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HAND BOOK on the Professional Ethics & Code of Conduct

(Code of Conduct, Professional Ethics for the Non-Teaching Staff)

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BARASAT COLLEGE**

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College at a glance

BARASAT COLLEGE, Barasat, North 24-Parganas started its journey in a humble way in the year 1972 with the sole motto of socio-cultural and educational upliftment of the adjoining urban and rural areas of Barasat. Barasat College, a co-educational college, was initially affiliated by the University of Calcutta under the name 'Barasat Evening College' on 21st Nov 1972. Honours Course in Accounting and Finance was introduced in the session 1978-79 and honours in Marketing Course started in 2002-03. With the passage of time the need was felt to introduce Humanities stream and it was introduced in the day section in the session 1988-89 with B.A pass course - subjects offered were Bengali, English, Political Science, Philosophy, Education and History. Gradually Honours courses in Humanities were introduced. The Science stream with honours course in Geography and pass courses in Pure Science, Bio- Science and Computer Science have been introduced in 2003-04 and 2004-05 respectively. In the past our college was affiliated to Calcutta University. After the formation of West Bengal State University for the district of North 24-Parganas in 2008 our college has come under the affiliation of this new University. In the Session 2012-13 Honours in Physics, Chemistry, Mathematics, Zoology, Botany and Computer Science were added to our journey of education. From infinite number of Teaching & Non- Teaching Staff, Students, Local Administrators and Stakeholders, it has reached its present colossal status. It has outshined many academic institutions in spite of its humble infrastructure and goes on collecting accolades as usual, as days go by.

Dr. Partha Pratim Dasgupta
Principal

Mission & Vision

Our Mission

The Barasat College shares the wisdom of the traditional Indian vision of education, that aims at comprehensive development of the potential of the human resource of the society. The emblem of the Barasat College embodies the two keystones of the vision of this educational institution.

Sangachhadhwang sangbadadham..... Let us move ahead in unison, march forward in harmony, think together and raise our voice in chorus to lead us to the ultimate freedom, that can only be imparted by knowledge..... sa vidya bimuktaye. Barasat College carries the torch of education to spread the light of knowledge and illuminate even the farthest corners of the society.

The vision of the institution is to provide maximum educational facilities to the learners belonging to the weaker and underprivileged section of the society, coming from rural and semi-urban area and to enrich them in their academic field as well as carrier-oriented field.

Our Vision

With the mission of spreading education among the poor and struggling sector of the society, Barasat College started its journey in the year of 1972. The mission of the institution is to provide “Life Centric and job oriented” quality higher education through a modern multi-faculty college wherein the students can be well taught and trained to build social awareness and responsibilities towards the society and to become partners in the socio-economic development of the country. The demographic pattern of the backward district North 24 Parganas was also given due weightage at the time of establishment of the college. The college has overcome a large part of its basic infrastructural problems by recruiting new full time teachers and the expansion of the building in recent years.

Code of Conduct for Teaching Staff.

1. Teachers must maintain the honour and dignity of the teaching profession.
2. Teachers must abide by all the rules and regulations set by the college, the West Bengal State University, the Govt. of West Bengal and the UGC. They must maintain and follow their service rules in toto.
3. Teachers must always help, direct, inspire and assist students in their learning processes.
4. Teachers must always be impartial and fair in their judgement of answer scripts of the students.
5. Teachers must sign the Attendance Register regularly after arrival and they must put the time of departure while leaving the college.
6. Teachers must maintain their service attendance diary regularly.
7. Teachers must refrain from enjoying unauthorized leave/s. Leaves must be taken with proper prior permission from the authority.
8. Teachers must complete the teaching assignments allotted to him/her in time and look after the weaker students to help them improve.
9. Teachers must maintain the spirit of unity, integrity and harmony among the students, colleagues and the larger society.
10. Teachers must act as a friend, philosopher and guide to their students. They must always encourage healthy debate and dialogues.
11. Teachers must perform their duties and responsibilities as different committee members to help the college administration.
12. Teachers must take part in co-curricular and extension programmes of the college to promote the core values of the institution.
13. Teachers must be engaged in widening their horizon of knowledge and participate in serious research works in their respective fields.
14. Teachers should inspire the students by leading a life of positive values and principles.
15. No teacher shall send circulars/distribute handbills to the staff, organize meetings in the campus without permission from the Principal.

Code of Conduct for the Non-Teaching Staff:

1. Non-Teaching Staffs must always abide by all the rules and regulations of the college, the University and the Govt. of West Bengal.
2. Non-Teaching Staffs must always sign the Attendance Register after arrival and they must provide the time of departure while leaving the college.
3. Non-teaching Staffs must maintain the spirit of unity, integrity and harmony among the students, colleagues and the larger society.
4. Non-teaching staffs must always properly execute the duties assigned to them by the higher authority within the stipulated time. They must respect and honour the hierarchy in the Administration.
5. Non-teaching staffs must refrain from enjoying unauthorized leave/s. Leaves must be taken with proper prior permission from the authority.
6. Non-teaching staffs must maintain regularity and punctuality.
7. Non-teaching staffs must abide by the service rules.
8. Non-Teaching Staffs must report to duty well in advance.
9. Non-Teaching Staffs must maintain honesty, integrity, fairness in all activities.
10. Non-Teaching Staffs must maintain self-discipline and lead a life of ideal for public servant.
11. Non-teaching Staffs must not divulge official information or documents to outsiders. They must never tamper, delete, hide, alter or forge official documents / receipts.
12. Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical class.
13. Non-Teaching Staffs must always maintain the true spirit of campus life by being a helping hand to the students and the larger community.