



Phone : 2551-3452 (College)
2551-3202 (Ashrama)

Ramakrishna Sarada Mission Vivekananda Vidyabhavan

Policy Document

Code of Conduct and professional ethics for students, teachers, administrators and other staff

1. Policy Statement

The college has a prescribed code of conduct for students, teachers, administrators and other staff. This has been designed to provide all stakeholders of the college a broader view of the regulations and guidelines for the smooth conduct of academic and co-curricular activities.

2. Scope and Applicability

The college is affiliated to the West Bengal State University and follows the statutory regulations and code of ethics laid down by the affiliating university.

<https://wbxpress.com/files/2014/08/WBSU-Act-2007.pdf>

<https://wbsu.ac.in/web/wbsu-act/>

<https://wbsu.ac.in/web/wp-content/uploads/2021/11/Handbook-of-Ethics-WBSU.pdf>

All the concerned stakeholders are expected to adhere to the ethical standards laid down by the college. The college also adopts a system of corrective measures designed to address any kind of breach of code of conduct and take necessary measures. The Code of Conduct is detailed in the College Prospectus and displayed on the website.

The college prospectus is published annually coinciding with the admission schedule for the fresh batch of students. It provides pertinent information about the college and the admission process to prospective students, including a brief overview of the college, its mission, its history, Academic Programmes, Departments, Add-on Courses, Campus life, Extracurricular and Co-curricular activities; Infrastructure; Outreach Programmes and NSS activities; Discipline; and Hostel Rules and Regulations.

The college website (<https://www.rksmvv.ac.in>) also provides information on Administrative Structure; Statutory Committees and Teachers' Council Subcommittees; Government Scholarship Schemes including reserved category Awards and Fellowships; Academic Requirements related to Attendance, Internal Assessment; Prohibition and Punishment for Ragging; Sexual Harassment policy and Internal Committee; Academic Calendar; College and University Helpline numbers .

The college organizes Orientation Programmes for newly admitted students at various levels – Principal and IQAC Coordinator; Departments; Library; Student Welfare Committee; Anti Ragging Committee; Placement Cell etc.



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3. Components of the Policy Conduct of Conduct for students

Students and other stakeholders are required to note the following rules and regulations:

- All common areas of the college, including the library, are under 24x7 CC-TV surveillance.
- Any damage to college property shall invite disciplinary action.
- Use of cell phones for students is restricted in the corridors and class rooms.
- Students are expected to attend the daily prayers at 10.10 am and are not allowed to leave college before 2.45. In cases of emergency, the Principal may be contacted for permission.
- Students are expected to attend all department events and other College functions.
- Students are advised to consult college notice boards/website for routine information.
- Students are responsible for their personal belongings including laptops, mobiles, handbags, books etc. The college is not responsible for the loss of personal property.
- Students suffering from any contagious diseases are advised not to attend College.
- Ignorance of any rule will not be accepted as an excuse.

P. Vedarupapana

Principal

**Ramakrishna Sarada Mission
Vivekananda Vidyabhavan**