

Code of Conduct of Netaji Nagar College

The college has formulated a code of conduct or a set of rules and regulations governing the behaviour or conduct of individuals entering the college premises in the capacity of any one of the following:

- 1) Staff members
- 2) Students
- 3) Visitors

1) Code of Conduct of Staff members:

- Maintaining professional and official decorum by proper and courteous behaviour to all categories of employees and the chairpersons.
- To ensure the healthy atmosphere of the college, proper and polite use of language as means of verbal expression and communication is to be maintained. Use of informal and casual forms of address, abusive and slang words is strictly forbidden.
- There should be complete silence in the Library throughout. Shouting with a loud voice in the corridors during class hours is strictly forbidden.
- To maintain public decency, health and hygiene, proper use of facilities in washrooms is to be maintained.
- The College is under the jurisdiction of The Kolkata Municipal Corporation and disposes garbage according to the norms outlined by it. So, dustbins are the only proper place to dispose of garbage and litter.
- Smoking or chewing and spitting of paan, gutka, khaini, etc., in the college premises are strictly forbidden.
- Eating inside the Library or any of the classrooms is strictly prohibited. Food is to be eaten only in the College Canteen and Girls' Common Room, in the Staff Rooms and in the Office rooms of the College. Exception and exemption will be made on days on which College seminars and workshops are conducted.
- The College expects each member to be alert and vigilant and to report any misuse, damage or defacement of any item of college property including e-resources and college websites.

- All the Staff members shall carry their identity cards along with them on every working day of the college.

Code of Conduct of students:

Same as above plus--

- Use of mobile phones in college premises during class hours, in the Library and during any Seminar or academic programme is strictly forbidden.
- 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 at any cost.
- Proper and responsible use of all items of the College property is highly expected from the students. In case of any damage, or removal of any article owned by the college from the college premises, the student(s) shall hold the responsibility.
- Showing due respect and proper behaviour to all office staffs, teachers, chairpersons and other students is mandatory.
- All the students shall carry their identity cards everyday to the college.

Code of Conduct of Visitors:

- As a co-ed evening college, located in a quite crowded place, security of the premises and members is of top most priority to the college authorities. The college building is within the jurisdiction of the Netaji Nagar Police Station and is under its protection.
- All visitors invited by the College are guests and are to be treated as such.
- Visitors seeking information about any aspect of the college will be directed by the security personnel to the relevant place.
- No visitor will be permitted to come uninvited to classrooms and examination halls.
- Visitors must come by prior appointment to meet the teacher-in-charge or the teachers.
- No outsider can ramble or loiter into the college. This will be seen as trespassing and trespassers will be prosecuted.
- Visitors, invited and uninvited, will fill the Visitors' Book, available at the office, for future records
- The college is under CCTV surveillance; cameras are installed in the Library, and at all entry and exit points.