



South Calcutta Girls' College

Handbook on
Human Values and Professional
Ethics

72, Sarat Bose Road, Kolkata 700 025

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Code of Human Values and Professional Ethics

CORE VALUES OF THE COLLEGE:

South Calcutta Girls' College as an educational institution rightly acknowledges the significance of values in shaping the character of a student. Ever since its inception, the institution caters to the upliftment and empowerment of women irrespective of caste, creed or social status. The College strives to transform students into persons of competence, conscience and compassion.

Moral values are ideals or virtues that are considered worthy in formation of individual character. An institution develops only when all its stakeholders adhere to the moral values consistently. As an integral part of the college, the students, the teaching as well as the non-teaching staff should strive to develop the following virtues, namely.

- **Honesty:** Truthfulness and trustworthiness are the basic pillars of human character and primary factors in the development of an institution.
- **Integrity:** It signifies unity of thought, word and deed. Strength and consistency in character is a key to success, both in the individual and institutional spheres.
- **Devotion:** Love, dedication and faithfulness are the essential components of individual and institutional progress.
- **Responsibility:** Performance of individual tasks in a responsible way is a key to success.
- **Commitment:** Loyalty, faithfulness and trust are the key factors of individual character that promote the progress of the college.
- **Respect for others:** An individual should recognize and accept others as human beings. An academic institution thrives only when its stakeholders adhere to this noble virtue of honoring the belief and opinion of others.
- **Cooperation:** The multi-faceted activities embarked by the stakeholders of a college should reflect the traits of collective, concerted and united attitude.
- **Care:** It is a spontaneous and continuous trait that exhibits the interest and support for the welfare of others.
- **Share:** The spirit of friendship and fellow-feeling should be imbibed in all the varied aspects of workings of the college.

- **Empathy:** Showing concern for others and adopting necessary policies for people in need ennoble human character. It is a primary virtue particularly in critical times.

THE ELEMENTS OF PROFESSIONAL ETHICS

1. Always strive for excellence.
2. Be honest, trustworthy, courteous and respectful
3. Try to improve continuously and achieve the goal of perfection.
4. Maintain confidentiality.
5. To act with integrity, responsibility and accountability.
6. To maintain highest academic standard, the College prohibits any kind of plagiarism in academic matters. There should be proper awareness of this malpractice among the faculties and students.

STUDENT ATTRIBUTES FACILITATED BY THE INSTITUTION

South Calcutta Girls' College insists on maintaining a high standard of discipline among the students. Discipline is important for laying a good foundation and helps students to stay focused, motivated and organized in their academic life.

- The Induction programme is conducted for the newly admitted batch to acquaint them with the institution, its rules and regulations and values. They learn about the academic programme, the course structure as well as the various activities and facilities of the College. It also helps them to adapt themselves to the new environment.
- Photo-identity cards are issued to students to make the student responsible for their conduct and develop feeling of the belonging to the institution and build bonds with each other.

- Our college provides an excellent, learning environment that nurtures the academic potential of the students through invited talks and lectures by eminent scholars that supplement classroom teaching.
- Various activities, such as observation of commemorative days and invited lectures are organized to sensitize students to national and human values.
- Guardians are informed of the performance of their wards in the Parent-Teaching meetings. The names of the students with poor attendance are notified by the departments. Guardians are also informed so that they can give more attention to this aspect.
- Our college is one among a few institutions offering hostel facility to outstation students. Care is taken to ensure a congenial and harmonious environment and that the boarders abide by the rules and regulations. A register is maintained where students have to sign each time they go out of the hostel.
- The mentoring system in our college helps to students to adjust to the College environment. The mentors try to address their problems by providing them with a support system.



SOUTH CALCUTTA GIRLS' COLLEGE

Code of Conduct for Academic Administrators

1. Coordinator of IQAC will monitor the process of quality enhancement of Teaching Learning, Extension activities, Faculty Development and Career Advancement.
2. Bursar will monitor the process related to all financial matters.
3. The HoD is responsible for the effective functioning of his/her department.
4. No staff can avail any kind of leave without taking permission/ intimating the HoD.
5. HoD has to divide the workload amongst the colleagues in a just and fair manner. All efforts should be made to distribute the syllabus rationally among the teachers and to resolve the conflict (if any) in an amicable manner.
6. Workload should be divided equally amongst all the colleagues in the department including the HoD through Departmental meetings.
7. It is the responsibility of the HoD to submit the Departmental Routine within the stipulated time period.
8. The principal is to be intimated by the HoD about the activities to be conducted prior to the notification for execution of the activity.
9. The HoD must corroborate with the decisions taken by the IQAC.
10. Execution of resolutions of the meetings of the statutory committees is the responsibility of the HoD.

CODE OF CONDUCT FOR STAFF

South Calcutta Girls' College expects members of teaching and non-teaching staff to adhere to the norms of professional conduct and ethics to maintain the academic ambience.

FOR TEACHING STAFF:

Teachers should:

1. Perform the duties assigned to them by the College authority and the University.
2. Maintain punctuality and regularity in their work schedule.
3. Be continually upgraded and up-to-date regarding their academic and administrative responsibilities to assure the quality improvement.
4. Abide by the Act, Statute and Ordinance of the University & Leave rule.
5. Be caring and impartial to students recognising the differences in their ability levels and motivate them to achieve their potential.
6. Be committed to inclusivity in the classroom helping students of less privileged or marginal backgrounds to integrate into college life.
7. Refrain from giving personal coaching students of the college in lieu of remuneration.
8. Be courteous and respectful to all the members of teaching and non-teaching staff.
9. Cooperate with other staff members and participate in curricular and co-curricular activities.
10. Observe the norms of academic integrity and fairness.
11. Have regard for the ethos and policies of the institution.
12. Maintain the work culture and environment of the college.

FOR NON-TEACHING STAFF:

Staff members should:

1. Adhere to the rules and regulations of the College.
2. Maintain punctuality and regularity in their work schedule.
3. Perform the duties assigned to them by the College authority diligently.
4. Maintain appropriate behaviour towards colleagues, students and teachers.
5. Attend Development Programs and training workshop to update themselves.
6. Maintain confidentiality about student and staff records and sensitive information.
7. Cooperate with the students and teaching staff.
8. Perform the Examination duty which is mandatory for all staff.
9. Any work assigned by the Members of IQAC, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
10. Abide by the Act, Statute and Ordinance of the University & Leave rule.
11. Show professionalism in the college.
12. Maintain the work culture and environment of the college.

SOUTH CALCUTTA GIRLS' COLLEGE

72 Sarat Bose Road Kolkata-25

CODE OF CONDUCT FOR STUDENTS

Students admitted to the College are expected to abide by the Code of Conduct and Rules & Regulations laid down by the college.

- South Calcutta Girls' College believes in promoting a safe, peaceful and efficient environment by enforcing behavioural standards. Every student must uphold academic integrity, obedience and constructive attitude.
 - Students must maintain the college campus tobacco-free and plastic-free.
 - Students must be punctual and regular in attending classes.
 - Every student shall wear a clean and decent dress while coming to the College.
 - Every student must wear the Identity Card as long as she is in the College campus.
 - Use of 'Mobile Phones' is strictly prohibited in classrooms and corridors during college hours.
 - The conduct of the students in the classes and in the premises of the College shall be such as will cause no disturbance to teachers, fellow students or other classes.
 - Every student shall observe discipline, decorum and proudly contribute to the academic ambience and prestige of the college.
 - RAGGING IN ANY FORM IS STRICTLY PROHIBITED. Disciplinary action will be taken against those who violate this rule.
 - During college hours, no student is allowed to attend coaching classes, join other courses of study or engage herself in any other related activity outside the College premises.
 - Students must also attend seminars / workshops / awareness programmes organized by the college.
 - Continuous absence for one month without any valid explanation forwarded to the Principal and the Department will result in name being struck off the roll.
 - Students must not interact with the media representatives regarding any matter related to the college without the prior permission of the college authority.
 - Involvement in any kind of activities causing defamation of the college will be treated as a punishable offence.
 - Damage to or destruction of, any property of the college is a punishable offence.
- ❖ NOTE:- The students must conform to the rules and discipline of the college. The object of discipline is to help the students to develop their potentialities in an orderly way, to promote a healthy relation between the teachers and the taught as also to preserve a peaceful academic atmosphere essential for study.

Rules of Peary Mohan Chatterjee Library

1. All the students must be the member of the library, i.e., they should have the LIBRARY CARD.
2. The Library remains open from 10.00A.M - 5.00P.M.

Library Hours	Monday-Friday	Saturday
LENDING SERVICE	10.30A.M- 4:30 P.M	10.30A.M- 1:30 P.M
REFERENCE SERVICE	10:00 A.M- 5 P.M	10.00A.M- 2:00 P.M

3. Honours students can borrow 4 books, General students can borrow 2 books at a time.
4. The books are issued for 15 days, if required, books can be renewed for another 7 days. A fine of Rs.1/- per day will be charged if books are not returned within due date.
5. The time for returning the book: 10.30 A.M. – 1P.M.
6. All the questions would be supplied according to the following schedule from 3 P.M.- 4.30 P.M.
1st semester & 2nd semester – Monday & Wednesday
3rd semester & 4th semester - Tuesday & Friday
5th semester & 6th semester- Wednesday & Thursday
7. Reference Service will be available from 10 A.M -5P.M (Monday-Friday) & 10 A.M -2 P.M (Saturday)
8. For the 6th semester students' library books must be returned before receiving admit card for C.U 6th semester examination. After completion of 6th semester, if any student requires any book of previous semester to clear backlog semester/part examination, the book will be issued for reading room only.
9. For losing the Library Card Rs.5/- will be charged for each card.
10. If a book is lost that should be returned by purchasing the book if it is available in the market. In the case of out of print book, minimum double of the printed price has to be paid.
11. Readers should observe strict silence & switch off their Mobile phones in the Library premises.
12. Eating & sleeping are not allowed in the Library.

Please ask for the password from Library staff in the specified browsing zone for gaining access to the e-books & e-journals.

RULES AND REGULATIONS OF HOSTEL OF SOUTH CALCUTTA GIRLS' COLLEGE

1. Boarders are to bring their own utensils and bedding when joining the hostel.
2. Guardians are permitted in the hostel to meet their wards only on Saturday and Sunday.
3. Schedule of visiting hours:
4. Saturday – From 3 pm to 5 pm
5. Sunday – From 10 am to 12 noon
6. Apart from these days as mentioned above, if there is any requirement of a guardian to give any item to his/her ward, in such a situation, it should be handed over to a staff of the hostel for delivering it to the respective boarder.
7. If any boarder intends to go home, she should be accompanied either by the guardian or a person whose name is registered in the hostel records as the local guardian. No unknown person will be allowed in this regard.
8. No boarder is allowed to go out of the hostel without signing the register.
9. The study hour in the hostel is 6 pm to 9 pm. During this period, watching television is prohibited. However, once in a month, for any special programme, watching of television is allowed with prior permission of hostel super. The watch time of television is 4 pm to 6 pm.
10. Boarders can use Wi-Fi facility only between 7 am and 10 pm.
11. All lights of hostel rooms must be turned off at 11 pm.
12. No telephone/mobile phone calls are allowed within study time. After dinner, boarders are allowed to talk with their parents between 9 pm to 9.30 pm.
13. Under no circumstances, boarders are allowed to use their mobile phone after 12 midnight.
14. During study hours, if any boarder creates disturbance to other boarders, then the Hostel Superintendent has the authority to shift her to some other room.

15. When the bell rings, all boarders must go to the dining room for dinner. If any boarder is sick, she will be allowed to have the dinner in her room after permission from Hostel Superintendent.
16. Married girls are not permitted to remain in the hostel.
17. Timings for filling of drinking water from Aquaguard filter are:
 - i) Morning - 10 am to 11 am
 - ii) Evening - 5 pm to 5.30 pm
 - iii) Night - 9 pm to 10 pm.
18. Water pump will be operated from 6 am to 9 am, and at 12 noon, 4.30 pm, 7 pm and 10 pm.
19. Wastage of water is strictly prohibited.
20. Boarders will be allowed for outside tuition only for three days in a week. During college hours, no gate pass will be allowed before 3.30 pm and they have to return to the hostel by 8.30 pm.
21. During college hours, all boarders must be present in their respective classes. During the academic session when classes are on, then boarders are not permitted to go home.
22. While going outside the hostel room, the light and fan must be switched off.
23. Cases of illness must be reported to the Hostel superintendent immediately. In case of sickness, legal or local guardian will have to remove their ward immediately from the hostel on being requested by the Hostel Superintendent. All responsibilities of the ill boarder should be borne by her legal/local guardian.

