



**SIDDHINATH MAHAVIDYALAYA**

(Govt. Aided)

Estd. - 2013

SHYAMSUNDARPUR PATNA • PANSKURA • PURBA MEDINIPUR • PIN - 721139 • Phone - 03228-255030  
email - siddhinathmahavidyalaya@gmail.com

Ref. No.....

Date:.....

### Code of Conduct for Students

The Principal of the College is the captain meant to steer plans and projects of the Institution & propel all stake holders to club and elevate the said centre of learning at least to the local level. Rules and regulations are cardinal principles on which the institution evolves. They are the maxims that help the organisation move towards its desirable goal.

The head of the institution welcomes the eager cooperation of students and their guardians for the strict maintenance of rules and regulation required to preserve absolute academic ambience within the campus.

1. As per university norm each student ought to attend at least 75% of total lectures delivered in subjects chosen by them.
2. Candidate attending less than 75% will not be considered under any condition except medical cases; Any other application shall not be accepted by the Principal.
3. List of percentage of attendance for students would be published twice in an academic year to keep them afoot of their status. Students have to pay must their fees within stipulated time as directed in notice board.
4. It is mandatory for the students to carry their identity card/library card to enter into college and to borrow books from library.
5. Students ought to appear for all Continuous Assessment conducted by respective departments.
6. Students sought to return library books borrowed, before the process for form fill up begins at the end of an academic year. Students ought to maintain silence in the library while at work.
7. Students should attend both theoretical & practical classes; failing which they would have to report the reason of their absence to the department & thereafter to the Principal.
8. Students of Science Stream ought to help tidy the laboratory after their practical classes.
9. Students should be punctual and be present in class as soon as the bell goes.
10. The students shall refrain from any action that may disturb the smooth working if the college.
11. Students should regularly check notice boards for latest information before leaving campus in the afternoon
12. Visitors other than parents and guardians are not allowed to meet the students without permission during college hours
13. The overall academic performance of students would be taken into consideration to qualify.
14. Students should maintain cleanliness in the Campus and keep the Classrooms clean as well under the supervision of NSS Unit.
15. Students should switch off lights and Fans used by them, before leaving the classes.
16. Students should be present in all College functions, seminars, sports and games.



*Oma bhask*

Principal  
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## Code Of Conduct For Non-Teaching Staff

1. Everyone must report in time to duty as per the working hour prescribed (10.00 AM to 05.00 PM) and should be available in campus unless and otherwise, they are assigned duties elsewhere.
2. They must enter the college half an hour before the opening of the college and should leave the college half an hour after the closing of the college.
3. Everyone should sign the attendance register and mark biometric attendance while reporting for or departure from the duty.
4. In normal situation the prior intimation to the Principal is required in advance while availing any leave (at least 7 days but it will be one month for those leaves which need GB approval).
5. They should refrain from taking unnecessary leave for a long period which may hamper the smooth functioning of the whole institution.
6. Nobody shall leave the station without permission of the Principal.
7. Leave cannot be demanded as a matter of right; it is granted subject to administrative convenience.
8. Everyone must report his/her resuming duty through official e-mail of Principal after availing leave beyond two days.
9. Expenses incurred towards travel and communication for the officially allotted administrative works of the staff will have to be borne out of the college funds as per rates admissible to the college.
10. Nobody shall engage in any political activity or discussion within the college campus.
11. Every staff member shall maintain the appropriate levels of confidentiality with respect of student and staff records and other sensitive matters.
12. They must behave politely with everyone.
13. Any unexpected damage of lab equipment must be reported immediately to the teaching staff in charge of the particular lab.
14. The lab assistant must identify the requirement of lab consumable etc. preferably at the beginning of the semester and give the same in writing to lab in-charge.
15. Lab assistant must maintain the issue register for tools issued to the students.
16. Everyone may assign duties in different sections of the office there of as & when required by the Principal.



*Uma Ghosh*

Principal

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## Code Of Conduct For Teachers

1. Teachers should sign the attendance register and mark biometric attendance while reporting for or departure from the duty.
2. Teachers must report in time to duty as per the working hour prescribed and should be available in campus unless and otherwise, they are assigned duties elsewhere. No teacher will be allowed to enter the college after 12 noon.
3. In normal situation the prior intimation to the Principal is required in advance while availing any leave (at least 7 days but it will be one month for those leaves which need GB approval).
4. The teacher should refrain from taking unnecessary leave for a long period which may hamper the smooth functioning of his/her department.
5. The teacher must keep in view while taking leave so that he/she can finish the syllabus assigned for him/her.
6. No teacher shall leave the station without permission of the Principal.
7. Leave cannot be demanded as a matter of right; it is granted subject to administrative convenience.
8. Everyone must report his/her resuming duty through official e-mail of Principal after availing leave beyond two days.
9. The teachers must take their classes punctually and send reports to the Principal regularly.
10. Teachers are expected to take tutorial and mentoring class beyond class hours for helping the slow learners as well as the advanced learners.
11. They must keep all documental records of the programs, activities, and meeting in well and systematic manner.
12. Teachers must read the grievance of students at the department level and counsel them need fully.
13. The teachers should be impartial to deal with the students irrespective of their caste, creed, colour, religion, physical features or socio-economic status.



*Uma Bhash*

Principal  
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14. A substantive teacher must be available in the college for at least five hours in each working day as per the UGC rule and rule of the West Bengal government for substantive teachers. SACT's shall devote minimum 15 hours classroom teaching in college. Per week and they must be available in the college for other administrative work beyond their class.

15. Direct teaching hours shall be for a minimum of 16 hours; Two hours of relaxation can be given for those who are actively engaged in research projects from recognised bodies, or engaged in administrative or extension activities of the college. Direct teaching includes delivering lectures, holding tutorial classes, conducting practical classes and field work according to the syllabus, holding class tests, assignments, seminar presentation etc. or class-room activities directly related with academic uplift of students.

16. All full time and permanent teachers are required to remain present in the college for at least 5 days, other than exception. College remains open for six days in a week. A teacher will be eligible to engage beyond the college premises for one day in academic work (preparing lessons, doing library or research work, evaluating internal answer scripts etc.). It is considered as working day for him/her.

17. A teacher must cooperate and assist for carrying out function relating to the educational responsibilities of the college such as assisting the Principal in processing the application for admission, advising and counselling the students and assisting in university and college examination including invigilation and supervision thereof as and when required by the Principal.



*Uma Bhasik*

Principal  
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## Code Of Conduct For Principal

1. The Principal will remain fair in his/her disciplinary action for all the teaching and non-teaching staff and students.
2. The Principal will encourage all staff and students to reach their maximum potential. He/She should protect the collective interests of different sections of the institution so that each and all can perform freely and keep their highest for the institution building.
3. The Principal should maintain and promote academic activities in the college in all possible avenues and she must encourage exploration of new avenues for further academic pursuit.
4. If there is any complain coming to the Grievance Cell or ICC then, the Principal should always take immediate and appropriate steps in consultation with the committees
5. The Principal must encourage for the practice of extracurricular activities among the students and even among teaching and non-teaching staff.



*Uma Ghosh*

Principal  
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