



VASANTA COLLEGE FOR WOMEN
वसंत महिला महाविद्यालय
Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

Estd: 1913

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CODE OF CONDUCT

TEACHERS

Teaching taken up as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. The profession also requires that the teacher should be calm, patient and communicative by the temperament and amiable in disposition.

Teachers should

- I. Adhere to the pattern of academic integrity and dignity of the college.
- II. Manage their private affairs in keeping with the dignity of the profession.
- III. Follow the rules, regulation and notices of the college authority.
- IV. Freely express their views by participating in professional meetings, seminars, conferences to contribute to the holistic growth of the college.
- V. Perform their duties in form of teaching, practical, research work and contribute to ICT enabled Classes and endeavour their best to update their knowledge.
- VI. Cooperate in educational responsibilities of the university, such as admission, evaluation, examination duties and others.
- VII. Abide by the college timings and they should take the prior approval of leave from the authority.
- VIII. Participate in extension, co-curricular and community services.
- IX. Abide by the Act, Statue and Ordinance of the affiliating University and respect its ideals, visions, missions and traditions.
- X. Respect the dignity of the students and interact with them regardless of religion, class, gender, social and economic status and not behave with them in a vindictive manner.
- XI. Pay attention to the students' attendance and ensure that syllabi are completed on time and sessional/practical/dissertations are conducted in a transparent manner.
- XII. Speak respectfully of other colleagues and deliver assistance for the betterment of the college.
- XIII. Co-operate with the authorities for the betterment of the colleges and adhere to the terms of contract.

- XIV. Treat non-teaching staff as equal partners and also maintain contact with guardians whenever necessary for the benefit of the college.

STUDENTS

Students

- I. are supposed to abide by the college rules and avail college facilities properly.
- II. must maintain 75% attendance in order to appear in all Internal and External examinations.
- III. must not get involved in ragging or any other malpractices inside the college campus.
- IV. are expected to keep the college clean and not harm the property of the college.
- V. Must always maintain the dignity and integrity of the college by showing good demeanor.

NON-TEACHING

The non-teaching staff should

- I. Maintain a cordial, compassionate and supportive environment in the college.
- II. Be well organized and be able to assure accuracy in their allotted work.
- III. Value the time therefore, they should ensure the completion of work within the stipulated time.
- IV. Not get involved into unethical practices and should exhibit loyalty in the interest of the college.
- V. Maintain strict confidentiality wherever necessary.

MANAGEMENT

The Members of Managing Committee with manager as the representative

- I. Must ensure that the college is following the vision and mission of the college at its best.
- II. Must conduct meetings with the staff of the college at regular intervals, and effectively participate in making decisions for the smooth functioning in all the spheres.
- III. Must ensure the implementation of resolutions made in the meetings in the interest of the college.
- IV. Must maintain the confidentiality, as and when required in the interest of the college.
- V. Must ensure the welfare of the students, teaching and non-teaching staff of the college.

PRINCIPAL

The Principal should

- I. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- II. Conduct herself/himself with transparency, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- III. Act as the steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- IV. Promote the collaborative, shared and consultative work culture in the college, paving the way for innovative thinking and ideas.
- V. Promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- VI. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- VII. Manage his/her private affairs in a manner consistent with the dignity of the profession.
- VIII. Discourage and not indulge in plagiarism and other non-ethical behaviours in teaching and research.
- IX. Participate in extension, co-curricular activities including community services.
- X. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavour.