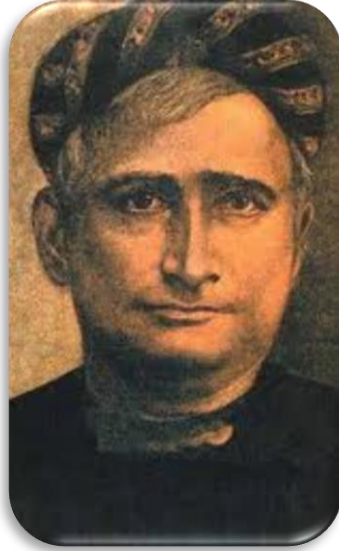


# RISHI BANKIM CHANDRA COLLEGE

Kantalpara, Naihati, North 24 Parganas,  
West Bengal, India



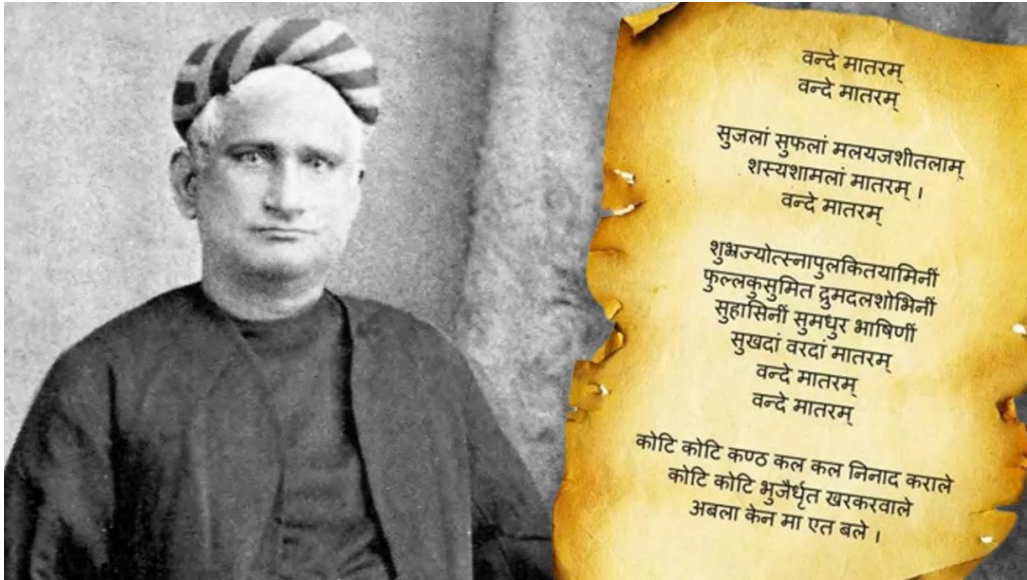
## MANUAL OF CODE OF CONDUCT



# RISHI BANKIM CHANDRA COLLEGE

Kantalpara, Naihati, North 24 Parganas, West Bengal,  
India

## MANUAL OF CODE OF CONDUCT (ALL STAKEHOLDERS)



## Rishi Bankim Chandra College

### Goals and Mission

(Excerpt from *The College Constitution*, 1948)

*“The college shall aim at the physical, moral, social and cultural development of the students and also serve as a centre for the diffusion of knowledge and culture in the locality. It shall provide instruction in Arts, Science and Commerce with a view to preparing candidates for different university examination. It may also conduct courses of training for examination conducted by other recognized bodies and may also issue certificates of proficiency of its own in any particular branch of learning or vocational or technological course.”*



1948-51: Past memories – The first photo of the College Building

The college carries the hallowed name of Rishi Bankim Chandra Chattopadhyay and expects that each student and member of staff of this college would behave and act befittingly with dignity, respect and sincerity, in and outside the college premises. Any case of unsavoury conduct on behalf of the student or by any member of staff would call for strict disciplinary action to the extent the authority deems fit as per the law of the land.

### **General Rules and Regulations of the College**

1. **College Timing:** College hour is from 10.30 am till 4.30 pm. There are six (6) periods per day; each period is of I hour duration.
2. **Notices:** It is mandatory to follow the College website ([www.rbccollege.ac.in](http://www.rbccollege.ac.in)) and Students' Notice Board and Class Routine on a regular basis. The courses are conducted as per Academic Calendar, the detailed chronicle of all the academic proceedings, e.g., the syllabus allotted for Class Test examinations and Preparatory Tests, dates of the examinations etc. for the current session.
3. **Commencement of Classes:** First Semester classes shall commence ordinarily within thirty (30) days from the date of publication of results of the H.S. (WBCHSE) Examination of that year. For subsequent semesters, classes shall commence within seven (7) days from the date of completion End semester examination conducted by WBSU for a particular semester. Students should report for provisional enrolment to the college within seven days and attend classes accordingly.

### **THE STUDENTS**

1. **Attendance:** The names of the admitted students, who fail to attend at least 50% of the classes held within fifteen (15) class-lecture days from the commencement of classes, would be struck off from the college register and in those cases the fees already paid will not be refunded. A candidate attending less than 75% but not below 60% of attendance shall be declared a "Non Collegiate" and may be allowed to appear at the concerned examination on payment of requisite Non-Collegiate fee. A candidate attending less than 60% lectures delivered and Practical classes held in one or more subject(s)/Group(s) of subjects concerned shall be declared "Dis-Collegiate" and shall be debarred from appearing at the concerned examination. Attendance in a subject/group of subjects shall be counted from the date of commencement of classes.
2. **Examination Regulations:** Examinations under Three-Year & six-semester B.A./B.Sc./B.Com (Honours/ General/ Major) CBCS pattern (till 2025) Degree Courses and according to the norms laid down in the advisory provided by WBSU for the conduct of Curriculum and Credit Framework for Undergraduate Programme based on National Education Policy, 2020, w.e.f Academic Session 2023-24). Regular Collegiate Students are sent-up for the University Examination on the basis of (a) good conduct (b) requisite attendance as stated above in theoretical and Practical classes in each of the subjects in

which he/she intends to appear, (c) appearance and success at the Preparatory/Selection/Internal Assessment Test. Students failing to appear at the Preparatory/Selection Test are usually not allowed to sit for the university examinations. In case of absence in any examination on medical ground, the student must submit a certificate from registered medical practitioner stating clearly the nature of ailment/injury/indisposition along with prayer for consideration for appearing at Re-test on payment of requisite fees. However, in such cases, granting permission to appear at the university examination shall be the sole discretion of the college authority.

3. **Library Rules and Regulations:** The library remains open on all working days during college hours i.e. from 10.30 am to 4.30 pm. The issue counter is closed half an hour before the closing hours. Student members can borrow (1) book for 15 days against the Lending Card and (3) books against Reference Card, which is to be returned within the date of issue. If the books are not returned on due dates, an overdue fine of Rs.1.0 per day will be charged from the students, with a min. charge of Rs. 10. In case any book is lost or damaged by the member, the member shall replace the book or pay the cost of replacement at current printed price.

4. **Behavioural Codes:**

- (i) The students are required to put on (sling by neck) and display properly their Identity Cards within the college premises.
- (ii) Activities like ragging, violence, gender insensitivity and vulgarity are totally banned in the college premises.
- (iii) Smoking and taking any other intoxicating materials are strictly banned inside the college campus, not even in canteens and common rooms. Violation of this would call for the punishment of rustication from the college.
- (iv) Use of single-use plastic carry bags, cup-plates-straw etc are banned in side the college campus. Littering is prohibited inside the campus.
- (v) Students are urged to behave responsibly to protect the greenery and serenity of the college campus.

### MEMBERS OF STAFF

Service of a teacher/employee of a college in any post is usually confirmed after one (1) year of probation through the resolution adopted in Governing Body, subject to the satisfactory performance and adherence to the code of conduct. The Code of Conduct for the Teachers including the Principal/ Teacher-in-Charge and the non-teaching staff of the college is guided by the relevant portions of THE WEST BENGAL STATE UNIVERSITY (BARASAT, NORTH 24 PARGANAS) FIRST STATUTES – 2014 and the service rules laid down by Govt. of west Bengal.

### GENERAL CODES

1. Being a member of the grand family of Rishi Bankim Chandra College, an employee (teacher or non-teaching staff) should carry out their duties with fullest

mettle, honesty and integrity by adhering to the policies of the college and WBSU.

2. They should avoid discrimination based on gender, caste, or religion.
3. No employee shall, except with the previous sanction of the College Governing Body, engage in any trade or undertake an employment other than his/her public duties at the college. However she/he may undertake honorary work of a social or charitable nature or; work of an academic, literary, artistic or scientific character, provided that his official duties do not suffer by such activities. But the college authority may, in its discretion, at any point of time, forbid her/him to undertake, or require her/him to abandon such activities.
4. No employee shall behave in a manner which is improper and unbecoming for a public servant and derogatory to the prestige of the college.
5. An employee shall strictly refrain from consuming any intoxicating drink or drug in a public place; not appear in a public place or enter the college in a state of intoxication; shall not consume any intoxicating drink or drug to excess while at official duty in or outside the college campus.
6. An employee must not enter the college premises armed with any kind of weapon
7. An employee must not behave in the manner which may be construed as sexual harassment of any colleague(s).
8. An employee should treat all stakeholders with care and kindness, maintaining dignity and self-respect.

## **THE TEACHERS**

- A. A teacher should regularly take his/her allotted classes, complete the syllabus in time, effectively plan for assessment of students' progress as may be required for all courses. The college authority should make effective utilization of the time of a teacher by increasing the number of teaching hours, introducing tutorials/remedial coaching, Add-On courses, counselling sessions etc. to foster a learner-centric environment.
- B. Concessions may be allowed to teachers who are engage in College related extension activities approved by Governing Body and/or under the written directive from the Principal/Teacher-in-charge with administrative work related to the internal matters of the College (sub-committees formed), or IQAC, or NAAC, or UGC, or Higher Education Department, Govt. of West Bengal.
- C. It shall be mandatory for a teacher (substantive, part-time, contractual and guest) 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, advising or counselling the students and assisting in University and college examinations including invigilation and supervision thereof as and when required by the Principal
- D. Every teacher shall, to the best of his/ her abilities, perform his duties as may be assigned to him /her by the competent authority pertaining to the examinations held at the Institution, including University Examinations. Preparation of question

papers, evaluation of answer scripts, preparation of mark sheets and uploading marks, invigilation, supervision, acting as Head Examiners and Coordinators are part of such duties.

- E. Every teacher, including the Principal/ Teacher-in-Charge of a college, shall daily sign an attendance register maintained for the purpose, recording the time of arrival and departure, the number of classes allotted and the number of classes taken as well as other duties performed.
- F. A Teacher with prior approval from the Principal may undertake any part-time teaching assignment/participate in faculty exchange programmes in another college/ University/ Institution on a request by such College/ University/ Institution.
- G. Teachers should actively participate in Sports, Cultural Activities, Socially Relevant programmes, Excursions etc. along with students in order to ensure overall development of the students.
- H. Absence without leave, absence after expiry of leave by the teachers should be avoided. For Duty leaves and other leaves appropriate documents are to be produced at the time of joining.
- I. Every teacher shall endeavour to attain and maintain a mutually respectful atmosphere in and outside the institution with respect to one another and also with the members of the Governing Body.
- J. Every teacher shall endeavour to attain and maintain a mutually respectful relation with non-teaching staff and students.
- K. No teacher shall indulge in any activity, which may cause disaffection amongst the teachers, non-teaching staff and students on the basis of religion, caste, gender, community, profession etc.
- L. Any other provisions laid down in Chapter IX of WBSU First Statutes – 2014 related to the code of conduct of a teacher of the college will also apply for all the teachers of the college.

### **THE PRINCIPAL / TEACHER-IN-CHARGE**

- A. The Principal of a College shall be in overall charge of the administration of a college. 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 performance.
- B. He/She, as the Secretary of the Governing Body place before the Governing Body all the issues which require approval/decision by the Governing Body.
- C. He /She shall be regular in his attendance in the college and shall be present as far as possible in the college during working hours. In case of engagement elsewhere for official purpose, he will note the reason/cause for the same in the attendance register. In case of absence a day or more than a day from college, the Principal shall assign a teacher with Ph. D degree among the senior-most teachers of the college to be teacher in charge for the period.
- D. The Principal shall personally check and countersign daily the attendance registers of both teaching and non-teaching staff of the college.

- E. It is the duty of the Principal to be in overall charge of University Examinations and admissions held in the college. The members of the Examination/Admission Committee shall help the Principal in such matters.
- F. He/She with the help of the Bursar must see that the accounts of the college are regularly maintained and annually audited. Financial irregularities, if any, are to be brought to the notice of the Finance Committee and to the Governing Body of the college immediately.

### **THE NON-TEACHING STAFF**

- A. All non-teaching staff of this glorious institution shall, maintain a very high standard of integrity, impartiality and devotion to duty having full regard to the high position held by them in the society.
- B. All non-teaching staff should strictly adhere to college policies and perform their designated duties sincerely, diligently, and with accountability.
- C. All non-teaching staff should refrain from undertaking any other job/ business during office hours.
- D. All non-teaching staff should cooperate and assist in carrying out functions relating to educational responsibilities of the College such as assisting the Principal in the admission process, WBSU registration and conduct of examinations, preparing salary bills, maintaining records and other duties as may be required for smooth running of the College
- E. Every non-teaching staff should assist the teachers and actively participate in Sports, Cultural Activities, Socially Relevant programmes, Excursions etc. in order to ensure overall development of the students.
- F. All non-teaching staff shall abide by the orders or circulars issued by the concerned authority related to punctuality, regular attendance, completing duties which may be assigned to them from time to time and other instructions contained in such orders or circulars. Acts of absence without leave, absence after expiry of leave and leaving the Institution without permission from the Head of Institution during working hours, should be avoided.
- G. No non-teaching staff should take leave without prior intimation to the authority. They should promptly inform the college in case of emergencies which may force absence from duty.
- H. Every non-teaching staff shall endeavour to attain and maintain a mutually respectful relation with teachers and students, parents of the students and the Hon'ble member of Gverning Body.
- I. No non-teaching staff shall behave in a manner, which is improper and unbecoming of a non-teaching staff and derogatory to the prestige of the Institution, the State and the Nation.
- J. Any other provisions laid down in Chapter X of WBSU First Statutes – 2014 related to the code of conduct of a Non-Teaching Staff member of the college will also apply for all the non-teaching staff of the college.



## THE MEMBERS OF GOVERNING BODY

- A. It is the duty of the Governing Body of the College to endorse and ensure adherence to the College's mission & strategic vision while conceiving the short and long-term academic as well as functional strategies for the College.
- B. The Governing Body of the College should ensure adherence to the statutes, ordinances, and regulations governing the College, including those mandated by statutory bodies like the UGC, RUSA, State Govt. and regulations stipulated by West Bengal State University (WBSU).
- C. The Governing Body of the College should oversee the College's performance and ensure quality assurance measures are in place, striving to align them, where ever feasible, with standards and benchmark set by similar institutions in the state and the country and thrive for emulating global standards.
- D. Members of the Governing Body are expected to uphold their integrity, transparency, demeanor, and reputation.
- E. The members of the Governing Body must ensure that the assets (movable & immovable) of the college are not being utilized for personal gain.

