

GOUR MAHAVIDYALAYA

ACCREDITED BY NAAC (2nd Cycle) B+

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CODE OF PROFESSIONAL ETHICS

1. Teachers and their Responsibilities: All the members of the Teaching Staff are expected to display proper conduct so that the students and all stakeholders consider the teachers as their counsellors and facilitators. Following are the codes of conduct for faculty members:

(1). Abide by the Act, Statute of the Governing Body, Gour Mahavidyalaya, Mangalbari, Malda; Ordinance of the University ,and Higher Education Department, and have to respect its ideals, vision, mission, and tradition.

(2). All the faculty members must maintain high standards of punctuality, honesty and professional ethics.

(3) All the members of the Teaching staff must sign regularly in the attendance register which is to be maintained by the head of the institution.

(4) In pursuance of the general interests of the college all staff may be required to attend duties on any national and festival holidays if cultural programs to celebrate such occasions are organized by the college.

(5) The teachers must seek to make professional growth continuous through study and research.

(6) They must express free and frank opinion by participation at professional meetings, seminars, conferences etc., and help towards the contribution of knowledge.

(7) They must ensure their participation in the process of quality enhancement of Gour Mahavidyalaya.

(8) Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

(9) They must co-operate and assist in academic and administrative activities.

(10) Teachers should handle the subjects assigned by the Head of the Department.

(11) The teachers must participate in examination and evaluation activities.

(12) 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

(13) They should speak respectfully to Principal/Teacher-in-Charge.

(14) They should speak respectfully to other teachers and render assistance for professional betterment.

(15) Members of the Teaching staff must inform and take permission of the authority before station leave.

2. Code of Conduct for Non-Teaching Staff:

The Non-teaching staffs are the backbone of administration as well as are important for smooth functioning of the academic activities of the college. Following are the codes of conduct for the non-teaching staffs:

(1). They have to abide by the Act, Statute of the Governing Body, Gour Mahavidyalaya, Mangalbari, Malda; Ordinance of the University and Higher Education Department, and have to respect its ideals, vision, mission, and tradition.

(2). Members of the non-teaching staff must maintain integrity by being honest in words and actions.

(3). All the members of the non-teaching staff must sign regularly in the attendance register which is to be maintained by the head of the institution.

(4). In pursuance of the general interests of the college all staff shall be required to attend duties on any national and festival holidays in case cultural programs to celebrate such occasions are organized by the college.

5. Members should be punctual and disciplined towards their work.

6. Members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

7. Members should respect, cooperate with President/Administrator, Principal/Teacher-in-Charge, students, and colleagues.

8. They should maintain the collegiality by mutual respect, trust and confidentiality

7. They should assist in getting justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.

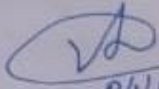
9. He / she must respect and maintain the hierarchy in the Administration.

10. Members of the non-teaching staff must perform examination duties sincerely.

11. Must not use unauthorized persons to perform official duties.

12. Members of the non-teaching staff must inform and take permission of the authority before station leave.

2. Every student must carry his or her identity card inside the campus. Any violation of this will lead to disciplinary action.
3. Students must respect the Principal, Teachers, and members of the non-teaching staff.
4. Students must attend at least 75% classes.
5. Students must help to keep the campus of the institute neat and clean.
6. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead to disciplinary action.
7. Students are expected to read notices/circulars displayed on the notice board.
8. Spitting, smoking and throwing bits of paper in the premises should be avoided.
9. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse etc should lead to disciplinary and punishable action.
10. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the UGC, Supreme Court, and any other Competent Authority set up from time to time.


24/11/2020
Principal
GOUR MAHAVIDYALAYA
Mangalbari, Malda.