

KISHORE BHARATI BHAGINI NIVEDITA COLLEGE (CO-ED)

ESTD-2001

148, R.K. Sarani, Behala, Kolkata-700060.

Website: www.kbbnc.ac.in

Email Id: kbbncollege@gmail.com



CODE OF CONDUCT OF GOVERNING BODY

- ❖ The Governing Body is committed to comply all duties and responsibilities put up with the rules and regulations of THE CALCUTTA UNIVERSITY FIRST STATUTES, 1979; THE CALCUTTA UNIVERSITY FIRST ORDINANCE, 1979; THE CALCUTTA UNIVERSITY ACT, 1979 AND THE WEST BENGAL UNIVERSITIES AND COLLEGES (ADMSTRATTON AND REGULATION ACT), 2017.
- ❖ The Governing Body will place the highest priority on promoting and preserving the Health and Safety of its Employees and Students.

CODE OF CONDUCT OF PRINCIPAL, TEACHING & NONTTEACHING STAFF

- ❖ The Principal shall work towards achievement of the vision and mission of the College so as to impart quality education to the students with good human and ethical values.
- ❖ The Principal as administrative authority shall take appropriate action in all disciplinary matters of the College in consultation with the enquiry committee.
- ❖ The Principal shall conduct the regular meetings with various committees.

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- ❖ **The Principal shall motivate all stakeholders to work efficiently for the interest of the College.**
- ❖ **All Teaching and Nonteaching staff should be regular and punctual.**
- ❖ **All non-teaching staff should remain present in the college, at least 15 minutes before the start of college.**
- ❖ **The staff both Teaching and Nonteaching should follow the instructions from the higher authorities.**
- ❖ **Every Teacher shall full discharge his/her duties well and assiduously to go with the academic standards and performance norms laid down by the College Management from time to time.**
- ❖ **Every Teacher shall update his/her knowledge and skills for the proper discharge of duties assigned to him/her.**
- ❖ **Every Teacher and Nonteaching Staff shall conduct with supreme dignity and decorum in dealing with the superiors, colleagues and students every time.**
- ❖ **No teacher and nonteaching shall absent themselves from duties at any time without prior permission from the Principal.**
- ❖ **No teacher and nonteaching shall stimulate, provoke or instigate any stakeholder of the College into any form of action against the College Management that results in disruption of the academic activities of the College.**
- ❖ **No teacher and nonteaching shall try to bring any political or outside pressure on his/her superior authorities in respect of service matters.**

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- ❖ **No teacher and nonteaching shall take steps in any mode that violates the standards of decency or morality in his/her conduct or behaviour inside and outside the College Campus.**
- ❖ **The Teacher shall mentor the students in a way that human and ethical values are inculcated in them.**
- ❖ **The Teachers shall responsibly conduct regular and practical classes and also take remedial classes whenever necessary.**
- ❖ **The staff working in laboratories shall keep proper maintenance and cleanliness.**
- ❖ **The Teaching and Nonteaching Staffs shall co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.**
- ❖ **All Staff shall act in a professional and pleasant manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.**
- ❖ **All Staff shall maintain confidentiality in conduct of examination and any other information, if not asked to disclose by the institutional authority.**
- ❖ **All staff shall constructively contribute toward the improvement of the college.**
- ❖ **All staff shall widen their services for the welfare of the community & society at large.**
- ❖ **All staff shall properly maintain the records of respective portfolio.**



- ❖ **All staff shall build an effort for the continuous progress through training programs, workshops and research and development activities.**
- ❖ **The Institute has a “Students Grievance Committee” where the students can put forth their grievances. The Committee comprising of Teacher & Nonteaching staff shall inquire and take necessary measures which judge necessary.**

CODE OF CONDUCT OF STUDENTS

- ❖ **Students shall follow a six day working schedule from Monday to Saturday.**
- ❖ **Students shall strictly abide by the Rules and Regulations of the college.**
- ❖ **Students shall not act or conduct or demonstrate any disrespect to the Principal, teaching or non-teaching staff of the college.**
- ❖ **Students shall not perform or conduct, cause smash up the reputation of the institution in many manner.**
- ❖ **Students shall not cause damage of property or financial loss to the college. These are punishable offence and the concerned student will be liable for compensation of such loss.**
- ❖ **Proposals for students’ interests and appeals for solution of problems connected with academic and co-curricular activities in the college shall be submitted in writing either to the Principal or to the Convenor of the concerned Sub-Committee. The Students may give in a written representation to the college authority in Grievance & Redressal Cell for redressed of grievance, if any.**
- ❖ **Students shall not commit or cause breach of peace inside and around the college campus.**



- ❖ **Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves.**
- ❖ **Minimum percentage of attendance required by a student in the degree course is 75% of the lectures delivered in each subjects including tutorials and practical classes in accordance with the Regulations of the Calcutta University. A student attending less than 75% but not less than 60% of the lectures delivered in any subject will be allowed to fill in the forms for appearing in the B.A./B.Sc./B.Com final examinations only on payment of fees prescribed by the Calcutta University for short percentage.**
- ❖ **Irritating juniors, maltreatment to other fellow students or any such form of ragging is offensive and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.**
- ❖ **Misbehaviours toward girl students and make use of of threat or cruelty against members of the staff or fellow students will be considered as very serious cases of misconduct.**
- ❖ **The students must pay fees in advance or in time which will avoid fines.**
- ❖ **Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by the higher authority of the College.**

INSTITUTIONAL CORE VALUES

Ethics

The College offers a learning environment that develops accountable, moral and integrated behavior, respecting the dignity of the stakeholders of the College. The Academic activities are exclusively governed

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through the approved norms and guidelines of statutory authority. The technical papers presented and published are checked by plagiarism software of the concerned Publishers.

Integrity

Our College accomplishes activities that build us look into our work holistically. We take up practices that are fair, honest and unbiased towards students, staff and stakeholders.

Service

Our Teaching & Nonteaching Staffs attempt for the legitimate well being of our student by tie together our abilities to deliver the curriculum and other essential services and counter to inquiries and requests from the stakeholders in appropriate and timely manner.

Quality

Our College makes available quality education by utilizing our intellect, social, physical and ethical abilities. We sketch and arrange programs that lead to achievement of knowledge and skills necessary to career advancement, individual improvement, leadership and service to the society.

PRINCIPAL

KBBNC