

Code of Conducts for Students, Teachers, Governing Body and Non-Teaching Staff

CODE OF CONDUCT STUDENTS

- **Wearing of identity card is mandatory within the college campus.**
- **Student should attend classes regularly and on time.**
- **Student should participate actively in different outreach programmes organized by the N.S.S and N.C.C in extracurricular activities and in sports.**
- **Use of internet, computers, laptops, and tablets by the students within the college campus, should be strictly restricted to academic purpose only.**
- **Smoking and drinking is strictly prohibited within the college campus.**
- **Student should strive hard to maintain and improve the cleanliness of the college campus.**
- **Any damage caused to college property will be considered as punishable offence.**
- **80% of the current value is to be recovered by the college library in case of any loss or damage of any book issued to a student by the college library.**
- **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.**
- **Regular attendance in the class is compulsory as irregularity interferes with the studies and the continuity of the disciplined life of a student. Except under special circumstances, nobody is allowed to appear in the examination without requisite attendance in the classroom.**
- **Any student, not conforming to the norms of the college and the hostel, is liable to disciplinary measures ranging from fines to expulsion.**
- **As a matter of principle, private tuition is discouraged by the authority of this institution. The immoderate dependence on private tutors not only affects the individual study of the student, but seriously erodes his/her confidence in himself.**

- **Students with chronic communicable diseases/ illness must report the same before admission to the college**

CODE OF CONDUCT TEACHERS

Discipline and Conduct:-

1. 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.
2. West Bengal Universities and Colleges (Administration & Regulation) Act, 2017 (<https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf>)
3. Reasons for the Disciplinary measures:-
 - i. Neglect of duty;
 - ii. Want of due diligence in the performance of duties;
 - iii. Dereliction of duty connected with work related to the University examinations;
 - iv. Engaging in any unauthorized work, gainful or otherwise;
 - v. Violation of orders regarding attendance and discipline ;
 - vi. Misappropriation and deflection of college fund;
 - vii. Insubordination or disregard or violation of the written orders of the superior authority;
 - viii. 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;
 - ix. Failure to adhere to published rules/regulations;
 - x. Commission of any offence involving moral turpitude;
 - xi. Damage or misuse of college property or data; software licensing and other similar violation;
 - xii. Falsification of attendance, employment application, and/or other records/documents;
 - xiii. 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;
 - xiv. Conviction by a criminal court;
 - xv. Talking of illegal gratification;
 - xvi. Tempering with official records;
 - xvii. Unauthorized absence;
 - xviii. Being in the college premises intoxicated state and or in possession and / or in use of illegal drugs or controlled substances;
 - xix. Being the college premises with possessions or use of weapons;
 - xx. Bigamy;
 - xxi. Engaging in sexual harassment of colleagues and students;

xxii. 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.

3. 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 dereliction of duty connected with any work related to University Examination and /or all other matters of affiliation.

4. Disciplinary Measures:-

- a. Censure, to be recorded in her/his Service Book for future reference
- 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 as a teacher.

5. 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.

6. 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.

7. A teacher, against whom an order imposing any of the penalties mentioned above has been passed, may prefer an appeal within 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.

8. 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 off with a written caution. The particulars of the offending act, however, shall be recorded in his Service Book for future reference.

9. 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.

CODE OF CONDUCT GOVERNING BODY

1. The Governing Body of every college shall be responsible for the power management of the affairs of the college and may exercise all such power and functions as may be necessary for the purpose. In particular, and without prejudice to the generally of the foregoing provision, the Governing Body of a college shall be responsible for ensuring-
 - a. That review is made of the results of the college and the University examinations and measures are adopted for academic improvement and maintenance of academic standards; and 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;
 - b. 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;
 - c. That the number of qualifications and the method of recruitment of the teachers and the conditions of their service are in accordance with the provisions of any law any rules or orders of Government of West Bengal and UGC, for the time being in force;
 - d. that the laboratory and other instructional facilities available are adequate for the instructional programme;
 - e. that the buildings in which the college is located are suitable for the purpose for which they are intended and are maintained at a satisfactory state of repair and sanitation;
 - f. that the library is properly equipped;
 - g. that the financial resources of the college are sufficient to ensure efficient and effective operation of the college;
 - h. 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;
 - i. that all books, registers, records and accounts required to be maintained are kept up to date;
 - j. that due provision is made for the well being of students, management of their hostels and messes, health, recreation and sports;
 - k. that the students' discipline is maintained;
 - l. that proper assistance and facilities are given to the inspector of colleges and other persons appointed by the University for inspection and report;
 - m. that directions issued by the University from time to time are carried out and compliance with them reported speedily to the University; and
 - n. that all properties and funds of the college are properly controlled and administered.

2. The college through its Governing Body may enter into contracts for its students which are not inconsistent with these statutes and regulations made under them providing for rights, benefits, and facilities to be enjoyed by students and specifying the terms upon which they are given or made available.
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, Such Sub-Committees except the Finance Sub-Committee may include teachers and non-teaching employees of the colleges other than the members of the Governing Body. The Principal shall be the chairman of such Sub-Committees as may be formed:

Provided that at least six meetings of the finance Sub-Committee shall be held in an academic year.

4. The Governing Body of any affiliated college may enter into collaborative arrangement with other authorities such as Open University, established by an Act of the State or Union Government, in setting up study centers of Distance education and extend necessary cooperation to such authorities as may be required by the letter for its effective functioning. The Principal/ Teacher-in-Charge of the College, as Secretary to the Governing Body, will sign the agreement or memorandum of Understanding such authorities and will inform the University.

The Principal / Teacher-in-Charge of each college for a period not exceeding thirty-six months shall be the Convener of the body by rotation.

Meeting of the Governing Body

1. Meetings of the Governing Body of a college shall be held ordinarily in the college premises, and shall be held at least six times in a year.
2. For a meeting of the Governing Body of the college including the meeting for election of the president the quorum shall be 50 percent of the total number of existing members of the Governing Body, or if such a total number is an odd number, 50 percent of the total number reduced by one.

Provided that in the case of an adjourned meeting no quorum shall be required.

Note: A meeting of the Governing Body can be adjourn only if it has a quorum.

3. The Secretary shall call a meeting if the President so direct him or if at least fifty percent of the existing members of the Governing Body requisition a meeting with intimation to the President. If however such a meeting is not convened by the secretary within ten days of direction of the president or of receiving such requisition, the president may convene a meeting of the Governing Body himself.
4. The Secretary shall send copies of minutes of previous meeting along with the notice of the meeting ordinarily at least seven days before the date of the meeting. In case of

emergency the President may allow the Secretary to convene a meeting of the Governing Body with 24 hours' notice.

5. The meeting of the Governing Body shall be presided over by the President of the Governing Body. But in absence of the President of the Governing Body in a meeting any other member other than the principal or a teacher or a non-teaching employee or a student of the college concerned shall preside over such a meeting.
6. The President of the Governing Body can call Emergency Meeting of the Governing Body with single Agenda in case of necessity. In case of emergency meeting quorum is required.

Function of the Secretary of the Governing Body

The Secretary of the Governing Body of every college shall-

- a. Ordinarily convene the meeting of the Governing Body. Maintain the records, conduct the official correspondence and keep the minutes of proceedings of the Governing Body;
- b. Send to the executive Council, when called upon by the executive Council to do so, originals or certified copies of such records, correspondence or minutes referred to above, as may be required by the executive Council; and
- c. Operate the college funds jointly with the President or any other member of the Governing Body (other than a teacher, employee or student of the college) as may be authorized by the Governing Body of the college.

Code of Conduct for Non-teaching Staff Members

- Every member should follow a common set of guidelines to promote professionalism to fulfil the general aims of the college.
- Every staff-member will help establish an environment, suitable for a compassionate service, and promote excellences in the field of education.
- All non-teaching staffs are expected to respect and uphold the long tradition of service to humanity including respect for the campus, fellow stakeholders, and for the general well-being of the institution.
- All members are expected to be courteous to each other in all professional matters.
- Any kind of difference in opinion should be discussed and settled through such processes as may be prescribed by the various administrative levels of the institution.
- Grievances should be communicated through the institutional redressal procedures. These grievances will be redressed along the same laid out procedures.
- Employees must be sensitive to maintain gender equality, and behave mutually as well as respectfully irrespective of gender of an individual. They should encourage equal opportunities to all sections of society.
- Sense of absolute impartiality must be followed by all.
- All should take special care for the differently abled persons to meet their special needs.
- All are expected to associate amicably, with a spirit of tolerance and mutual respect. Hurtful statements, meant to injure the sentiments of fellow stakeholders, should be strictly abjured.

- All are advised to assist and co-operate in all activities of the institution, academic and extracurricular to achieve overall excellence of the institution.
- All are expected to uphold the culture of the institution in their conversation, attire, and deportment.
- For the creation of responsible, dutiful and socially aware citizenry, every member should try to contribute to impart quality learning.

The institution urges all to help promote clean and green campus.



Grievance Redressal Cell **Raidighi College**

The aim of the Grievance Redressal Cell is to address the grievances of any stakeholder (student and/or staff) of the college in a fair and impartial manner, so that a harmonious educational atmosphere is maintained in the institute. The Grievance Redressal cell of the college has been constituted according to UGC norms [Notification No. 14-4/2012 (CPP-II) dated 7th Dec, 2018]. The following members constitute the current Grievance Redressal Cell of the college.

1. Dr. Sasabindu Jana (Principal) – Chairperson
2. Dr. Debasree Saha (Assistant Professor and HOD, Department of Chemistry) - Convener
3. Dr. Sudhin Sinha (Assistant Professor, Department of History and Teachers' Council Secretary)

Objective

- To develop an organizational framework to resolve Grievances of students, staff and other stakeholders.
- To uphold the dignity of the institute by promoting cordial student-student relationship, student-teacher relationship and teacher-teacher relationship.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- To encourage the students and staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal

Exclusion

The grievance redressal cell shall not entertain following issues.

- Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the college/ University of Calcutta.
- Decisions with regard to award of scholarships / fee concessions / awards / medals.
- Decisions made by college under the Discipline Rules and Misconduct.
- Decisions of the college in admissions of any courses.
- Decisions of the competent authority on assessment and examination result.

Functions of the cell:

- The cases will be attended promptly on receipt of written grievances from the students and staff.
- The cell will formally review all cases and will act accordingly as per the Management policy
- The cell will give report to the higher authorities about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Operating Procedure

- Any stakeholder with a genuine grievance may approach Grievance Redressal Cell by writing his/her grievance and dropping it in the complaints/grievance box in the college campus or send his /her grievance through e-mail at grievance.redressal@raidighicollege.org.in
- The Grievance Redressal Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Redressal Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- The Grievance Redressal Cell shall meet on the basis of grievances received as and when the situation arises.