



CODE OF PROFESSIONAL ETHICS AND CONDUCT

Core Values of the College:

- Team work, promotion of gender equity, inclusiveness, mutual trust and empathy.
- Sharing of knowledge, skills and resources, to create an ambience that helps all students and faculty to blossom to their highest potential.

Code of Conduct in the campus includes:

- Safeguarding the college property.
- Keeping the place clean and tidy.
- Following the prescribed dress code.
- Maintaining an academic environment.

Code of Conduct for the students:

- Students of Vidyasagar Metropolitan College should be polite and courteous. By no means should they disrespect any member of the College staff or be rude to their fellow students.
- Impersonation at Roll Call is a serious offence.
- Students, as well as parents and guardians, are requested to bear in mind that the admission to the College implies in all cases an automatic undertaking on the part of the student to abide by its rules & discipline. Disorderly behaviour within or outside classrooms, shouting or screaming, defacing or damaging College property are gross breaches of discipline and are dealt with severely.
- Students must not loiter in the corridor when classes are being held.
- Students must not enter the office without valid reasons and disturb work in the office.
- Smoking, drinking, or consumption of any kind of intoxicants in the college campus is strictly prohibited.
- Students must not be found sitting on the staircase in between classes.
- Students must not occupy classrooms when they do not have class. They are encouraged to study in the library in these breaks between classes.
- Although the College does not insist on a formal dress code, it is expected that the students will wear decent clothes within the College premises, keeping in mind the sanctity and reputation of an academic institution. No student is to compromise on self – dignity and self- respect in matters of dress – selection.
- After college hours, students are discouraged to remain in the college campus.
- Students are expected to be punctual at the lectures, tutorials and practical classes.
- No visitors for students (including students from other colleges) are allowed during lecture hours.
- Students changing their residence must notify the college office without delay.
- Students will wear the college identity card around their neck in the college premises at all times.

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- Students are forbidden to organize or attend any meeting within the college, or collect money for any purpose or circulate any notice or petition of any kind among the students or paste it on the college notice boards without the written permission of the Principal.
- Students must help to keep the campus neat and clean.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided. Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Ragging is a punishable crime under the law and if found guilty in any form, the student will be expelled forthwith.
- There are committees/ cells like ICC (Internal Complaint Committee for sexual harassment) and Grievances Redressal cell in the college to look after the academic as well as personal issues of the students.
- Say 'No' to Plastic Waste on the campus. Help maintain the campus as a plastic free zone.
- Save Water and Electricity. Turn off taps in the washroom and switch off lights, fans and the AC in classrooms, when not in use.

Code of Conduct for Faculty Members:

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the Head of the institution.
- The duties assigned to teachers consist of lectures/ practicals/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extracurricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Mentor-Mentee System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research
- Respect the rights and dignity of the student in expressing his/her opinion.

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- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college.
- The college has a zero-tolerance policy towards sexual harassment.

Code of Conduct for Non-Teaching Staff Members:

- All Staff members should display the highest possible standards of professional behaviour.
- They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college.
- The college has a zero-tolerance policy towards sexual harassment.

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