

MODEL INSTITUTIONAL CODE OF CONDUCT

GENERAL GUIDELINES FOR STUDENTS:

- Loitering in the corridors or inside the canteen/common room during class hours is strictly prohibited.
- Mobile Phone, if found to be used in corridors or classes during physical classes by students will be seized. (Special exceptions shall be made to this rule during Pandemic times as education and institutional interface with students becomes contact-less and online.)
- Students are expected to keep the walls of the building clean and to co-operate with the authorities in its drive for cleanliness.
- Students should ensure that College property/Laboratory equipment /library books are not damaged due to careless handling.
- Maintenance of silence in the library is mandatory.
- B.Sc. Students found abstaining from theoretical classes for a period of more than seven days without any intimation will not be allowed to attend practical classes.
- The following actions on the part of a student shall be considered as acts of gross indiscipline:
 - i) Malpractices in examination hall
 - ii) Disrespectful behaviour toward Teachers & Members of staff
 - iii) Intrusion of male students in the Girls' common room
 - iv) Intentional damage of College property.
- In the event of aforesaid acts being established beyond reasonable doubt by the Disciplinary Committee of the Institution, the student/students concerned shall be issued compulsory transfer certificate.
- All students are accountable to the Principal for their conduct in college.
- Presence of every student is mandatory in the induction meeting chaired by the principal or convened by the Department on commencement of an academic session.
- Academic calendar is distributed to the students at the beginning of the academic year. Students are advised to be punctual and to attend all lectures regularly.

(During the raging Pandemic emphasis is on the attendance in Online classes/workshops)

- **Under the University Notification No- CSR/64/99, a candidate shall be considered as collegiate if ha/she attends 75% lectures in any subject, and as non-collegiate if attendance in any subject fails short of 75% but not below 60%. A candidate who has not attended at least 60% lecture shall be considered discollegiate & shall be debarred from appearing at any examination. (The above rule stands annulled till further notice due to the public health emergency brought about by the Covid19 Pandemic)**
- **In case of absent due to illness, students are required to submit to the Principal a medical certificated with a letter from the parents (guardian) explaining the reasons for absence.**
- **Students are required to carry their Identity Cards bearing their Photographs. Without Identity Card no student will be allowed to enter the college campus.**
- **Smoking and Spitting is forbidden in the college premises.**
- **All college excursions or outings require prior permission from the Principal.**

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CODE OF CONDUCT FOR TEACHERS

Discipline and Conduct:

Subject to the provisions of the West Bengal College Teachers (Security of Service) Act, 1975 the teachers of a college (including the Principal), for reasons stated in paragraph (2) below and in the manner prescribed, shall be subject to the following disciplinary measures and actions as mentioned in paragraph (3) to be imposed by the Governing Body of the College.

[West Bengal Universities and Colleges (Administration & Regulation) Act, 2017
(<https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf>)]

Reasons for Disciplinary measures:

- Neglect of duty
- Want of due diligence in the performance of duties
- Dereliction of duty connected with work related to the University examinations
- Engaging in any unauthorized work, gainful or otherwise
- Violation of orders regarding attendance and discipline
- Misappropriation and deflection of college fund
- Insubordination or disregard or violation of the written orders of the superior authority
- Bring or attempt to bring any political or other outside influence to bear upon any superior authority to further her/his interests in respect of matters pertaining to her/his service in the college
- Failure to adhere to published rules/regulations
- Commission of any offence involving moral turpitude including sexual, racial or other kinds of harassment towards colleagues or students
- Damage or misuse of college property or data; software licensing and other similar violation

- **Falsification of attendance, employment application, and/or other records/documents**
- **Unauthorized / unverified comment in the public domain (world wide web, electronic and print media) that will cause false alarm, disrepute, inaccurate representation in the public mind about the college**
- **Conviction by a criminal court**
- **Tampering with official records**
- **Unauthorized absence**
- **Being in the college premises in an intoxicated state and or in possession and / or in use of illegal drugs or controlled substances**
- **Being in the college premises with any weapons**
- **Bigamy**
- **Declining of assignments related to invigilation/paper setting/script evaluation of University Examination without any reason; or delay in submission of assignments paper setting/script evaluation of University Examination without any reason.**

The University may direct the, Governing Body to initiate disciplinary proceedings against a teacher or the Principal/ Teacher-in-Charge if the University, on approval from executive Council, decides on evidence that the concerned person is guilty of dereliction of duty connected with any work related to University Examination and /or all other matters of affiliation.

Disciplinary Measures:

- **Censure, to be recorded in her/his Service Book for future reference**
- **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**
- **Withholding of increments or withholding of career advancement or both**
- **Suspension**
- **Compulsory retirement**
- **Removal from service which shall not be disqualification for future employment as a teacher.**

No order imposing any of the aforesaid measures shall be issued without informing the teacher concerned of the charges against him and giving him an opportunity of being heard and except after an enquiry held as per the principles of natural justice and in a manner prescribed by the Governing Body of the College.

An Order of the Governing Body of the college imposing any of the penalties mentioned above shall be communicated to the teacher concerned and shall be reported to the concerned University.

A teacher, against whom an order imposing any of the penalties mentioned above has been passed, may prefer an appeal with in thirty days from the date of receipt of such order to the Governing Body for penalties mentioned at (a), (b) and (c) above; and to the director of public instruction, West Bengal for penalties mentioned at (d),(e),(f) and (g),. In the later case, the director of public instruction, West Bengal shall, after giving the teacher and the Governing Body of the college an opportunity of being heard, pass such orders as it thinks fit. The director of public instruction, West Bengal may, by his own order, delegate the power to some officer not below the rank of joint director of public instruction.

However before initiating such disciplinary measures against an erring teacher or Principal / Teacher in-charge, the Governing Body shall try to initiate corrective measures. If the injury caused by the offending act is minor, then the offender may be let of with a written caution. The particulars of the offending act, however, shall be recorded in his Service Book for future reference.

Along with disciplinary measures, the Governing Body may also record its appreciation for teachers and principals for outstanding performance. The note of appreciation shall be recorded in the Service Book of the teacher or Principal concerned.

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CODE OF CONDUCT FOR OFFICE/MAINTANANCE/SECURITY STAFF

Disciplinary measures may be instituted against all office/maintenance/security staff members of the college if incontrovertible evidence of the following is received by the authorities.

Reasons for Disciplinary measures:

- Neglect of duty
- Want of due diligence in the performance of duties
- Dereliction of duty connected with work related to the University examinations
- Engaging in any unauthorized work, gainful or otherwise
- Violation of orders regarding attendance and discipline
- Misappropriation and deflection of college fund
- Insubordination or disregard or violation of the written orders of the superior authority
- Bring or attempt to bring any political or other outside influence to bear upon any superior authority to further her/his interests in respect of matters pertaining to her/his service in the college
- Failure to adhere to published rules/regulations
- Commission of any offence involving moral turpitude including sexual, racial or other kinds of harassment towards colleagues or students
- Damage or misuse of college property or data
- Falsification of attendance, employment application, and/or other records/documents
- Unauthorized / unverified comment in the public domain (world wide web, electronic and print media) that will cause false alarm, disrepute, inaccurate representation in the public mind about the college, or propagate hate and intolerance
- Conviction by a criminal court
- Tampering with official records
- Unauthorized absence
- Being in the college premises in an intoxicated state and or in possession and / or in use of illegal drugs or controlled substances
- Being in the college premises with any weapons
- Bigamy