

# MAYNAGURI COLLEGE



**CODE OF CONDUCT FOR TEACHERS,  
STUDENTS  
AND  
NON-TEACHING STAFF**

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# Code of Conduct for Teachers, Students, and Non-Teaching Staff

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## 1. Introduction

**1.1 Purpose:** This Code of Conduct outlines the professional and ethical standards expected from teachers, students, and non-teaching staff at Maynaguri College. It aims to foster a respectful, inclusive, and productive academic environment.

**1.2 Scope:** This Code applies to all members of the College, including teachers, students, and non-teaching staff. It encompasses their behavior within and outside the campus while representing the institution.

## 2. Code of Conduct for Teachers

### 2.1 Professional Integrity

- Demonstrate the highest standards of professional behavior and ethics.
- Ensure fairness and objectivity in all academic evaluations and assessments.
- Refrain from using the position for personal gain or advantage.

### 2.2 Commitment to Students

- Respect the dignity, rights, and individuality of each student.
- Provide a supportive and inclusive learning environment.
- Maintain confidentiality regarding student information and academic records.
- Encourage students to achieve their full academic potential.

### 2.3 Academic Excellence

- Engage in continuous professional development.
- Encourage critical thinking and intellectual curiosity among students.
- Maintain academic integrity in teaching and research.
- Keep abreast of the latest developments in their field of expertise.



  
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## 2.4 Respect and Fairness

- Treat all colleagues and students with respect and fairness.
- Avoid any form of discrimination, harassment, or bias based on gender, race, ethnicity, religion, or disability.
- Resolve conflicts through appropriate channels and with a cooperative spirit.
- Foster a collaborative and respectful academic environment.

## 2.5 Use of Resources

- Utilize college resources responsibly and ethically.
- Avoid using college property for personal gain.
- Promote sustainable practices in the use of resources.



  
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## **3. Code of Conduct for Students**

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### **3.1 Academic Integrity**

- Uphold the principles of academic honesty and integrity.
- Avoid cheating, plagiarism, and any form of academic dishonesty.
- Submit original work and give proper credit to sources.
- Adhere to examination rules and regulations.

### **3.2 Respect and Inclusion**

- Respect the rights, dignity, and diversity of others.
- Avoid any form of discrimination, harassment, or bullying.
- Foster a supportive and inclusive environment.
- Participate in creating a campus culture that values diversity.

### **3.3 Attendance and Participation**

- Attend classes regularly and participate actively in academic activities.
- Meet deadlines for assignments and projects.
- Seek help when needed and communicate effectively with faculty.
- Engage in campus activities that enhance personal and academic growth.

### **3.4 Use of College Resources**

- Use college facilities and resources responsibly.
- Follow all rules and guidelines related to the use of campus property and resources.
- Avoid damage to college property.
- Promote sustainability in resource usage.

### **3.5 Behavior and Conduct**

- Maintain decorum and discipline within and outside the campus.
- Avoid engaging in activities that could harm the reputation of the college.
- Comply with all college policies and regulations.
- Demonstrate responsible behavior in social and online interactions.



  
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## **4. Code of Conduct for Non-Teaching Staff**

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### **4.1 Professional Integrity**

- Perform duties with honesty, integrity, and diligence.
- Maintain confidentiality regarding college matters and student records.
- Refrain from using the position for personal gain or advantage.

### **4.2 Support and Collaboration**

- Provide efficient and effective support to faculty, students, and other staff.
- Foster a collaborative and respectful work environment.
- Address issues and conflicts through appropriate channels.
- Assist in the smooth functioning of college operations.

### **4.3 Commitment to College Values**

- Uphold the college's mission, vision, and values in all professional activities.
- Support the college's efforts in providing quality education and services.
- Engage in continuous professional development to enhance skills.

### **4.4 Respect and Fairness**

- Treat all members of the college community with respect and fairness.
- Avoid any form of discrimination or bias.
- Promote a culture of inclusivity and mutual respect.
- Resolve conflicts in a constructive and respectful manner.

### **4.5 Use of Resources**

- Utilize college resources efficiently and ethically.
- Avoid using college property for personal purposes.
- Report any misuse of resources to appropriate authorities.
- Promote sustainable practices in the use of resources.



  
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## **5. Disciplinary Measures**

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### **5.1 Reporting and Investigation**

- Violations of the Code of Conduct should be reported to the appropriate authority.
- An investigation will be conducted promptly and fairly to ascertain the facts.
- Confidentiality will be maintained to protect all parties involved.

**5.2 Disciplinary Actions:** Depending on the severity and nature of the breach, disciplinary actions may include but are not limited to:

#### **5.2.1. For Teachers:**

- Verbal or written warning.
- Suspension with or without pay.
- Termination of employment.
- Legal action, if applicable.

#### **5.2.2. For Students:**

- Verbal or written warning.
- Suspension from classes or campus activities.
- Expulsion from the college.
- Legal action, if applicable.

#### **5.2.3. For Non-Teaching Staff:**

- Verbal or written warning.
- Suspension with or without pay.
- Termination of employment.
- Legal action, if applicable.

### **5.3 Appeal Process**

- Individuals have the right to appeal against disciplinary actions.
- Appeals must be submitted in writing to the designated appeal committee within a specified time frame.
- The appeal committee will review the case and make a final decision.



  
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## **6. Implementation and Compliance**

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### **6.1 Awareness and Training**

- Conduct regular workshops and training sessions on the Code of Conduct.
- Ensure that all members of the college community are aware of and understand the Code.
- Provide resources and support for ethical decision-making.

### **6.2 Monitoring and Enforcement**

- Establish a committee to monitor compliance with the Code of Conduct.
- Investigate any reported breaches of the Code promptly and fairly.
- Implement appropriate disciplinary actions for violations.
- Maintain transparency and accountability in the enforcement process.

### **6.3 Reporting Violations**

- Provide clear procedures for reporting violations of the Code of Conduct.
- Ensure confidentiality and protection for individuals reporting misconduct.
- Encourage a culture of openness and responsibility.

### **6.4 Continuous Improvement**

- Regularly review and update the Code of Conduct to reflect evolving standards and practices.
- Encourage feedback from the college community to improve the Code and its implementation.
- Adapt to new challenges and opportunities in maintaining ethical standards.

## **6. Conclusion**

The Code of Conduct for Teachers, Students, and Non-Teaching Staff at Maynaguri College is integral to maintaining a respectful, ethical, and productive academic environment. All members of the college community are expected to adhere to this Code, contributing to the overall mission and vision of the institution. By embracing these principles, we can create a positive and inclusive environment that fosters learning, growth, and mutual respect.



  
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