

The Code of Conduct for Ranaghat College encompasses a set of principles and guidelines that promote a positive and respectful environment for students, faculty, staff and other stakeholders.

CODE OF CONDUCT FOR THE STUDENTS OF RANAGHAT COLLEGE

- ❖ Students must be punctual and regular in attending classes, tutorials, tests, and examinations.
- ❖ Students must not enter or leave the classroom without permission of the teacher.
- ❖ Students must treat all the staff and fellow students with courtesy and respect.
- ❖ They must maintain silence and order in academic buildings and avoid disrupting teaching, research, or administrative work.
- ❖ They must not loiter or stand in corridors during class hours.
- ❖ They must not invite outsiders or friends from other institutions to the college.
- ❖ They must not paste posters, write on walls, or deface college property in any way.
- ❖ They must keep the campus clean and dispose of waste properly. Care should be taken to maintain the cleanliness of Toilets.
- ❖ Any act of stealing, damaging or destroying college property will be dealt with severity.
- ❖ Students must be respectful towards our National Heritage, National Flag and National Song.
- ❖ Moreover, students should be careful and courteous while making any comments about the college or individuals associated with the College.
- ❖ Students need prior permission to record audio or video of classroom lectures or actions of other students, faculty, or staff. Students need prior permission to share audio and video clips of any campus activity with media.
- ❖ Ragging in any form is strictly prohibited in the institute.
- ❖ Students must avoid any kind of discrimination, whether physical or verbal, against someone because of their gender, caste, race, religion, or political affiliation; their color; their region; their language; their disability; their sexual orientation; their marital or family situation; or any other characteristic.

- ❖ Smoking, chewing tobacco products, consuming alcohol or drugs, or any other substances within the campus are strictly banned.
- ❖ Follow safety protocols and guidelines to ensure the well-being of yourself and others.
- ❖ Report any safety concerns or incidents promptly.
- ❖ Participate in extracurricular activities in a positive and sportsmanlike manner.
- ❖ Show respect for coaches, teammates, and opponents.
- ❖ Use social media responsibly and avoid posting inappropriate or harmful content.
- ❖ Consider the potential impact of online actions on the college community.
- ❖ Attend college assemblies, events, and meetings as required.
- ❖ Prioritize personal health and well-being to support optimal learning. Seek help and support when facing challenges affecting mental or physical health.
- ❖ Adhere to all college policies, rules, and regulations.
- ❖ Report any violations or concerns to the appropriate college authority.

CODE OF CONDUCT FOR THE PRINCIPAL OF RANAGHAT COLLEGE

The role of a college principal is critical in shaping the overall culture, direction, and effectiveness of an educational institution.

- ❖ Demonstrate a strong commitment to the academic mission and goals of the college.
- ❖ Strive for continuous improvement in the quality of education provided.
- ❖ Uphold the highest standards of integrity, honesty, and ethical behavior.
- ❖ Lead by example and promote a culture of integrity and fairness within the institution.
- ❖ Communicate openly and transparently with faculty, staff, students, and other stakeholders.

- ❖ Take responsibility for decisions and actions, and be accountable for the overall performance of the college.
- ❖ Foster an inclusive and diverse academic environment that respects and values all members of the college community.
- ❖ Promote equal opportunities and fair treatment for students and staff.
- ❖ Engage in continuous professional development to stay informed about educational trends, policies, and best practices.
- ❖ Encourage and support the professional development of faculty and staff.
- ❖ Prioritize the well-being, safety, and academic success of students.
- ❖ Promote a positive and supportive learning environment.
- ❖ Communicate effectively with all stakeholders, including faculty, staff, students, parents, and external partners.
- ❖ Foster open lines of communication and encourage feedback.
- ❖ Foster a collaborative and collegial atmosphere among faculty and staff.
- ❖ Encourage teamwork and provide opportunities for professional collaboration.
- ❖ Manage the financial resources of the college responsibly and transparently.
- ❖ Ensure sound financial planning and reporting.
- ❖ Lead the development and implementation of the college's strategic plan.
- ❖ Align institutional priorities with the overall mission and vision.
- ❖ Engage with the local community and relevant stakeholders to enhance the college's impact.
- ❖ Build positive relationships with community leaders and organizations.
- ❖ Promote a sense of community and well-being among all members of the college.

- ❖ Encourage a positive and supportive campus culture.

CODE OF CONDUCT FOR THE GOVERNING BODY OF RANAGHAT COLLEGE

The governing body of a college plays a crucial role in setting the strategic direction, overseeing policies, and ensuring the effective functioning of the institution.

- ❖ Align decisions and actions with the mission and values of the college.
- ❖ Promote the educational goals and objectives of the institution.
- ❖ Act in the best financial interests of the college.
- ❖ Conduct meetings and decision-making processes transparently.
- ❖ Ensure accountability for decisions and actions taken by the governing body.
- ❖ Disclose and manage any conflicts of interest.
- ❖ Abstain from participating in decisions where a conflict of interest exists.
- ❖ Uphold the highest ethical standards in all activities.
- ❖ Avoid any behavior that could compromise the integrity of the governing body or the college.
- ❖ Maintain confidentiality regarding sensitive information discussed or disclosed during governing body meetings.
- ❖ Respect the privacy of individuals associated with the college.
- ❖ Foster a culture of collegiality and collaboration among governing body members.
- ❖ Work together as a cohesive team to achieve the college's goals.
- ❖ Actively participate in the development and review of the college's strategic plan.
- ❖ Contribute to long-term planning and vision-setting.

- ❖ Communicate effectively with fellow governing body members, college administrators, and other stakeholders.
- ❖ Provide constructive feedback and engage in open dialogue.

CODE OF CONDUCT FOR TEACHING STAFF OF RANAGHAT COLLEGE

- ❖ Demonstrate a commitment to the educational mission and goals of the institution.
- ❖ Strive for excellence in teaching, research, and scholarly activities.
- ❖ Uphold high standards of professionalism in all interactions with students, colleagues, and staff.
- ❖ Foster a classroom environment that respects the diversity of students, including their backgrounds, perspectives, and learning styles.
- ❖ Avoid discrimination and promote inclusive teaching practices.
- ❖ Establish clear expectations for student behavior and academic performance.
- ❖ Create a positive and engaging learning environment that encourages active participation.
- ❖ Ensure that teaching materials and methods are accessible to all students, including those with disabilities.
- ❖ Collaborate with relevant support services to provide necessary accommodations.
- ❖ Promote and uphold principles of academic honesty and integrity.
- ❖ Clearly communicate expectations regarding plagiarism, cheating, and proper citation.
- ❖ Be punctual for classes, meetings, and other academic responsibilities.
- ❖ Maintain regular office hours and be available to students for academic support and consultation.

- ❖ Communicate effectively and clearly with students, colleagues, and staff.
- ❖ Respond promptly to emails and inquiries from students.
- ❖ Engage in ongoing professional development activities to stay current with advancements in the field.
- ❖ Pursue opportunities for scholarly research, conferences, and workshops.
- ❖ Foster a collaborative and collegial atmosphere among faculty members.
- ❖ Participate actively in departmental and institutional activities.
- ❖ Respect the confidentiality of student records and other sensitive information.
- ❖ Refrain from discussing private matters about students with unauthorized individuals.
- ❖ Prioritize the safety and well-being of students in all academic activities.
- ❖ Report any concerns about the welfare of students to appropriate authority.
- ❖ Provide constructive and timely feedback on student performance.
- ❖ Use fair and transparent assessment methods aligned with course objectives.
- ❖ Use technology responsibly in teaching and research.
- ❖ Ensure the security and privacy of electronic records and communication.

CODE OF CONDUCT FOR NON-TEACHING STAFF OF RANAGHAT COLLEGE

- ❖ Demonstrate honesty, integrity, and ethical behavior in all interactions.
- ❖ Maintain a professional appearance and demeanor at all times.
- ❖ Treat colleagues, students, and visitors with respect and courtesy.

- ❖ Foster a positive and inclusive work environment, free from discrimination and harassment.
- ❖ Avoid engaging in gossip or spreading rumors.
- ❖ Protect sensitive and confidential information related to students, colleagues, and the institution.
- ❖ Refrain from discussing confidential matters outside of the appropriate professional context.
- ❖ Adhere to the established work schedule and notify supervisors promptly of any absences or tardiness.
- ❖ Request leave following the institution's policies and procedures.
- ❖ Use professional and respectful language in all forms of communication.
- ❖ Respond to emails and other correspondence promptly.
- ❖ Collaborate effectively with colleagues to achieve common goals.
- ❖ Support a positive and cooperative work environment.
- ❖ Address conflicts constructively and professionally.
- ❖ Seek assistance from supervisors or appropriate channels when conflict resolution is needed.
- ❖ Pursue continuous professional development to enhance skills and knowledge.
- ❖ Stay informed about relevant policies and procedures.
- ❖ Adhere to all institutional policies, rules, and regulations.
- ❖ Report any violations or suspected misconduct to the appropriate authorities.
- ❖ Use institutional resources responsibly and efficiently. b. Report any misuse or damage to resources.
- ❖ Attend required meetings and training sessions.
- ❖ Contribute actively to discussions and training activities.