



Lady Brabourne College
P1/2, Suhrawardy Avenue
Kolkata 700017

Policy Document

**Code of Conduct and Professional ethics for students, teachers,
and other staff**

Code of Ethics Policy Document

Lady Brabourne College Ethics Policy Document is maintained as Code of Conduct and is listed as standard information in the College Prospectus. The Ethics Policy underlines:

- a) Promotion of National Consciousness
- b) Commitment to sustaining the environment by avoiding wasteful and unhygienic practices
- c) Gender Equity
- d) Controlled and amenable behavior with respectful interaction among and across various Peer Groups in the Campus.
- e) To strictly ensure anti-ragging and recognize and protect the Campus (College and Hostel) as “Ragging Free Zone”. The Ethics Policy of the College remains conscious of the parameters of the Lyngdoh Committee set up by the MHRD in 2006 to frame guidelines for Code of Conduct specifically for holding student elections but generally for on campus behavior.
- f) Observance of total Integrity in all activities related to disbursement of knowledge and academic and related management.

Principal
Lady Brabourne College
Kolkata

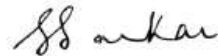


Lady Brabourne College
P1/2, Suhrawardy Avenue
Kolkata 700017

HANDBOOK ON CAMPUS ETHICS FOR STUDENTS

- Every Student must wear her bona-fide Identity Card at all times and in all venues within the Institution.
- Every Student must abide to the spirit of harmony and unity in honour of the College Motto of “Swangacchadham”.
- Every Student must wear the Official Uniform of Red-bordered white sari and red blouse on days of National Celebration and all other formal Occasion as guided by the Faculty.
- Every Student is expected to know the College Anthem and the National Anthem.
- Students must arrive on time and be in the designated class by 10 a.m. sharp.
- Students may not leave Campus on any given working day without prior permission of the Head of the Department, endorsed by the Principal where applicable.
- Every student is expected to carry all regulation texts and study material to class.
- Participation in examinations at all levels must exclude resorting to unfair means.
- Such action will be referred to the standing Disciplinary Committee under the Chairpersonship of the Principal. The decision of the Committee after proper hearing will be deemed as final.
- Students will avail Library facilities by obeying all rules and regulations of the facility.
- Faculty members should always be given proper respect and addressed suitably.
- Peer level interaction must be cordial and indiscriminate.
- Students can assemble in peer groups only by Order of the Principal and Youth Festivals will be held under supervision of Faculty.
- Disruptive and Discriminatory Activities of any kind including inciting outsiders to enter the campus without knowledge of the Principal and the Faculty are liable to strict punitive measures even rustication.

- Students are strictly prohibited to engage in unauthorized fund raising of any sort.
- Students are advised to avail counseling the in-house Psychological Counselling Cell and Career Counselling Cell to arrive at rational and coordinated decision to relieve stress and avoid exposure to compromising situation and provocation of any sort.
- Students are strongly advised to maintain decorum when dealing with administrative staff and in case of any dispute bring the matter to the notice of the concerned teacher-in-charge and not enter in any unpleasant altercation.
- Students are advised to spend their free time constructively availing Common Room, Gym and Canteen facilities with proper culture and decorum befitting the honour of the Institution
- Loitering in the corridors during class hours and creating disturbance of any sort to hinder teaching and learning are strictly prohibited.
- Food and beverages are not to be consumed outside the Canteens and littering the Campus is liable to attract punitive measures.
- A spirit of belonging and appreciation should be imbibed during the years in the Institution.



Principal
Lady Brabourne College
Kolkata



Lady Brabourne College
P1/2, Suhrawardy Avenue
Kolkata 700017

HANDBOOK ON CAMPUS ETHICS FOR TEACHERS

- Every Faculty member is a Grade 'A' Officer of the Government of West Bengal and must at all times be conscious of her/his duties and responsibilities in that capacity.
- No Faculty member may take part in active politics and engage in political activities such as participating in any disruptive activities to affect teaching-learning process in the Campus.
- No Faculty member may engage in any activity that violates the law of the land.
- No Faculty member must engage in private trade such as conducting Tutorial classes in private with intention to earn money.
- Every Faculty member must discharge her/his official duties as per the direction of the competent authority and honour the hierarchy of the Reporting Order.
- Every Faculty member must be person of integrity, upright and totally honest and impartial in the task of discharging her/his official duties.
- Every Faculty member must commit herself/himself to her/his responsibilities both as educator and mentor to the primary stakeholder.
- Every Faculty member must be present on all working days and be on time for all official duties.
- Leave for absence must be properly applied for and duly permitted by competent authority to be considered bona-fide.
- Intimation of Station Leave during Vacations must be given ahead of the actual intention to avail leave to allow the competent authority to consider the credibility of the application.

- Every Faculty member must constantly update herself /himself in her/his discipline and be aware of innovative teaching methodologies to do full justice to the dissemination of the prescribed syllabus.
- Every Faculty member must commit herself/himself to regular duties such as syllabus completion, invigilation, evaluation, preparation of results without fail.
- Every Faculty member must be aware of the ratio of advanced and slow learners in her/his class and modify her /his teaching methods to reach out to each group so that each student receives the best.
- Every Faculty member must exercise self-control, extend mutual respect, preserve dignity in dealing with competent authority, parents, guardians, primary stake holders, non-teaching staff and any other person who may approach them for official interaction.
- Every Faculty member must not be intimidated by any negative proposition and must be on guard against provocation, allurements or threats that challenge proper discharge of duties.
- In the event of any untoward event and instances of professional harassment the Faculty member may seek redress of genuine grievance by presenting her/his case to the immediate superior and not send advance application to higher authority as parallel course of action.
- Every Faculty member must be fully aware that she/he must always have the best interest of the Institution in which she/he is serving in her/his mind.
- Every Faculty member must be aware that any breach of expected code of conduct is liable to lead to "Show-Cause" by competent authority in the Reporting Hierarchy and in extreme cases, unless adequately justified, may lead to suspension from service.



Principal
Lady Brabourne College
Kolkata