

CODE OF CONDUCT

Principal

1. Chalk out a policy & plan to execute the vision and mission.
2. Promote Industry – Institutions interaction and inculcate research development activities.
3. Ensure that the staff and students are aware of rules, policies & procedures as laid down by the college and enforce them fittingly.
4. Recommend and forward communication to the authorities.
5. Monitor, manage and educate the administration of the Institution and take remedial measures / actions based on the stakeholder feedback.
6. Execute any others qualitative and quantitative work for the welfare of the college.
7. Listen to the students' ideas and set a supportive tone.
8. Be fair in taking disciplinary action to all the members of faculty, non-teaching staff and students.
9. Empower all staff and students to reach their maximum potential.
10. Spread the ideas of secularism & spirit of humanity all over the institution.
11. Ensure optimum use of college resource.
12. Save the very tradition, culture & integrity of the institution.

Teachers

1. Uphold the honour & dignity of the teaching profession.
2. Provide on innovation and quality education to students.
3. Be impartial and indiscriminative against students.
4. Interact with students in a friendly manner.
5. Abide by the rules & regulations of the institution.
6. Abide by the procedures to ensure student's safety.
7. Collaborate with fellow teachers.
8. Be responsible & interact positively with parents and others stakeholders in educating the students.
9. Be a good counselor and facilitator.
10. Help, guide, encourage and assist students in their learning.
11. Carry himself /herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
12. Restrict the cell phone while in the college.
13. Cherish the spirit of humanity among the students.
14. Protect the college property & save the energy.

Non-Teaching

1. Report to duty on time.
2. Remain on duty during college hours.
3. Adhere strictly to the Laws and regulation of the College.
4. Respect and maintain the hierarch in the Administration .
5. Maintain honesty, integrity, fairness in all activities.
6. Exercise self discipline and restrain at all times and deal positively with staff, students & the general public.
7. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/ receipts.
8. Must not be absent from duty without official approval or approved sick leave.
9. Avoid social networking sites during the working hours.
10. Try to make optimum use of the college resources.
11. Always try to save energy & environment of the college.
12. Protect college property with utmost honesty.

STUDENT

Say No to Ragging

Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and include individual or collective acts or practices which

1. Involve physical assault or threat to use physical force.
2. Expose students to ridicule and contempt and affect their self-esteem
3. Violate the status, dignity and honour of women students,
4. Violate the status, dignity and honour of students belonging to the SC/ST.
5. Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Students of the College are expected to behave responsibly, both inside and outside the College. Ragging in any form is a criminal offence and is strictly prohibited. Any occurrence should be immediately reported to the Anti-ragging Committee.

Students must be respectful towards our National Heritage, National Flag and National Song.

1. Polite and respectful behaviour towards the Principal, teachers and non-teaching staff of the College and their fellow students is expected from a student of Asansol Girls' College. They must not use any kind of abusive behaviour or language. They should refrain from any activities which may dishonour the Institution.
2. Every Student must carry the Identity Card issued to her inside the College Campus. The Identity Card is a proof of her status

as a Student of Asansol Girls' College and contains important information about her.

3. It is the responsibility of the students to keep the campus clean. Care should be taken to maintain the cleanliness of Toilets. The College Campus is a plastic-free zone. Littering is strictly forbidden and anyone found littering will have to pay a fine to be decided by the Administration.
4. Students are expected to abide by the Rules and Regulations of the College laboratory, library and must handle the College property, furniture, etc. with utmost care.
5. Students are expected to be decently dressed within the College Campus.
6. Students must take note that the college campus and the library is under CCTV surveillance