



TARAKESWAR DEGREE COLLEGE

TARAKESWAR, HOOGHLY



HANDBOOK FOR CODE OF CONDUCT

VISION & MISSION OF THE INSTITUTE

Vision: Dissemination of Learning among all members of the society across narrow barriers of caste, creed and religion and also among the economically challenged.

Mission: From Quality Awareness to Quality Assurance to Quality Sustenance.

CODE OF CONDUCT:

College has created this handbook to make every stakeholder, Employer, Teaching staff, Non-teaching employees and students aware of Rules and practices of this College and expect they should maintain ethics and harmony by abiding these rules and duties.

A. Principal/ Administrator

To implement the vision, Mission of the Institute

Be Fair to Employees and Students

Not to encourage any unfair method

Maintain Religious and Social Harmony

Execute Policies for the welfare and development of the Institute

B. Teacher

Engagement with Teaching-Learning activity

Student's Counselling and Mentoring

Execute fair assessment and evaluation of students

Developing Resource materials

Engagement in Research and Publish research Papers

To maintain stock, registers for lab based subjects

Taking part in administrative activities of the department and institution

C. Student

Compulsory use of Identity card in the campus

Ragging inside and outside of the campus is strictly prohibited

Use of cell phone in the classroom is not allowed

Smoking and drinking is prohibited in the campus

Use of plastic is strictly prohibited in the campus

Student should not damage the property of the college - bench, chair, table, fan, lab equipment etc.

Students should obey the rule of library, office and laboratory

Students should abstain from taking part in any unfair method at the time of examination

Students can report their grievances to grievance redressal cell

D. Office Staff

Office Staff should be cordial

Staff will act fast and with integrity

Accounts office should maintain cash book and conduct annual audit

Office will conduct university examination form fill up, online admission, Scholarship procedure

Office will maintain Academic and Physical facility of the institution

ANTI RAGGING RULES

According to the guideline of Supreme Court and Central Government ragging is Prohibited in the campus, The college has constituted an Anti-Ragging committee.

College maintain zero tolerance about Ragging. Ragging in the campus is a punishable offence and administration is ready to take strict action against the offender.