

KATWA COLLEGE



Code of Conduct

Hand Book

Prepared by

INTERNAL QUALITY ASSURANCE CELL OF KATWA
COLLEGE, KATWA, PURBA BARDHAMAN, PIN-713130



i) Academic duties

1. The Principal is guided by the rules and regulations set up by the affiliating university, UGC, NCTE and Higher Education department of West Bengal government on academic matters.
2. He is assisted by the IQAC and the Teachers' Council and all the faculty members regarding admission of students and smooth running of classes throughout the year, internal and university examinations.
3. He should take all academic decisions by taking the Governing Body, IQAC and Teachers' Council in to confidence.
4. He should try to ensure quality assurance with the assistance of the IQAC Coordinator.
5. He should monitor the academic progress of the students and hold periodic meetings with the faculty for betterment of the same.
6. He should ensure perfect order and discipline among all the staff and students and help in building a serene academic environment in the campus.

ii) Administrative Duties

1. As secretary of the Governing Body he should convene regular meetings of GB and help the body in formulating policies for the College.
2. He should make proposal of appointment to all posts of cadres including full-time, part-time, ad hoc and daily wage employees.
3. He should arrange performance appraisal and CAS for teaching and supporting staff.
4. He should contribute to the maintenance of an environment friendly campus.
5. Being the chair-person of the various committees he should coordinate the functions of these committees for their successful functioning.

iii) Financial Duties

1. Principal is assisted by the Finance Committee in his financial duties.
2. He should prepare a budget for each financial year and incur expenditure within the stipulated limits as approved by the Governing Body.



3. He may incur contingent expenditure as per norms of the Governing Body.
4. Being the drawing and disbursing officer he should oversee the preparation of monthly salary bills of the staff and the disbursement of salary.
5. He should sanction the purchase of stationary, library books periodicals, equipments and consumables for laboratories and sanction funding of seminars and workshops etc. for the growth of the College.

Code of Conduct of the Students

1. Students are expected to participate in the academic, cultural, co-curricular and extracurricular activities of the college including community service.
2. Ragging in any form is strictly prohibited and is a punishable offence. To obey the UGC guidelines of the UGC ragging declaration is mandatory for all students. On the other hand, if a student has any complaint/grievance/suggestion, he/she may note it in the "Complaint Box" installed at different places in the college campus.
3. Students must adhere to the college policy like tobacco free, ragging free and single use plastic free campus.
4. The University rules require a student to have a minimum of 50% attendance of the total lectures, tutorials and practical classes, failing of which the student will not be permitted to sit for the university examination. Use of cell phones is strictly prohibited in examination hall.
5. Leave application is to be made in advance and be submitted to the HOD of the concerned department and in case of illness, leave application should be submitted along with medical certificate from the registered practitioner.
6. Students must look at the college notice board and go through the website/face book of the college regularly for information.
7. Every student must carry his/her Identity Card inside the college.
8. Students should take care of their belongings. College Authority is not responsible for any loss of his/her personal property.
9. Students are directed not to loiter in the corridor and on stair cases.



10. Students must behave well with teachers, staff fellow students and visitors. Properly follow the rules of the General Library as well as Departmental Library. Without proper library clearance Certificate a student is not allowed to sit for the University Examination.

11. Students must be respectful towards our National Heritage, National Flag and National Anthem. They should also maintain sense of Unity, integrity and harmony.

12. Students should not show any bias towards gender, caste or religion.

13. Students must keep a check on waste of electricity by switching off all lights and fans before vacating a classroom.

Code of Conduct of the Staff

1. To fulfil and satisfy the vision and mission of the college, every support staff should work within the institutional policies.

2. Each support staff must follow the Service Rules mainly governed by the State Government of West Bengal, the University of Burdwan , other Government Orders & Ordinances and Governing Body of the college.

3. Every staff must sign in the Attendance Register after arrival and before departure which is maintained by the Head of the Institution. They should maintain the normal working period of seven hours duration on all working days. The commencement of duty hours is normally be based on shift basis subject to variation as may be made in case of exigencies.

4. Every staff must maintain the confidentiality with respect to student and staff records and any other sensitive matter.

5. Each employee should be punctual and disciplined towards his/her work.

6. Each employee should develop a sense of being a member of the college as a family.

7. Each employee be responsible for the protection of college equipments, furniture and other assets.



8. Support staff must be respectful towards our national Heritage, National Flag and National Anthem. They should also maintain unity, integrity and harmony.

Code of Conduct of the Teaching Staff

1. To fulfil and satisfy the vision and mission of the college, every Teaching Staff should work within the institutional policies.

2 Each teaching staff must follow the Service Rules mainly governed by the State Government of West Bengal, the University of Burdwan, other Government Orders & Ordinances and Governing Body of the college.

3. They should strictly maintain the confidentiality of certain matters like examination related matters and any other confidential documents of the college.

4. Every teacher should see that there is no incompatibility between his precepts and practices. During the period of service, all members of the teaching staff employ themselves honestly and efficiently under the leadership of the Head of the Institution and be punctual towards their professional ethics. They should not involve in works other than college and academic duties within college hours.

5. Duties assigned to the teachers consist of lectures/practical/tutorials in the allotted workload of the individual teacher [Full time/State Aided College Teacher (SACT)]. In addition, every teacher has to undertake responsibilities of doing evaluation, invigilation, administrative works, providing counselling to the students and participating in extra-curricular activities as required by the Head of the Institution.

6. Teachers should prepare themselves adequately for classes and other academic duties by regular library and reference work and keeping themselves abreast of the latest development in their subjects.

7. Apart from regular academic duties teachers should also engage themselves in research in their field and contribute to knowledge creation and extension through publications and participation in seminars.

8. The workload of a fulltime teacher is determined by the relevant UGC norms and Government Orders as well as the Statute of the University of Burdwan and the Governing Body of the college. In case of SACT, the working load is determined by the Government Orders of West Bengal as well as the Statute of



the University of Burdwan and the Governing Body of the college . The working hours of the teaching staff shall be primarily guided by class routine and other additional duties assigned to them.

9. Teachers must be respectful towards our national Heritage, National Flag and National Anthem. They should also maintain unity, integrity and harmony.

10. Encourage students to improve their attainments, develop their personalities & at the same time contribute to community development.

11. Teacher of each and every department should maintain contact with their guardians of their students; send reports of their attendance as well as their performance to the guardians whenever necessary. Arrange meeting with their guardians and also collect feedback and suggestions for the betterment of the college.

12. They should also act as a friend, philosopher and guide of the learners for their holistic development and for creation of human beings.

13. Each teacher be responsible for the protection of college equipments, furniture and other assets.

14. Each teacher should develop a sense of being a member of the college as a family.

15. Cooperation with the authorities concerned for the betterment of the institution is sought from the teaching fraternity above all.

