

A
Handbook
On
Code of Conduct



St. Paul's Cathedral Mission College

33/1, Raja Rammohan Roy Sarani, Kolkata 700009

Preamble

St. Paul's Cathedral Mission College is a religious minority institution within the meaning of Article 30 of the Constitution of India. Previously under the aegis of the Church Missionary Society (CMS), the responsibility of the College now rests with the Calcutta Diocesan Trust Association (Private) on behalf of the Diocese of Calcutta after the CMS left in 1947. It is extremely important that a missionary college like St. Paul's Cathedral Mission College should examine its educational objectives in a moral light that is not tainted by a desire to maintain privilege. Hence its educational program must include the traditional value systems of Indian society and should be based on strong moral principles. The aim of the college is not only to impart quality education that promotes sound learning, but also to focus on building of characters and to orient the students in the search of 'values'. The college tries to maintain a balance between tradition and modernity so that globalization cannot erase our homegrown values and good customs. Since education influences the tender minds of the young people for both good and evil, the college aims to raise its prophetic voice both in warning and encouragement. The work of our students would not be measured by what they have got when they leave the College rather it would be measured by what they can give. To ensure discipline and moral values of the students the college has developed the following code of conduct for students, teachers and the non-teaching staff of the college.

Code of conduct for the Students

- Every student of the college is expected to conduct himself/herself with dignity and maintain necessary decorum and decency regarding dress and behavior. Due respect is to be given not only to the College staff but also to fellow students.
- A student must be regular and punctual in attending class lectures and must appear for all the examinations conducted by the College.
- Any kind of unfair/irregular means inside the classroom or examination hall is a punishable offence.
- Students are expected not to indulge in any inappropriate behavior within the campus. They should not participate in any kind of campaigning without prior approval from the concerned authority.
- Students should not enter into acts that result in damage or destruction of college property.
- Use of mobile phones is strictly prohibited inside classrooms and examination halls.
- Students must carry their College Identity Card while inside the campus.
- Students are expected to observe respectful silence inside the college library. Mutilation of Library books is a punishable offence.
- Loitering in corridors in front of class-rooms is prohibited.
- Smoking in the College campus is strictly prohibited.
- Students are expected to keep the campus clean.

- Ragging in any form is a punishable offence and the Anti-Ragging Cell of the college will take appropriate measures in case any such complaint is lodged. The college will strictly follow the UGC regulations on curbing the menace of ragging in Higher Education Institutions [under Section 26(1) (g) of UGC Act, 1956; Order No.F.1-16/2007 (CPP II), dated 17th June, 2009]

No student will be allowed to enter the campus before 9-30 AM and no student will be allowed to stay within the College campus after 5-30 PM except for any special requirement of any department.

Code of conduct for the Teachers

- Teachers should maintain proper decorum in behavior and dresses, both inside and outside the classroom and set a good example to the students.
- Apart from teaching in classrooms, teachers are expected to help the College Authority to conduct co-curricular and organizational activities.
- 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.
- Teachers should counsel, help, guide, encourage and assist the students to become better human being and responsible citizen.
- Teaching faculties are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences. They are encouraged to take up Research projects.
- No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Teachers must avoid using cell phones while taking classes or during invigilation duties.
- Teachers should participate in academic, administrative, sports and cultural events organized by the college.

Code of Conduct for Non-Teaching Staff

- Non-Teaching staff members should be punctual and regular in their duties.
- Non-Teaching Staff, assigned to Laboratories should keep the Laboratories clean.
- Non-Teaching Staff, assigned to Library should follow the instructions of Librarian. They must maintain good behavior with the users of the library and offer all necessary help.
- Any Loss or damage to any article in the Laboratory or Class Room should be reported to the concerned Head of the Department immediately after coming it in notice.
- Non-teaching staff attached to the Office will carry out their duties as instructed by the Head-clerk. The Head-clerk will follow the order of College Authority.
- The Accounts section of the college will carry out the duties as instructed by the Accountant or Head-clerk.
- The cashier of the College will maintain the cash register and he will look after the total income and expenditure of the college and report it to Bursar.
- The sweepers should clean the college campus before the college hours.
- The security guards appointed by the College Authority must be present at the college gate during college hours. The entry and exit of residing staff members, beyond the college hours, will be controlled by the night watchman of the college.