



**TARAKESWAR DEGREE COLLEGE**

**TARAKESWAR, HOOGHLY**



**HANDBOOK FOR CODE OF CONDUCT**

## **VISION & MISSION OF THE INSTITUTE**

**Vision:** Empowering Minds, Enriching Lives: Education for Today and Tomorrow.

### **Mission:**

1. Transform Teaching and Learning
2. Diversify Educational Access and Support
3. Cultivate Community and Industry Partnerships

## **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 are 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 or can email at [grievancecell@tarakeswardegreecollege.org](mailto:grievancecell@tarakeswardegreecollege.org)

### **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 both Central & State Government ragging is Prohibited in the campus, The college has constituted an Anti-Ragging committee.

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