St Joseph's College, Darjeeling

CODE OF CONDUCT HANDBOOK

(For Students, Teacher and Support Staff)

Definition of key terms

- **Teacher** means members of the teaching profession in St Joseph's College who are granted a warrant to practice the profession
- **Students** means learner in UG and PG level
- **Parents** means father or mother or custodian of a students
- **Media** means the social media (including web and mobile-based technologies) such as network and blogs, digital media including e-mail, internet, text messaging, electronic media and print media.
- Role Model means any person who serves as an example and whose behaviour is emulated by others.

CODE OF CONDUCT FOR STUDENTS

Purpose and Scope

St. Joseph's College, Darjeeling, West Bengal is an institution that is committed to the pursuit of excellence in teaching, learning, research and community engagement. The College has designed the following Code of Conduct to provide fair procedures relevant to all the students of all Undergraduate and Postgraduate courses of all the departments of the College.

All the students, as members of St. Joseph's College, are required to observe all the rules that are proposed under the Code of Conduct of the College. The Code of Conduct relates to three main areas such as (i) Academic integrity, (ii) Classroom Conduct and (iii) Conduct outside Classroom.

Conduct Relating to Academic Integrity

- Students are expected to actively participate in the learning process and acquire minimum 75 % attendance in all the courses offered in a semester/ academic year.
- Students should be in their respective classes on time.
- Students must complete assignments, tests, compositions and other classroom activities arranged by the faculty for evaluation, on time.
- Students must practice academic honesty in the preparation and participation in all the CCA, Mid-Semester Test, End-Semester Test and Semester Examination.
- Students should not possess or use any unauthorized aids in any academic test or examination conducted by the staff or the College.
- Students must schedule an academic discussion with the teaching faculty during office hours.

- Students and scholars must not engage in plagiarism or any other academic misconduct.

Classroom Conduct

- Students should adhere to the prescribed uniform.
- Students must wear their identity cards on the campus.
- Students must switch off the mobile phones in the classrooms.
- Students must not engage in photographing, audio-taping or videotaping the activities of the class without the permission of the professor. They should not involve in inappropriate use of digital technology.
- Students should keep their classrooms clean. They must not engage in destruction of college property.
- Students must treat all their classmates and staff, both male and female, with dignity and respect.

Conduct Outside the Classroom

- Students are required to interact ethically with other students and teaching staff and support staff in areas such as computer centres, library, laboratories, canteen, and other spaces in the College.
- Students must not engage in any written, verbal, physical or electronic act that can cause physical or emotional disturbance or harm to other students or staff.
- Students must not involve in Ragging.
- Students must not create excessive noise that disturbs the activities of classes, College office or other academic, cultural, social or sporting activities of the college.
- Students must not engage in gender discrimination or any form of sexual harassment or misconduct.
- Students must attend all the academic and cultural programmes of the College with discipline.
- Students are expected to exhibit exemplary behaviour during Internships, Field visits and educational tours.
- Students must observe the boundaries of professional relationship between staff and student on the campus, in venues off-campus and online.
- Students must use all the facilities and the property of the College with much care and responsibility.
- Students must not use obscene language or engage in threatening behaviour that will cause any individual to fear for their personal safety.
- Students should not engage in any form of defamation of any staff or student. They must not post any derogatory comments on social media about any individual of the College.
- Students must not participate in any academic, religious or cultural activity of the College under the influence of alcohol or other drugs.
- Students must not possess alcohol, drugs or weapons on campus.

- Students must not use the name, logo resources or the reputation of the College for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
- All the students are expected to comply with the directions of the administrators of the College.
- Students must not engage in any fraudulent, corrupt or unlawful conduct inside or outside the campus that would potentially affect the reputation of the College.
- Any student of the College aggrieved by any acts of misconduct or harassment can approach the Coordinators of the various Welfare Committees, Coordinators and Heads of the Departments, Deans, Vice-Principal or Principal of the College.

CODE OF CONDUCT FOR THE TEACHING STAFF

Purpose, Scope and Status

The Code sets out the key principles of good conduct and practice for the professors in St. Joseph's College. It is intended to guide professors' practice judgments and decisions and inform parents and the community of these standards. It also informs members of the community of the standards expected of teachers. It is not however, a definitive or exhaustive guide. Neither should it be read as a blueprint to be followed unreflectively by the staff. As professionals, the staff are to constantly engage with the principles outlined in a critical manner, taking into account the educational value of the particular relationships with persons within particular teaching and learning situations and processes.

The Code is intended to encourage the staff to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teacher. Staff shall endeavour to be a role model and shall act within the community in a manner which enhances the prestige of the profession and the Institution and as a whole up to the expectation of the stakeholder.

1) Professional Integrity

Members of the Teaching Profession shall:

- Preserve the confidentiality of all college administrative matters.
- Base their relationship with students on mutual trust and respect.
- Have concern for the safety and wellbeing of students under their responsibility.
- Respect the uniqueness and diversity of the learning community they are part of.
- Work in a collaborative manner with colleagues and other professionals.
- Develop and maintain good relationship with the management, parents, guardians and other stakeholder.
- Act with honesty, integrity and fairness, and avoid biased behaviour.

- Be in their respective classes on time.
- Take responsibility for maintaining the quality of their professional practice.
- Uphold public trust and confidence in the teaching profession.
- Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective.
- Comply with policies and procedures issued at college or national education level, regarding the use of property, facilities, finances and ICT in their educational setting;
- Conduct assessment and examination – related tasks with integrity and in compliance with official regulations and procedures
- Represent themselves, their experience, professional position and qualifications honesty
- Actively participate in the programmes organised by the College
- Dress in a manner that is appropriate for an academic environment.
- Not participate in any academic, religious or culture activity of the College under the influence of alcohol or other drugs.

2) Professional Relationships with Students

Members of the Teaching Profession shall:

- Maintain professional ethics whilst inside and outside the College
- Avoid inappropriate communication via any form of media and any inappropriate relationship with students
- Maintain decorum while handling students of opposite sex
- Be duty bound and maintain a professional distance from the students
- Refrain from taking advantage of professional relationship with students for their own personal benefit, including by giving private tuition or who are under their administrative responsibility, against payment, whether monetary or in kind
- Conduct pastoral interventions with students professionally, and behave in keeping with their unique position of trust and status as role models;
- Act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive names or making inappropriate remarks

3. Respecting the Uniqueness and Diversity of Students

Members of the Teaching profession shall:

- Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language or different needs or abilities

- Keep abreast of the latest rules and regulation framed by the government, both central and state, towards students' protection
- Maintain an up to date knowledge of guidelines issued nationally, by the UGC and the State Government, education authorities in so far as these concern their personal and professional conduct
- Contribute to the creation of a fair and inclusive collegiate environment by addressing discrimination, stereotyping and bullying
- Identify and refer to the competent authorities any issue that might on students' welfare at the earliest possible stage

Relationship with Colleagues, Parents, Guardians

Members of the Teaching Profession shall:

- Work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams officially recognised by the college authorities
- Respect, support and collaborate with colleagues both in matters concerning the education of students as well as in maintaining relations with colleagues in the highest standards of professional courtesy
- Be prepared to help junior colleagues and those in training and induction in all possible ways
- Respect the authority of senior professional colleagues while retaining the rights to express professional opinion and dissent
- Not reprimand, censure, rebuke or criticise any colleague, or any other member of the teaching profession, in the presence of students or in public
- Refrain from making public statement which bring the profession into disrepute
- Engage and work positively with the parents of students, as far as possible, in an open and respectful way
- Ensure that their communications with the parents, of students and colleagues comply with those policies and procedures issued at college, as well as those educational policies and procedures issued at national level
- Demonstrate respect for diversity when dealing with colleagues, parents, guardians or careers in their capacity as partners in the educative process
- Making every effort to encourage parents, guardians and careers to interest themselves actively in the education and welfare of students in their care

Keeping their Professional Knowledge and Practice Up To Date

Members of the Teaching Profession shall:

- Maintain high standards in relation to teaching and learning, classroom management, planning, monitoring, assessment and reporting
- Keep their professional knowledge and skills updated throughout their teaching career
- Keep updated their knowledge of relevant guidelines and educational development in their teaching post and role and in relation to teaching in general

- Reflect upon and evaluate their practices as part of part of their continuing professional development
- Be open and respond positively to constructive feedback regarding their teaching practices
- Seek support, advice and guidance wherever necessary.

Workload Norms and Leave

- The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College.
- A relaxation of workload may, however, be given to Professors who are actively involved in administration and extension activities.
- A minimum of six hours per week may have to be allocated for research activities of a professor.
- Not more than 25% of the staff members in a department will be permitted to avail OD/CL on a specific day. Half a day CL will not be sanctioned.
- CL combined with holidays should not exceed 10 days.
- Reporting to duty on the re-opening day/ last working day in a semester is mandatory.

CODE OF CONDUCT FOR NON-TEACHING STAFF

i) Staff working in the College Office or in the Departments should remain on duty during the working hours (8.30am -4.30 pm)
ii) Staff shall carry out their duties as instructed by the authorities to whom they are attached.
iii) Staff working in the Department Labs/Computer Labs/Instrumentation Labs should keep the lab clean
iv) Any loss or damage to any articles should be informed to the Head/In-charge immediately. A register should be maintained with regard to the damage caused.
v) As per the direction of the HD, the amount shall be collected through college office for articles damaged by the students by the respective lab-in charge.
vi) All the staff should actively participate in the programmes and functions organised by the college
vii) The staff should dress in a manner that is appropriate for the academic environment.

Viii Non-teaching staff, especially who work in labs are obliged to follow the code of conduct as mentioned below:

- ❖ Preparing for practical requirements well in advance
- ❖ Behaving politely while dealing with the students when they approach for any assistance
- ❖ Maintaining decorum during the lab sessions

- ❖ In case of any disciplinary problems with any students in Lab session, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without any knowledge of the staff in charge /HD is to be avoided.
- ❖ Inappropriate relationship with the students must be avoided.

Additional policies or changes may evolve and the Code of Conduct may be amended or modified any time.

Principal