



NETAJI NAGAR COLLEGE

(Affiliated to the University of Calcutta)

Accredited by NAAC (B+)

170/436, Netaji Subhas Chandra Bose Road

Regent Estate, Kolkata - 700 092

e-mail : netajinagarcollege@rediffmail.com

Web : www.netajinagarcollege.in

Phone : (033) 2411-5445, 2428-6989

Ref. No. _____

Date : _____

CODE OF CONDUCT FOR STUDENTS AND STAFFS

Code of Conduct for Students:

- *Students are instructed not to use mobile phones in college premises during class hours. They will have to concentrate mainly in academic activities and participate in different extra-curricular activities. 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.*
- *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.*
- *Students are instructed to show proper and courteous behaviour towards teachers and other staff members.*
- *All students shall carry their identity cards every day to the college.*



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- *Eating, chatting, improper use of books and library resources inside the Library or any of the classrooms is strictly prohibited.*

Code of Conduct for Teachers

- *Every teacher has to cooperate with the Principal of the College.*
- *They are expected to show proper and courteous behaviour 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.*
- *Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts or the start of classes in the college campus for which his/her duty is assigned.*
- *Teachers should sign the attendance register while reporting for duty.*
- *Teachers are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.*
- *The College Authority expects all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.*



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- *Teachers are expected to responsibly use every article of college property and every facility provided by the college.*
- *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.*
- *All the teachers will adhere strictly to the laws and regulations of the college.*

Code of Conduct for Non-Teaching Staffs

- *Every non-teaching staff has to obey the orders of the Principal of the College.*
- *Staffs have to show proper and courteous behaviour 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.*
- *Non-teaching staffs will carry out their duties as instructed by the authorities to whom they are attached.*
- *Staffs 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.*



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- *Staffs must correctly use 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.*

- *Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipment properly and help the teacher during practical class.*

- *Each staff will remain on duty during college hours.*

- *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. They will have to behave as a family member of the Netaji Nagar College.*