holistic development
14. To maintain manners befitting a government servant
15. To maintain behavior and ethics befitting an academic institution
16. To regularly update one's knowledge domain
17. To play a significant role in the creation of human resource

### **Non-teaching staff (Code of conduct)**

1. To sign the Attendance Register after arrival and before departure
2. Not to leave the college without permission of the authority concerned
3. To execute the duty assigned by higher authority
4. To maintain regularity and punctuality
5. To abide by the service rules
6. To develop a sense of being a member of the college-family
7. To maintain sense of unity, integrity, bonhomie and harmony among the college staff
8. To report the progress of one's duty to the authority concerned, and to maintain a healthy liaison with the authority and management, as also with fellow staff
9. To maintain manners befitting a government servant
10. To maintain behavior and ethics befitting an academic institution



*Principal*  
Tehatta Sadananda Mahavidyalaya  
Tehatta, Purba Bardhaman







# TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Aided Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

— Estd.- 2013 —

**P.O.- TEHATTA ★ DIST.- PURBA BURDWAN ★ PIN- 713122**

M. :- 9831278235 • E-mail : [tehatta.sadananda.mahavidyalay@gmail.com](mailto:tehatta.sadananda.mahavidyalay@gmail.com) • Website : [www.collegeetsm.in](http://www.collegeetsm.in)

## Code of Ethics

The college has strived to provide the equitable standards of academic training to its young learners and has tried to step in various activities for the fulfillment of it's vision and mission. The code of ethics is immensely essential for the college teachers to foster academic integrity and honesty among the teachers and students. While specific code of conduct for the teachers, students and non-teaching staff has already been specified, few basic principles or code of ethics need to be followed along with.

### ➤ Scope

The college is an institution to promote work culture, value based education, social, moral and academic ethics among students and faculties that brings about quality, professionalism, satisfaction and service to the nation and society as well. Therefore, the college is declaring its code of conduct and code of ethics that to be abiding by the faculty members and students.

### ➤ Code of Ethical Policies of the College:

The following polices have been taken for the accomplishment of college's vision and mission:

1. As an academic and institutional guardian the Principal should maintain a harmonious and coherent environment within the college. He/she must execute leadership through policy formation keeping transparency, fairness, honesty, highest degree of ethics in decision making for the best interest of the college.



2. The teachers should be dedicated to their students' education, and compel them to think beyond the boundary by encouraging the critical question-answer session within class.
3. The teachers should welcome and respect student from diversities societal background and practice zero tolerance to any deprivation, ill behavior and discrimination.
4. The teacher must uphold academic integrity by not engaging in or tolerating plagiarism, cheating, or any other form of academic dishonesty.
5. The teachers should exhibit professionalism in all interactions with students, colleagues, and staff. It also includes avoiding conflicts of interest.
6. Evaluation and grading should be fair and transparent, based on established criteria and not influenced by personal biases or preferences.
7. Teachers should foster open and honest communication with students, providing constructive feedback and being approachable in any situation.
8. Continuous professional development should be prioritized by the teachers by enriching students with advanced course of information in their field.
9. College teachers should ensure the safety of their students in all educational activities, whether in a classroom, laboratory, or field setting.
10. Teachers should create an engaging and supportive learning environment to promote inclusive education among students.
11. Teachers should work collegially with their colleagues and collaborate in research oriented activities.
12. Every individual faculty of the college should be aware of their role in the adopted village including the society in broader frame and contribute positively by developing socially responsive students.

Additionally, adherence to ethical policies of the institution is a continuous progression that requires manifestation and self-evaluation to maintain the highest standards of professionalism in the field of academics.



A handwritten signature in blue ink, appearing to read "Ujjayanti".

Principal  
Tehatta Sadananda Mahavidyalaya  
Tehatta, Purba Bardhaman