

MUGBERIA GANGADHAR MAHAVIDYALAYA  
BHUPATINAGAR  
PURBA MEDINIPUR

**A. CODE OF CONDUCT**

Code of Conduct is a set of rules and guidelines set up by institutions to ensure a disciplined, healthy and smooth running of higher educational institution where the students and the staffs mutually engage in an environment of exchange of knowledge.

According to UGC norms, 2010 and later on in the guidelines published in “Mulya Pravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions”, (2019) UGC focused on the creation of human values and practices to ensure rich learning environment in the higher education institution.

**LIST 1: Code of conduct guidelines in**

**Mugberia Gangadhar Mahavidyalaya**

Mugberia Gangadhar Mahavidyalaya, a college with Potential for Excellence under MHRD has set up code of conduct along with some core values of the institution which is displayed in its website [www.mugberiangangadharmahavidyalaya.org](http://www.mugberiangangadharmahavidyalaya.org).

**Code of Conduct of Mugberia Gangadhar Mahavidyalaya**

The college has formulated a code of conduct or a set of rules and regulations governing the behavior or conduct of individuals entering the college premises in the capacity of any one of the following:

- 1) Staff members
- 2) Students
- 3) Visitors

**Code of Conduct for Staff members:**

- **Practice 1: Behavior and Decorum:**
  - Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment. Showing due respect to all office bearers and chairpersons.
  - Proper and polite use of language as means of verbal expression, communication and exchange. Use of informal and casual forms of address, abusive and slang words is strictly forbidden. This is to ensure that the atmosphere of the college is maintained. Correct use of language whether English, Bengali or Hindi to uphold standards expected in any academic institution. As literate and/or educated members of the college community, each one is responsible for upholding standards of correctness while speaking in a particular language. All college notices, letters and invitations are to be written in correct and formal English or Bengali as the case may be.
  - Use of the polite conversational tone while addressing and interacting with each other, students and visitors. Shouting, screaming and calling out to one another in loud voices or engaging in loud conversation or discussion while walking down the corridors during

class hours is strictly forbidden. There should be complete silence in the Library and in Research rooms throughout.

- Use of proper gait, posture and gesture while walking, standing or sitting in corridors, in classrooms and laboratories. Pushing, jostling or shoving anyone to make way for oneself or while overtaking another is strictly forbidden.
- **Practice 2: Cleanliness and maintenance of college property:**
  - Correct use of facilities in toilets and washrooms as per standard norms practised in all public places like malls, etc., to ensure toilets remain clean and usable throughout the day. Use of bins to dispose of garbage and litter. Loud and noisy manner of gargling, cleaning of mouths and spitting (except in basins), belching, burping, smoking or chewing and spitting of paan, gutka, khaini, etc., in the college premises are strictly forbidden. This is to maintain public decency, health and hygiene.
  - Eating inside the Library or any of the classrooms is strictly prohibited. Food is to be eaten only in the College Canteen and Girls' Common Room, in the Staff Rooms and in the Office rooms of the College. Exception and exemption will be made on days on which College seminars and workshops are conducted.
  - Responsible use of every article of college property and every facility provided by the college. Vigilance against damage and misuse of college property and resources. The College expects each member to be alert and vigilant and to report any misuse, damage or defacement of any item of college property including e-resources and college websites.
  - The College requests all its members to work in a spirit of cooperation and harmony, to remove unnecessary and unpleasant altercations, conflicts through peaceful negotiation and discussion and to refrain from engaging in bitter verbal exchanges and/or activities that may threaten the stability and smooth functioning of the administrative and academic machinery of the college.
- **Practice 3: Maintaining identity:**
  - All the Staff members shall carry their identity cards along with them on every working day of the college.

### **Code of Conduct of students**

The students are the bearers of college legacy. So, Mugberia Gangadhar Mahavidyalaya ensures that they abide by certain college codes as soon as they enter the institution. They have to abide by the above set of rules along with the below given codes:

- Use of mobile phones in college premises during class hours and hours and dedicated for academic and research activities is strictly forbidden. Use of mobile phones in the Library and during Seminar Library hours is strictly prohibited.
- Students are not allowed to bring in outsiders (those without formal invitation issued by the College) or to use the college premises and the college property to host parties to celebrate events of a personal nature or to induct outsiders as guests in the name of student events like Freshers' Welcome, etc..
- As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or for the removal of any article owned by the college from the college premises.
- Proper and courteous behavior as part of professional and official decorum and as mark of respect to all categories of employees without discrimination on grounds of nature and tenure of employment.
- The students have to show due respect to all office bearers and chairpersons.
- All the students shall carry their identity cards everyday to the college.

### **Code of Conduct of Visitors**

As a college located in the rural area, security of the premises and members is of normal priority to the college authorities. This code is part of the security measures adopted by the college authorities to protect all members and visitors and the college premises and property from external threat of any kind. The college building is within the jurisdiction of the Bhupatinagar Police Station (BPS) and is under its protection. In case of emergency, the college can use the facilities extended by the BPS to handle any untoward or awkward situation.

- All visitors invited by the College are **GUESTS** and are to be treated as such and will enjoy the hospitality extended by the College.
  - Visitors seeking information about any aspect of the college will be directed by the Security personnel to the relevant place be it Office, Principal's office, Staff room. No visitor will be permitted to come uninvited to classrooms and examination halls.
  - Visitors must come by prior appointment to meet teachers. They are to be seated in the college lobby in case they arrive without appointment and will be permitted to visit the Staff room only if the teacher concerned instructs the security to do so. No **outsider** can ramble or loiter into the college. This will be seen as trespassing and **trespassers will be prosecuted**. Staff members will be responsible for those they invite to the college premises within college hours. Staff members will not invite any visitor to the college premises or use parking space beyond college hours.
  - Visitors, invited and uninvited, will fill the Visitors' slip available in the College foyer before they meet any member of the college. The visitors' slip will be duly sent up by the security personnel deployed to do so. Entries of visitors are to be recorded in the Visitors' Book.
  - The purpose of visit is to be intimated through intercom.
  - The college is under CCTV surveillance; cameras are installed at all entry and exit points.
  - The College guarantees safety and security to all within its precincts particularly guests
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### **PROFESSIONAL ETHICS**

UGC set up guidelines for professional ethics in "Mulya Pravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions" to inculcate value learning and professional ethics in higher educational institutions

A professional code of ethics sets a standard for which each member of the Higher Education can be expected to meet. It is a promise to act in a manner that protects the stakeholder's well-being. A professional code of ethics informs the public what to expect of the Higher education personnel.

According to UGC guidelines professional "Code of ethics includes integrity, objectivity, professional competence, professional conduct, avoidance of conflict of interest, transparency and information disclosure and such other ethical principles as may be specified in these regulations".

### **LIST 1: CODE OF PROFESSIONAL ETHICAL PRACTICES IN MUGBERIA**

## **GANGADHAR MAHAVIDYALAYA**

The following are some of the professional ethical practices followed by Mugberia Gangadhar Mahavidyalaya:

- The college has an Ethics Committee running under the Research cell which comprises of a five members team remaining responsible for developing and monitoring policies and guidelines related to publishing ethics, in matters pertaining to possible violations and assisting with investigations of alleged violations regarding plagiarism.
  - No animal is being hurt or no mal practices are performed in the laboratory in Mugberia Gangadhar Mahavidyalaya.
  - The college research cell vigils that the professional growth of the college is continuously maintained through study and research activities.
  - No toxic elements are used in the college laboratories or premises to ensure that no environmental damage is done.
  - The faculty members of the college co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
  - Participate in extension, co-curricular and extra-curricular activities including community service. The National Service Scheme (NSS) wing of the college comprises of students and teachers. The teachers while supervising the team of students set suitable for community development goals for the NSS wing.
  - The college makes sure that any faculty member of the college take responsibility for teaching a course/subject only if the teacher possesses thorough knowledge of subject matter and display a communicable interest for it
  - The college encourages in learning orientation by instructing the faculties to continuously keeping the course content rich with current examples, accurate, authoritative and appropriate to the level of the student's program of studies.
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## **PROFESSIONAL RELATIONSHIP**

The teachers are the engines of any higher education institution. They are the torch bearers. A healthy knowledge flow in any institution makes it an effective learning centre. To make sure an appropriate knowledge flow inside the institution, the UGC emphasized on the professional relationship among the faculty, staffs and with the students.

**LIST 1: PROFESSIONAL RELATIONSHIP PRACTICES IN MUGBERIA GANGADHAR  
MAHAVIDYALAYA**

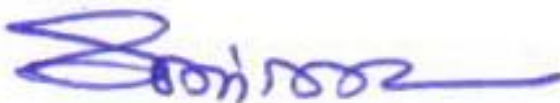
- With the students:
    - Function as mentors to the students and extending all possible help for their development
    - Encourage students to question, in their pursuit of learning.
    - Respect confidentiality of information about students and refraining from making negative comments about students
    - Maintain emotional stability in front of students and look after their mental health
    - Maintain objectivity in situations and refrain from favoritism on any ground.
    - The college maintains record of the student counseling done by the mentors from time to time. The mentors in the department take mental and academic responsibility of the students and assist in their overall development.
    - Being a rural college, Mugberia Gangadhar Mahavidyalaya maintains strict principle of equality accommodating diversity among among students regarding gender, civil status, economic status, sexual orientation, religion, age, disability, race, ethnicity, etc.
    - The college maintains a positive learner centric module to help not only the students to grow but to have a mutual growth of students and the service providers.
  
  - With the teachers (colleagues) :
    - Maintain respectful relation with the colleagues
    - Render assistance for professional development of junior colleagues if and when sought.
    - Refrain from soliciting criticisms of colleagues from student
    - Maintain confidentiality and objectivity in dealing with any improper situations if and when arises about any colleague.
  
  - With the management:
    - Show respect to the management while addressing them.
    - Expected to promptly accomplish reporting and administrative obligations
    - Refrain from actions which are in disagreement with institutional mission, goals and policies.
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## **NETWORK PRACTICE**

Collection of knowledge is not the prime goal of higher education in India, but also the application of it. UGC and Human Resource Development Centers have thus put forth the criteria of network in Higher education to ensure the flow of knowledge from teachers to students to industry/ organizations and finally to society.

### **LIST 1: RELATIONSHIP PRACTICES IN MUGBERIA GANGADHAR MAHAVIDYALAYA**

- The college maintains collaborations with different institutions/ organizations inviting lectures from them to have a network flow of learning centric system.
- The hotel management, travel and tourism and food processing units are in constant exchange program with big business houses to propagate learning and placement.
- A career counseling cell is there in college that invites several business campus information to students of relevant discipline and campus interviews are conducted in several departments of the college.
- The college looks after training the students in essential professional and life skills such as team work, communication skills, leadership skills, time management skills etc;
- The college is in constant pursuit of infusing the spirit of innovation and critical thinking among the students thereby promoting avenues for display of these talents linking them with the world and work.
- The college arranges Bachelor in Vocational (B.Voc.) course in food processing and Tourism and Hotel Management. Besides, Diploma courses are conducted in Software development and IT, Vermicomposting, Human rights, etc. . There are certificate courses carried out in the college on Business Management and Yoga Therapy. All these are UGC approved courses set up to ascertain a flow of networks to the outside world and ensures the applicability of knowledge.
- The college maintains annual alumni associations meet to conduct networking among students and alumnae.



Principal,

Mugberia Gangadhar Mahavidyalaya,

Purba Medinipur.

