

ACHARYA GIRISH CHANDRA BOSE COLLEGE
35 Rajkumar Chakraborty Sarani(Scott Lane), Kolkata-700 009

Code of Conduct Handbook for the Principal

Preamble to the Code of Conduct:--

The Chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector and inspirer. As the Academic and Administrative Head of the Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the affiliating University and the set of prescripts issued by the Higher Education Department, Govt. of West Bengal as in the Service Rules for the employees of the College.

Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by **Acharya Girish Chandra Bose College** are jotted underneath:

- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment
- Encouraging the faculty members to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholders of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.

➤To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.

➤To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

➤To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

➤To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.

➤To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.

➤To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

➤To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

➤To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

➤The Principal must respect the confidentiality of all information regarding examination affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

➤ The Principal should refrain from responding to unnecessary political motivations in the college campus as these ruin the sanctity and smooth progress of an educational institution.

➤The Principal should avail Leave with prior intimation to the extent possible and refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college. In case of sudden exigencies, information on his absence should be promptly forwarded to the President of the Governing Body/Higher Education Department.

Code of Conduct_Principal