



## CODE OF CONDUCT

### BAGNAN COLLEGE

ESTD: 1958

*(Affiliated to the University of Calcutta)*

Vill- Khalore, P.O. Bagnan, Dist.- Howrah,

West Bengal, Pin Code: 711303

<https://www.bagnancollege.in>



# Preface

The purpose of education is man-making and nation building. To make this purpose successfully Bagnan College was established on the auspicious day of 16<sup>th</sup> July, 1958. The College is situated at Khalore Gram Panchayat, P.O.- Bagnan, P.S.- Bagnan, Dist.- Howrah, West Bengal. Conveniently located near the Bagnan Railway Station and seamlessly connected to National Highway No. 6 (NH-6), Bagnan College is easily accessible, making it a preferred choice for discerning students seeking quality higher education. Despite several limitations and obstacles, the College has continued to grow and currently teaches about 5400 undergraduate students coming from divergent socio-economic backgrounds with poor economic conditions. The College has been a shining star in the educational landscape in the locality and State of West Bengal. The College offers 14 Under Graduate programmes in three different shifts. Since long the College has been running a Distance Learning Study Centre under Netaji Subhash Open University (NSOU) and catering about 3000 students for UG & PG courses. The College runs three shifts - Morning, Day and Evening under the same management with single Governing Body.

Since inception the Bagnan College is affiliated to the University of Calcutta and recognized by the University Grants Commission (UGC) under Section 2(f) and 12B of the University Grants Commission Act, 1956. The Governing Body of the College is the highest policy and decision making body, is at top of the administrative structure, representing a different cross-section of the people is providing the overall guidance and supervision of the College. The power and functions of the Governing Body as well as duties and responsibilities including disciplinary measures with respect to teaching and non-teaching staff have been laid down in different provisions/statutes in the Calcutta University First Statutes, 1979.

The Bagnan College is a Government -Aided institution, governed by the provisions of the Calcutta University First Statutes, 1979; the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017; other relevant legislative Codes like the West Bengal College Service Commission Act of 1978 and/or Act of 2012; the West Bengal College Teachers ( Security of Service) Act, 1975 and the West Bengal College Teachers (Security of Service) Rules of 1977; the University Grants Commission Act, 1956, UGC Regulations of 1999 & 2010 and other orders/notifications issued from time to time by the Higher Education Department, Govt. of West Bengal and the University of Calcutta. All the faculty members and support staff and students are within under purview of the above stated either any of the legislative codes and / or orders as well as the direction / decision of the Governing Body of the College.

The College authority publishes a Code of Conduct in the general interests of the College, compiled from the above stated statute /Act/Rules/notifications etc. Thought it is not exhaustive but it is a general Code of Conduct of the College. In common parlance, a Code of Ethics governs the decision making of an entity where a Code of Conduct governs the actions. A Code of Ethics is broader which provides a set of rules/principles that affect employee's mindset and decision-making of an entity. A Code of Conduct provides / stipulates certain rules defining the ethics of an entity but it also contains specific rules for employee's actions and behaviour for smooth administration and good governance.

This Code of Conduct is an important charter of the College being a public institution. The aim of this Code of Conduct (hereinafter referred to as "the Code") is to provide all persons in service at Bagnan College, Howrah with a common set of guidelines in order to maintain discipline, promote higher education and professionalism towards the vision and missions of the College. The Code also provides rules/guidelines for students and the Governing Body of the College in general. Barring service rules and statutory provisions applicable to the whole-time teaching and non-teaching staff of the College stated in the above mentioned legislative codes, the Code lays down the certain general rules and/or guidelines for students, teaching staff, non-teaching staff, Principal & Governing Body of the College in the greater interest of teaching, learning and well being of the students and College. The successful implementation of this Code will serve the College and society at large.

With Regards,

Dr. Badal Kumar Maity  
Principal, Bagnan College, Howrah

Mr. Manas Kumar Basu  
President, Governing Body  
Bagnan College, Howrah

The 29<sup>th</sup> January, 2024

# Code of Conduct

## A. Code of Conduct for the Students

The College has got a well- defined Code of Conduct for the students. The students are the integral part of the teaching-learning process. The College authority takes care that the students of the College turn into morally and socially responsible citizens in the country. It is obligatory for the students that they will follow and/or comply with the requirements of this Code of Conduct. This will help the healthy academic atmosphere and maintaining the discipline of the College. The students must be well aware of this Code so that the reputation of the College which has achieved over the years is maintained. Following are the Code of Conduct for the students in general.

1. The students must be respectful towards our National Flag, National Song, National Anthem and National Heritage in the interest of the country.
2. The students must be polite and respectful to the Principal, teaching faculties and non-teaching staff of the College and should have fellow feelings. The students must not use any kind of abusive words and ill-treat behaviour with other students and staff of the College.
3. The students should refrain from any kind of activities which may dishonour the fame or reputation of the College being an academic institution.
4. The students are expected to follow the Attendance Rules as prescribed by the University of Calcutta. The students are required to be punctual in attending both theory and practical classes. The Attendance Rules of the University of Calcutta is as follows:
  - 6.1. "A student attending at least 75% of the total number of classes held shall be allowed to appear at the concerned Semester Examinations subject to fulfilment of other conditions laid down in the regulations.
  - 6.2. A student attending at least 60% but less than 75% of the number of classes held shall be allowed to appear at the concerned Semester Examinations subject to the payment of prescribed condonation fees and fulfilment of other conditions laid down in the regulations.
  - 6.3. A student attending less than 60% of the total number of classes held shall not be allowed to appear at the concerned Semester Examinations and he / she has to pursue admission to the same Semester in the very next year for attending the classes and appearing at the said Semester Examination.  
Such attendance will be calculated from the date of commencement of classes or the date of admission, whichever is later."
5. If a student remains continuously absent for more than 15 days at a stretch without prior permission or intimation, his/her name may be struck off from the College register.
6. The students must carry and wear the Identity Card. The Identity Card is a proof of his/her status as a Student of Bagnan College and contains important information of the student.
7. The Identity Card of a student is a public document and any teaching and non-teaching staff of the College has the right to peruse it in the College, if necessary.
8. The students must pay semester-wise all fees of the College on time for smooth running of the academic process and administrative operations of the College.
9. The ragging in any form is strictly prohibited in the College campus. It is a punishable offence. The Anti- Ragging rules pursuant to the UGC Notifications/Guidelines are to be complied with by all the students.
10. The students are required to be submitted Anti Ragging Declaration. Any incidence of Ragging is to be reported immediately to the Anti Ragging Cell and/or Anti-Ragging Squad of the College.
11. Intentional harassment to juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
12. The students should refrain from committing or indulging ragging and anti-institutional, anti-national, anti-social, communal and immoral activities within and outside the College campus.
13. The students should behave politely and respectfully with teaching faculties and non-teaching staff of the College. They should behave amiably with other students. The students should show a brotherly or sisterly attitude towards their juniors and/or classmates.
14. Without the permission of the Principal, students are not allowed to circulate any printed materials / leaflet within the College campus.

15. The students must keep the College campus clean. Further, care should be taken too to maintain the cleanliness of the Toilets, Canteens and Common Rooms and Gymnasium.
16. The College Campus is a plastic-free zone. The students should not leave plastic bags, water bottles or other plastic items in the College premises. Any kind of littering, posters, wall-writing is strictly prohibited.
17. The students must behave with other properly. Any kind of discriminatory behaviour on the basis of caste, creed, race, gender identity and religion will not be allowed and tolerated.
18. The students should aware of that any kind of discrimination (physical or verbal conduct) based on an individual's marital status, family status, personal beliefs, colour, language, sexual orientation, physical or mental disability etc. will not be allowed and tolerated.
19. The students must go through the Prospectus, Academic Calendar, students Code of Conduct of the College carefully.
20. The students must go through and check the College Notice Board, Departmental Notice Board and the College Website regularly for necessary information/announcement.
21. The students must abide by the rules and regulations of the College Library. They should go through the Notice Board of Library regularly for necessary information.
22. The students are advised to visit the College Library /Knowledge Resource Centre regularly for academic use. They are advised further to use the Digital Library and Departmental Library of the College.
23. The students must handle with utmost care the College property, computers, projectors, furniture & fixture, laboratory equipments / instruments, water cooler, library books, switch boards and other electrical items etc. If anyone damages the College property and/or furniture & fixture and/or instruments he/she will be responsible for the loss or damage and will have to bear the cost of its replacement/repair with a fine to be determined by the Principal/College authority.
24. The students while attending the College are expected to be decently dressed within and outside the College campus and using of the Identity Card. The students should not wear indecent and unclean dress.
25. The students are not allowed to use cell phones and other electronic gadgets during class lectures, practical classes inside the class rooms or laboratories or in the Library / Knowledge Resource Centre.
26. The students should be well aware that use of cell phones is strictly prohibited in the examination hall. In case of emergency, use of Cell phones is allowable with the permission of the concerned teacher/Principal.
27. The students should take utmost care of their personal belongings. The College authority will not be responsible for any loss of personal belongings including cell phone, laptop, camera, money purse, cycle, bike etc.
28. The students must inform their parents/guardians regarding Parent-Teacher meetings when notified by the College authority and/or Departments of the College.
29. The students of the College are to take part in all the College programmes, seminars, workshops, training programmes etc. They will remain present while observing important days like Independence Day, Republic Day and other Commemorative days/events.
30. The students should participate actively in the College Games and Sports, NSS activities, Blood donation camps, tree plantation programmes, programmes organised by Electoral Literacy Club, College Fest and other programmes organised by the Students' Union etc.
31. The students should do or pursue different short-term skill development / job oriented Certificate Course like Beauty Culture & Health Care (only for Girls), Cutting and Tailoring (only for Girls), Computer Training Certificate and Diploma Courses, Self-defence / Karate Course, Yoga Course etc.
32. The students must take note that the College campus and the Library is under CCTV surveillance. They should act and behave gently with others and refrain from any kind of undesirable and/or illegal activities.
33. Every student must show his/her Identity Card at College Gate while entering in the College premises. The students are not allowed in the College premises without his/her Identity Card.
34. The students are expected to maintain the general cleanliness and privacy within the classrooms, laboratories, library and the campus in general.
35. The students should not put any waste product / materials anywhere in the College campus except in the dustbin kept for use. The violation of this shall invite a fine of Rs. 50/-.

36. The students should maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College.
37. The students are expected to use the class rooms and library and shall not resort to sitting in corridor and staircases or verandha and circulation areas where they may create obstacles for free movement. They should not waste time for gossiping and spend much time in Canteen and/or elsewhere.
38. The students should not organise any gathering or programmes or meetings without the prior permission of the Principal/College authority. They are not allowed any kind of propaganda work, organise processions or fund collections within the College campus or outside the College in the name of the College.
39. The use or consumption of tobacco products, intoxicants / psychotropic substances in any form or smoking or chewing paan, paan masala, gutka etc. is strictly prohibited. Further, playing cards, spitting and loitering are strictly prohibited inside the College campus and shall invite punishment for the concerned students.
40. During leisure hours, students are advised to use the College Library/ Knowledge Resource Centre and Departmental Library/ Digital Library as much as possible.
41. The students are not permitted to either audio or video record lectures in laboratories and class rooms or actions of other students, faculties or staff without the prior permission of concerned teachers/authority.
42. The students are expected to use the social media very carefully and responsibly. They are not allowed to post any derogatory comments about other classmates or teachers or staff or other people from the College on the social media which may damage/loss of reputation / fame of the College.
43. The misbehaviour with girl students, threatening and violence to the staff or fellow students will be considered as very serious offence /cases of misconduct.
44. The students latecomers will not be entertained into the classroom or laboratories without the permission of the concerned teacher. Further, one student cannot leave the class room or laboratory during the class / practical session without the permission of the concerned class teacher.
45. The students shall rise from their seats when the class teacher enters into the class room and remain standing till the teacher takes her/his seat or they are allowed by the concerned teacher to sit.
46. The students should always maintain decorum and maintain silence during class hours for smooth and effective teaching/learning.
47. In the event of Student Seminars or presentation of Project by a student all the students of the concerned class should remain present for the entire session.
48. The students shall leave the class immediately after the class is over so as to attend other class as per Routine. While leaving the class room or laboratory the students must switch off the Master Switch of the Room to conserve energy resource/electricity.
49. The students are encouraged to make use of the College Library/Knowledge Resource Centre/ Digital Library, Electoral Literacy Club, Cultural Club, Gymnasium, Incubation Centre/ Career Counselling and Placement Cell beyond the class hours or leisure time.
50. The students are expected to make use of all possible academic, co-curricular and extracurricular facilities including games and sports facilities available in the College to the maximum extent. This will make them physically and mentally fit, academically strong and socially alert and sensitive.
51. The students admitted/enrolled at the College are expected to adhere and/or comply with the rules and regulations and any failure to comply with these may result in disciplinary actions / punishment by the Principal/College authority.

## **B. Code of Conduct for the Teaching Faculties**

The basic purpose of education is to create knowledge and skill for the wellbeing of the society in general. The higher education has to produce academic talents and leaders who will protect the glorious national heritage and are respectful and committed to the ideals of patriotism, democracy, secularism etc. enshrined in the preamble of the Constitution of India. However, the teachers are the integral part of the teaching-learning and man making process in the country. The teachers in higher education are entrusted with this noble work and responsibility. Dr. Sarvepalli Radhakrishnan believed that “teachers should be the best minds in the country”. The higher education should strive for academic excellence and progress of all branches of learning and thus, education and research should be conducted in conformity with our national goals.

The College has got a well- defined Code of Conduct for the teaching faculties including the Librarians and GLIs of the College. It is obligatory for the teaching faculties that they will comply with the requirements of this Code of Conduct. This will help the healthy academic atmosphere, maintaining discipline and achieving the goals/ vision and mission of the College.

The teaching faculties of the College are expected to observe a strong sense of professional ethics and service to the College. The adoption of teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is always under scrutiny of general public and/or society at large. So, a teacher should see that there is no incompatibility between his/her precepts and practice. The teaching faculties of the College must always be well aware of this Code so that the reputation of the College is maintained and goal is achieved. In this connection the whole-time teaching faculties should keep in mind that the Department of Higher Education, Government of West Bengal issues orders from time to time, in the interest of the Higher Education in the state of West Bengal keeping pace with the UGC Guidelines. One of the orders of the Government of West Bengal of 2012 provides, among others, that:

“Though it may sound obvious, still it is emphasized that the active presence of teachers in their work place (i.e., in the concerned academic institution) for the full working hours is a basic and primary requirement, any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfilment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.” A whole-time teaching faculty should keep it in mind in the interest of the students and the College.

Following are the Code of Conduct for the whole-time teaching faculties including the Librarians and GLIs of the College.

1. The teaching faculties should always maintain the dignity of the post for which he/she is appointed. He/she should maintain the probity of teaching profession.
2. The teaching faculties should refrain from any kind of undesirable activities which may dishonour the fame or reputation of the College as well as the teaching profession.
3. The teaching faculties must be aware of the development in his/her area of knowledge and shall always try to update his/her knowledge and skills to equip himself / herself professionally competent to the proper discharge of his/her duties in the interest of the students and the College.
4. The teaching faculties must execute all the works assigned to him/her by the Head of the Institution /College authority and /or by the University / Governments /UGC very honestly, sincerely or diligently.
5. The teaching faculties must participate & co-operate the Principal/HOI/College authority in which all the academic and other activities and programmes of the College. They should encourage and motivate the students to participate actively in the different programmes organised by the College.
6. The teaching faculties should prepare the lesson plans in every academic session for effective teaching and learning process. They should follow / maintain the Academic Calendar of the College.
7. The teaching faculties should inculcate discipline among the students. Every teaching faculty shall behave and deal with the superiors, colleagues and students with highest level of dignity.
8. The teaching faculties are not allowed to organise any unauthorised gathering or programmes or meetings or making any propaganda without the prior approval/written permission of the HOI/Principal/College authority.
9. The College campus has been declared smoking free. The use or consumption of tobacco products, intoxicants / psychotropic substances in any form or smoking is strictly prohibited in the College campus. The teaching faculties must take care of it.
10. The teaching faculties must behave with other people properly. Any kind of discriminatory behaviour on the basis of caste, creed, race, gender identity and religion and any kind of discrimination based on an individual's marital status, family status, personal beliefs, colour, language, sexual orientation, physical or mental disability etc. will not be allowed and tolerated.

11. The whole-time teaching faculties are not allowed to involve with any kind of business work within and outside the College according to their service rules.
12. The whole-time teaching faculty shall ensure that he has at least 180 days of direct teaching per Academic Year/Session. Direct teaching' means (a) delivering lectures and holding tutorial classes for effective teaching; (b) conducting practical classes and field work as required for the coverage of the syllabus; (c) holding of class tests; (d) any other activity within the class-room directly related with academic uplift of the students.
13. The teaching faculties must be available in the College for at least 5 hours on each working day for academic and allied activities subject to a minimum of 40 hours per week as per UGC Regulations, 2010 and orders issued by the Dept. of Higher Education, Government of West Bengal of 1999 & 2012 etc.
14. The whole-time teaching faculties are required to comply with service rules, leave rules, rules for placement promotion under CAS of UGC and/or State Government etc.
15. As rule suggests each and every whole-time-teaching staff should maintain the office hours and stay in the College for academic and allied activities in the interest of the students and College. He/she should not leave the College during and/or before official hours without valid reasons and/or prior permission of the Principal.
16. The work plan of teaching faculties shall ensure, in the most productive manner, the utilization of stipulated minimum of 40 working hours per week with regard to duties assigned and/or activities to be involved in the College. The weekly 40 hours in the College should be utilised in an effective manner mainly for direct teaching including practical class, class test/continuation internal evaluation, student seminar, reading in the library, assistant to administrative and development works, research and publication works, extra-curricular activities including College programmes, admission works, examination related works, free ship and scholarship works, parents meeting etc.
17. The whole-time teaching faculties should maintain their respective Shifting-time table in the interest of the students and College at large. In this connection the whole-time teaching faculties should keep in mind that the Department of Higher Education, Government of West Bengal issued orders, time to time, which provides, among others, the following:  
 “Though it may sound obvious, still it is emphasized that the active presence of teachers in their work place (i.e., in the concerned academic institution) for the full working hours is a basic and primary requirement, any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfilment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.”
18. The teaching faculties shall daily sign the Teachers' Attendance Register maintained for the purpose, recording the time of arrival and departure including the staying time, the number of classes allotted and the number of classes taken as well as other duties / responsibilities performed.
19. The whole-time teaching faculties must have to fill up an Annual Self-Appraisal Report (ASAR) mentioning the number of classes allotted and classes taken throughout the year and other details as prescribed in the ASAR. These reports /ASARs shall be part of the Service Book of the teacher concerned. The ASARs are to be submitted mandatorily to the Principal at the end of every academic year.
20. The State Aided College Teachers (SACTs) are required to maintain a time frame of 15 hours per week of minimum three working / teaching days of 5 hours each. They are also required to comply with the leave rules and other requirements of the orders passed by the Higher Education Dept., Govt, of West Bengal, time to time, for the SACT.
21. It is obligatory for a teaching faculty to co-operate and assist in carrying out functions relating to educational responsibilities of the College, such as, assisting the Principal in processing the applications for admission, counselling the students and assisting in University and College Examinations including invigilation and supervision thereof as and when required by the Principal.

22. The teaching faculties shall perform the duties among others, include:
  - (a) to perform invigilation work in any examination for any course of study taught in the College;
  - (b) to draw routines and other assignments allotted;
  - (c) to carry out assignment for such field work as may be necessary for the courses taught in the College;
  - (d) to assist the Principal with regard to Admission of students;
  - (e) to participate in N.C.C.(if any), N.S.S. and Sports and Games of the students;
  - (f) to assist the Principal in the management of the hostel of the College, if any;
  - (g) to conduct the internal assessment of students;
  - (h) to conduct and/or organise continuous internal evaluation and students' seminars;
  - (i) to evaluate answer scripts of students and undertake any other duty, related to any examination conducted by the College and the University, on being directed and appointed to do so.
  - (j) to participate in all the College programmes, cultural activities, activities of Electoral Literacy Club, Youth Parliament etc.
  - (k) to participate in the activities/schemes/scholarships launched from time to time, by the Governments and /or College and/or University in the interest of the students of the College.
  - (l) to review the results of the students, mentoring of the students etc.
  - (m) to organise students excursion/field visit/ industry visits etc.
23. The teaching faculties shall participate actively in the different meetings convened by the convener of Sub-Committee /Principal/ College authority, time to time. They should actively participate in co-curricular and extra-curricular activities including outreach/community service undertaken by the College authority/ NSS Units of the College.
24. Each and every whole-time-teaching staff must encourage the students to attend the College regularly, to participate in the College programmes, NSS, outreach activities, ELC activities, youth parliament, games and sports, students seminar, contributing to College and wall magazine etc.
25. The teaching faculties should update their knowledge by attending seminars, workshops, conferences, invited talks etc. after obtaining necessary permission of the Principal. They are required to participate actively in the College organised training programmes, workshop, seminars, conferences, special lectures etc.
26. Each and every teaching faculties should involve for continuous professional growth through advance study, research works and publication of research works in the interests of the students and higher education etc. They should contribute to the publication of College –books/journal/magazine.
27. The teaching faculties must strive to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching and ICT based technology so that the input may be useful for the students at large.
28. The teaching faculties are expected to contribute and/or publish articles / textbooks, chapter of edited books, research papers in reputed Journals/ Seminar or Conferences proceedings etc.
29. The teaching faculties should refrain from any sort of groupism and conspiracy against any faculty/ Principal/ President/ College authority. Any teaching faculty found indulging in such activities will be subject to actions as per rules. The constructive suggestions from the faculties are always welcome.
30. The teaching faculties are not allowed to criticize or defame the Principal or his/her colleagues in front of the students. Grievances, if any, are to be communicated to the College authority in time.
31. The faculty members should maintain students' attendance records properly. They should make himself/ herself presentable. They should not show any partiality to any segment/ individual student.
32. The teaching faculties should deal justly and impartially with students, regardless of their cast, creed, religion, political identity, economic and social background, etc. The faculty member should take care of academically and socially backward and/or poor students and pay special attention to them for education.
33. The teaching faculties should always take care about the regular students Mentoring process in the interest of the students of the College.
34. While availing of leave, teaching faculties should keep in mind about their particular responsibility for completion of University syllabus/academic schedule and/or smooth running of the examinations of the College or University etc. including administrative responsibilities, if any.



35. The faculty members should maintain the Class Routine strictly. They are expected to enter the class at the right time or without delay and should not leave the class early time. They should utilise the class hour fully.
36. The teaching faculties are expected to take classes by using ICT based techniques and methods so that the students get updated with computers and ICT. They should make use of PPT classes to the maximum possible way while completing syllabus.
37. The teaching faculties should take care about the parents/guardians meetings and taking feedbacks and suggestions from the students as well as parents/ guardians and timely review thereof.
38. The teaching faculties should give due respect to the non-teaching staff and treat them as colleagues and equal partners for smooth running of academic and administrative activities of the College. Further, they should cooperate with the staff by supplying information/data as and when necessary for official purpose.
39. The teaching faculties should cooperate with the College authority in formulation of plans and policies for the overall development of the College and by accepting responsibilities as the members of various sub-committees/cells formed time to time and discharge duties accordingly.
40. The teaching faculties should comply with the provisions of the University Statutes / Service Rules / Leave Rules and requirements of the relevant laws/ Acts. Any teaching faculty contravening the provisions of the relevant Statute/Rules/Acts shall be liable for administrative / disciplinary actions/proceedings.
41. The teaching faculties should refrain from in any sort of unethical works and miscreant activities while in service in the College.
42. The teaching faculties should not involve in any activity of plagiarism. (The term plagiarism means using someone else's work without giving them proper credit. In academic writing and/or publication, plagiarizing involves using words, ideas, data or information from other source without citing it properly and correctly.)
43. The whole-time teaching faculties shall not be permitted to engage himself either in private tuition or in any other remunerative assignment not authorised by the University, provided that (a) no whole-time teacher of the College shall be permitted to do part-time teaching work without the approval of the University. But this provision shall not apply in the case of whole-time teachers of the Colleges who are part-time teachers of the University, (b) the whole-time teachers of the College who are offered part-time lectureship in any other University shall have to obtain prior permission from the Vice-Chancellor before accepting such offer. Any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as the University may deem fit.
44. In addition, being the teaching faculties the Graduate Laboratory Instructors (GLIs) of the College are required to continue and comply with the requirements of two Circulars being No. 2656 of 04.09.2006 of the University of Calcutta.
45. In addition, being the teaching faculties the Librarians of the College are required to comply with the Guidelines and notifications issued by the UGC and Department of Higher Education, Govt. of West Bengal and/or University of Calcutta, time to time. They are required to implement Rules as defined/prescribed by the College authority / Governing Body/IQAC/UGC/Library Sub-Committee of the College. They are to be vigilant about the safety and security of the Library and to ensure documented Quality Management System at various stages of Library operations.

### **C. Code of Conduct for Whole-Time Non-teaching Staff**

The non-teaching /office staff plays a vital role in the daily smooth operation and administration of the College. Following are the Code of Conduct for the whole-time non-teaching staff of the College.

1. The non-teaching staff/office employees should be loyal and sincere towards the College plans and policies.
2. The non-teaching /office employees should be sincere, honest and punctual towards their duties and responsibilities.
3. The non-teaching employees should not involve in any works / trades/ business / profession other than College duties during office hours and within the College.
4. The non-teaching employees are required to comply with the leave rules applicable to them and/or provisions of the Calcutta University First Statutes, 1979.
5. The non-teaching employees should not engage themselves in political or anti-secular activities other than the official duties of the College.

6. The non-teaching employees should not behave rudely with the teaching staff, students, parents/guardians and others persons visited the College.
7. The non-teaching employees should be responsible for the protection of College equipment and furniture and other College assets/properties.
8. The non-teaching employees are not allowed to take tobacco and alcohol during office hours.
9. The non-teaching employees should maintain the confidentiality of the matters related to the examinations and other official works and/or confidential documents of the College.
10. The non-teaching employees should behave with other properly. They should keep in mind that any kind of discriminatory behaviour on the basis of caste, creed, race, gender identity and religion and any kind of discrimination based on an individual's marital status, family status, personal beliefs, colour, language, sexual orientation, physical or mental disability etc. will not be allowed and tolerated.
11. The non-teaching employees must go through the Code of Conduct of the College.
12. The non-teaching employees must go through and check the College Notice Board and College Website regularly for necessary information/notice/announcement.
13. The non-teaching employees shall not engage himself/herself or participate in any activity which is anti-secular or which tends to create disturbance and disharmony in the society.

#### **D. Code of Conduct for the Principal**

1. The Principal of the College (in absence the Teacher-in-Charge/TIC appointed as per Statute 101B) shall be in overall charge of the administration of the College. He is the head of the Institution (HOI). All the Shifts will run under his/her control with the help of the Shift-in-Charge/Shift Supervisors and the Governing Body.
2. The Principal shall act as the Drawing and Disbursing Officer (DDO) of the College for funds received from the Government and other bodies/agencies.
3. The policy matters are to be decided upon by the Governing Body but details of implementation and day to day administration are to be done by the Principal. The Principal shall be accountable to the Governing Body for his/her performance.
4. The Principal, as the Ex-Officio Secretary of the Governing Body, will call meetings of the Governing Body and place before the Governing Body all the facts and information for taking appropriate decision/action.
5. The Principal shall be regular in his/her attendance in the College and shall be present as far as possible, in the College working hours. He/she will sign the attendance register to record the time of arrival and departure.
6. It is the duty of the Principal to be in overall charge of University examinations and admissions held in the College. The faculty members of the Examination/Admission Committee will help the Principal in such matters. Under unavoidable circumstances, the Principal may depute a teacher in his/her place to carry on such duties.
7. The Principal shall check or cause to be checked the attendance of the teaching as well as non-teaching staff of the College. The Principal may authorise the senior most teacher to check and countersign the register daily, however, he will personally check the register at least once a week
8. The Principal shall ensure that the attendance registers of the students are properly maintained. A student who does not meet the percentage requirement for being treated as a regular student cannot be allowed to sit for the University Examination.
9. The Principal shall see that the departmental meeting are regularly arranged and held to review the progress of course coverage by the teachers concerned.
10. The Principal shall act as the Chairman and should see the meetings of the Teachers' Council are held in an Academic Year.
11. The Principal of a single sift College shall ordinarily take four classes in a week in his subject. The College is multi-shift and the Principal may take few classes, if time permits, subject to the workload prescribed by the UGC / State Government.
12. The Principal, with the help of the Bursar, must see that accounts of the College are regularly maintained and audited.
13. The financial irregularities, if any, must be brought to the notice of the Finance Committee and/or Governing Body / Administrator for taking proper and timely action.

14. The Principal shall submit each year the list of the teachers in the College (subject-wise) along with their residential addresses to the Controller of Examinations for appointment of examiners in order to facilitate the publication of results of University Examinations.
15. The Principal shall see that the vacant posts are filled up without delay and due financial assistance is obtained and utilised.
16. The necessary papers related to promotion, fixation to pay, claim for retirement benefits, etc. of the members of the staff are to be sent by the Principal to the appropriate authority.
17. The Principal, as the academic and administrative head of the institution, should maintain and, when possible, improve the academic standard and ensure academic growth of the College.
18. He should sensitize the staff and students about the mission and vision and/or aims and objectives of the College.
19. The Principal should make the employees and students aware of the rules, regulations, plans, policies and procedures of the College and ensure enforcement of them.
20. The Principal should monitor and conduct the academic activities of the College under the overall supervision and guidance of the Governing Body and assistance of the Shift-in-Charge/Shift Supervisors / Heads of departments. He should act as the Chairman of the IQAC and other Sub-Committees.
21. The Principal shall organize meetings of the Governing Body, Academic Council and other Committees of the College, as and when necessary.
22. The Principal should assist in planning and implementation of academic and other programmes, such as seminars, workshops, extension activities, programmes related to students' health etc.
23. The Principal implement the institutional academic calendar and time-table/Routine with the help of the IQAC and Academic Committee.
24. The Principal will instruct teaching and non-teaching staff of the College to verify library and laboratory stock, and other College properties like furniture and fixtures, instruments, appliances, etc.
25. He will conduct admission of students under the existing rules, with assistance of faculties and office staff.
26. He should nominate Heads of Departments, NSS Programme Officer, Placement Officer, IQAC Coordinator etc. in concurrence with the Governing Body, and assist them in discharging their duties properly.
27. The Principal will correspond with the University, the State Government, the State Council of Higher Education, local Police Station, the concerned District Magistrate, SDO, BDO, Pradhan etc. with his own signature.
28. The Principal should form, with the concurrence/ratification of the Governing Body, Committees like Admission Committee, Finance Committee, Building Committee, Examination Committee, Sports Committee, Grievance Re-dressal Cell, Electoral Literacy Club etc.
29. The Principal shall maintain discipline in the College campus and take a zero tolerance attitude against any form of ragging/students harassment in compliance with the UGC.
30. The Principal shall ensure that lectures, practical classes, field works, excursion are being conducted effectively by the respective departments.
31. The Principal shall convene and/or conduct periodical meetings of faculties / sub-committees with the help of conveners for effective administration and academic activities, collecting feedback and suggestions for necessary measures, if required .
32. The Principal shall plan and take necessary steps to improve students' performance in University examinations with the help of the Academic Sub-Committee and all departments.
33. The Principal should encourage research activities, twinning with other College/institutions for research and extension works, approach industries, academic bodies and/or commercial houses for internship and placement of students and /or employments.
34. The Principal should take necessary steps for maintaining College website and all infrastructural facilities including College Library, laboratories, computer room, gymnasium, playground, fire-extinguishers, water purifiers etc. with the help of designated staff and care-taker.
35. The Principal shall take steps with the help of IQAC for Career Advancement (CAS) of teachers as per rules/ orders/ UGC notifications after reviewing Annual Self Appraisal Reports and Performance Based Self Appraisal Reports along with other relevant documents.
36. The Principal shall oversee and/or conduct the College and University examinations with the help of teaching faculties/supervisors and non-teaching staff of the College.

37. The Principal shall Chair the meeting of all the Sub-Committees formed. He should monitor, manage and evaluate administration of the College, organize meetings of Governing Body and other Sub-Committees and maintaining the minutes of the meeting.
38. The Principal shall ensure to improve the quality of education and all academic activities in the College. He shall motivate the teachers to enhance their knowledge and skill through academic activities, participation in seminar, paper publication, research works etc.
39. The Principal shall always motivate the non-teaching staff to enhance their knowledge and skill and working capability through different skill development training programmes.
40. The Principal shall oversee the legal matters of the College as and when necessary on behalf of the College authority/ Governing Body.
41. In absence of the Principal, the Teacher-in-Charge (TIC) will perform the above mentioned duties and functions / responsibilities in addition to his/her normal duties.

#### **E. Code of Conduct of the Governing Body**

The College, since inception, is affiliated to the University of Calcutta and recognised by the UGC under section 2(f) and 12B of the UGC Act, 1956. The Governing Body is the apex administrative Body of the College. The Governing Body is the highest authority for policy decision and management of the College. In absence of the Governing Body the Administrator is appointed by the Higher Education Department, Govt. of West Bengal / University authority to exercise the power and functions of the Governing Body. The Governing Body of the College is constituted and functioned by the provisions of the Calcutta University First Statutes, 1979 and/or the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. Though not exhaustive the general Code of Conduct of the Governing Body is included the followings:

1. The Governing Body of the College shall be responsible for the proper management of the affairs of the College and may exercise all such powers and functions as may be necessary for the purpose.
2. The Governing Body of the College shall be responsible for ensuring:
  - (a) that proper review is made of the results of the College and the University examinations;
  - (b) that measures are adopted for academic improvement and maintenance of academic standards;
  - (c) that working hours and actual teaching days of the College, workload and number of classes engaged for each course/subject taught are in conformity with University Acts and Statutes/ and /or UGC Guidelines and orders issued by the Higher Education Dept., Govt. of West Bengal;
  - (d) that steps are taken for creation of posts and appointment of Principal (or, in the absence of a Principal, of a Teacher-in-Charge), teachers and other staff in accordance with the provisions of any law or rule or order in force for the time being to provide the instructional and other services necessary for the efficient and effective operation of the College;
  - (e) that the number and qualifications and the method of recruiting of the teachers and the conditions of their service are in accordance with the provisions of any law or any rules or orders for the time being in force;
  - (f) that the laboratory and other instructional facilities available are adequate for the instructional programme;
  - (g) that the buildings in which the College is located are suitable for the purposes for which they are intended and are maintained at a satisfactory state of repair and sanitation;
  - (h) that the library is properly equipped;
  - (i) that the financial resources of the College are sufficient to ensure efficient and effective operation of the College;
  - (j) that all information, returns, reports and other materials required by the University and the State Government are promptly collected, prepared and made available to the University and the State Government;
  - (k) that all books, registers, records and accounts required to be maintained are kept up-to-date;
  - (l) that due provision is made for the well-being of students, management of their hostels and messes, if any, health, recreation and sports;
  - (m) that the students' discipline is maintained;
  - (n) that proper assistance and facilities are given to the Inspector of Colleges and other persons appointed by the University for inspection and report;
  - (o) that directions issued by the University from time to time are carried out and compliance with them reported speedily to the University; and
  - (p) that all properties and funds of the College are properly controlled and administered.

3. The Governing Body may appoint Academic Sub-Committee, Finance Sub-Committee and such other Sub-Committees as it may think fit, to advise the Governing Body for the efficient administration of the College. The Principal shall be the Chairman of such Sub-Committees as may be formed.
4. The Governing Body of the College may enter into collaborative arrangement with other authorities such as Open University, established by an Act of the State or Union Government, etc.
5. The Governing Body may record its appreciation for teachers and the Principal for outstanding performance.
6. The meetings of the Governing Body of the College shall be held ordinarily in the College premises, and shall be held at least four times in a year.
7. The Principal/Secretary of the Governing Body of the College shall convene the meeting of the Governing Body, maintain the records, conduct the official correspondence and keep the Minutes of the proceedings of meetings of the Governing Body.

#### **F. Disciplinary Action for Whole-Time Teaching Faculties including Librarian, GLIs and the Principal**

The discipline and conduct of whole-time teaching faculties including librarian, GLIs and the Principal are subject to the relevant provisions of different legislative codes namely, the West Bengal College Teachers (Security of Service) Act, 1975 and/or the West Bengal College Teachers (Security of Service) Rules, 1977 including the WBSRs and/or the provisions of the Calcutta University First Statutes, 1979 and/or the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

The teaching faculties including the Librarians, GLIs and the Principal of the College, for reasons stated below and in the manner prescribed, shall be subject to the following disciplinary actions and measures to be imposed by the Governing Body of the College.

#### **Reasons for Disciplinary Measures:**

- (a) Neglect of duty;
- (b) Want of due diligence in the performance of duties;
- (c) Engaging in any unauthorised work, gainful or otherwise;
- (d) Violation of orders regarding attendance and discipline;
- (e) Misappropriation and defalcation of College fund;
- (f) Insubordination or disregard of violation of the orders of the superior authority;
- (g) Commission of any offence involving moral turpitude;
- (h) Conviction by a Criminal Court;
- (i) Taking of illegal gratification;
- (j) Tampering with official records;
- (k) Unauthorised absence.

Apart from the above reasons, the University may direct the Governing Body to initiate disciplinary proceedings against a teacher or Principal if the University decides that the concerned person is guilty of dereliction of duty connected with any work related to University Examination or other matters.

**Disciplinary Measures** (compiled from the Calcutta University First Statutes, 1979/ the West Bengal College Teachers (Security of Service) Act, 1975 /Rules, 1977):

- (a) Censure;
- (b) Recovery of pay, of the whole or part of any pensionary loss caused to the College by negligence or breach of any lawful order of the Governing Body or otherwise;
- (c) Withholding of increments or withholding of career advancement or both;
- (d) Suspension;
- (e) Compulsory retirement;
- (f) Removal from service which shall not be disqualification for future employment;
- (g) Dismissal from service which shall ordinarily be a disqualification for future employment as a teacher.

**Disciplinary Action for SACT Faculties:** Discipline and conduct of the State Aided-College Teacher (SACT) are subject to the requirements / provisions/ directions of the Government Orders issued, time to time, and decisions of the College authority/ Governing Body.

## **Discipline and Conduct for Whole-Time Non-Teaching Employees**

The discipline and conduct of whole-time non-teaching employees are subject to the relevant provisions of the provisions of the Calcutta University First Statutes, 1979 and/or the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

### **Reasons for Disciplinary Measures** (compiled from the Calcutta University First Statutes, 1979):

- (a) Neglect of duty;
- (b) Want of due diligence in the performance of duties;
- (c) Violation of orders regarding attendance and office discipline;
- (d) Misappropriation and defalcation;
- (e) Insubordination or disregard of violation of the orders of the superior authority;
- (f) Commission of any offence involving moral turpitude;
- (g) Conviction by a Criminal Court for an offence involving moral turpitude;
- (h) Taking of illegal gratification ;
- (i) Tampering with official records;
- (j) Any other misconduct unbecoming of an employee of the College.

### **Disciplinary Measures:**

- (a) Censure;
- (b) Withholding of increments or promotion;
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the College by the employee;
- (d) Reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay during the period of such reduction;
- (e) Reduction to a lower stage in the time-scale of pay, grade-post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post of service from which he was reduced, with or without further directions regarding conditions of restoration to the grade, post or service from which the employee was reduced and his seniority and pay in such restoration to that grade, post or service;
- (f) Compulsory retirement;
- (g) Removal or dismissal from service.

**Disciplinary Action for Temporary and Casual Non-Teaching Staff:** Discipline and conduct of the temporary and casual non-teaching staff are subject to the requirements / provisions/ directions of the Government Orders, if any, and decisions of the HOI and College authority/ Governing Body.