



# Rishi Bankim Chandra College for Women

East Kanthal Para, P.O. – Naihati, Dist – North 24 Parganas,

Pin – 743165, West Bengal

Website: [www.rbccwomen.org](http://www.rbccwomen.org) • E-mail: [rbccwomen@gmail.com](mailto:rbccwomen@gmail.com)

## THE HANDBOOK FOR THE CODE OF CONDUCT



**Preamble:** This Handbook indicates the ideal principles and best practices of Rishi Bankim Chandra College for Women for its students enrolling with the Institution for pursuing different courses, and for the Teaching & Non-Teaching Employees and the Governing Body, the Principal inseparably attached to it. All must know that the institution expects all of them to abide by this Code of Ethics and Conduct, and the rights, and responsibilities including the restrictions flowing from it.

### STANDARD BEHAVIOURAL PRACTICES WITHIN THE COLLEGE CAMPUS:

The College shall have the jurisdiction over the standard behavioral practices of all associated with the College and to take notice of all acts of misconduct including incidents of ragging if otherwise takes place in the College Campus or in connection with the College related activities and functions. The College has laid down the following set of rules and regulations to maintain discipline and decorum within the College campus.

- One must not engage in the violations of the Sexual Harassment Policy of the College.
- The college condemns and prohibits unwanted incidents like physical assault, threats of violence, any anti-social activities or conducts that threaten the health or safety of any person.

*L. Mukhopadhyay*  
Principal  
R.B.C. College For Women  
Naihati, North 24 Parganas



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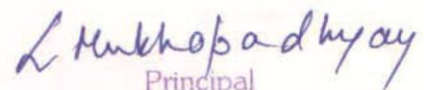
- Possession or use of weapons, explosives or destructive devices and damaging of the college property are strictly forbidden.
- Smoking, spitting, throwing of waste paper or rubbish is barred in the college campus.
- All the stakeholders of the college are asked to refrain from conduct which has a negative impact or constitutes a nuisance to the adjacent colleges.

## CODE OF CONDUCT FOR STUDENTS

All students must respect college expectations. They should follow rules and adhere to the guidelines set by the College to pioneer and administer an egalitarian, conscientious, effectual and expeditious disciplinary system with a view to promoting student growth through individual and collective responsibility. Rishi Bankim Chandra College for Women focuses on inculcating a sense of responsibility and discipline in its students, recognizing their integral role in the teaching-learning process. The College strictly maintains a well-defined code of conduct aimed at shaping students into morally and socially responsible citizens at local and global levels.

Adherence to the institutional code of conduct is mandatory for all students. Practice of discipline within the college fosters an academic environment conducive to growth. The key aspects of the code of conduct include:

- **Fostering a Sense of Nationalism:** Students are expected to display reverence for the National Heritage, National Flag, and National Song, promoting a sense of patriotism.
- **Proper Manners:** A respectful demeanor towards the Principal, teachers, non-teaching staff, and fellow students is imperative. Abusive language or behavior that dishonors the institution is strictly prohibited.
- **Regular Attendance:** Students must attend classes regularly and punctually, adhering to the attendance rules stipulated by the West Bengal State University.
- **Participation in Extracurricular Activities:** Participation in outreach programs, extracurricular activities, sports, initiatives organized by the N.S.S and N.C.C, and departmental activities is highly valued.
- **Prohibition of Smoking and Drinking:** The college campus strictly prohibits smoking and drinking, contributing to a healthy atmosphere.
- **Identity Card:** Students must enter the college premises with the valid identity card, issued by the college authority.
- **Anti-Ragging Policy:** Following the UGC regulations, the college strictly punishes any form of ragging or discrimination. Students must submit an anti-ragging declaration during admission. Such incidents, if occurs, is immediately acted upon by the anti-ragging committee and internal complaints cell.

  
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- **Clean & Green Campus:** Students must help in maintaining cleanliness on the campus, including toilets. The college is a plastic-free zone, and any littering is subject to fines determined by the administration. The students should also take care of the greenery in the campus.
- **Information Access:** Students should regularly check the notice boards, and visit the college website for various notifications and updates.
- **Library Rules:** Students must regularly visit the library and also maintain its academic environment
- **Respect for College Property:** Students must handle college property, including furniture, laboratory equipment, glassware, and library books, with utmost care.
- **Restriction on Electronic Devices:** Cell phones and electronic gadgets are not allowed during class lectures, practical classes, and are strictly prohibited in the examination hall.
- **Personal Belongings:** Students are responsible for the safety of their personal belongings.
- **Communication with Guardians:** Informing guardians about Parent-Teacher Meetings when notified by the College is essential.


## CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF

All the teachers whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the Society at large. Therefore, every teacher should maintain that there is no incompatibility between his Precepts and practices. A teacher, entrusted with social responsibility should be the embodiment of the basic ethical values like care, trust, integrity, respect etc. The non-teaching staffs of this College, on the other hand, are expected to have some necessary traits for the smooth conduction of the academic as well as administrative responsibilities of the college. A definitive code of professional conduct for the teaching and no-teaching staff of this Institution encompasses the following:

**Goal of Education:** The primary objective of education at Rishi Bankim Chandra College for Women is to equip individuals with the skills and knowledge necessary for the advancement and betterment of society. The institution aims to groom its faculty members towards deep nurturing of India's rich national heritage, fundamental scientific outlook, and the core values of our constitution.

**Aim of the Code of Conduct:** The institution aims to create an optimal environment for teaching, learning, and the well-being of learners, aligning with the broader goals and identity of the college.

**Code of Professional Ethics:** Teachers at Rishi Bankim Chandra College for Women are expected to uphold a strong sense of professional ethics, maintaining impartiality towards all sorts of socio-cultural and ethno-religious differences.

  
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**Responsible Conduct:** Teachers must adhere to a responsible pattern of behavior consistent with community expectations, managing private affairs with dignity, especially in the context of online digital social media communications. They must practice-

- **Institutional Duties**
- **Professional Progress**
- **Participation in Professional and Co-Curricular Assignments**

**2. Individualized Support:** Teachers should recognize differences in aptitude and capabilities of students and adopt diverse teaching and mentoring methods to culture the unique talents of every student.

## Teachers in Relation to Colleagues and Authorities:

### Teachers should:

- Treat colleagues with respect, speaking respectfully of others and rendering assistance for professional betterment.
- Refrain from allowing considerations of gender, caste, creed, religion, or race to influence professional endeavors.
- Discharge professional responsibilities according to existing rules and regulations.
- Cooperate in formulating institution policies, accepting responsibilities as committee members, and work towards comprehensive development of the institution.


**Teachers and Guardians:** Teachers should maintain contact with guardians, sending reports of student performance when necessary, attending meetings convened for this purpose, and collect feedback for mutual exchange of beneficial ideas.

**Teachers and Society:** Teachers should work towards

- Community Improvement
- Social Awareness
- Citizenship Responsibilities
- Promotion of National Integration
- Gender Sensitivity
- Respect for Fellow Teachers
- Values Inculcation
- Environmental Ethos
- Avoidance of Political or Anti-secular Activities
- Collaborative Approach

In times of difficulty, Teachers should seek the assistance of both teaching and non-teaching staff rather than taking independent actions.

These codes of conduct are designed to foster a positive and harmonious working environment at Rishi Bankim Chandra College for Women, ensuring the smooth functioning of the institution and upholding the principles of professionalism and dedication to the educational mission.

  
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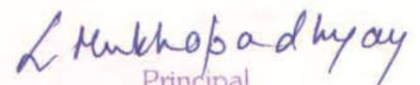
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## THE CODE OF CONDUCT FOR THE PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, motivator and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in her / his conduct as proclaimed by the University Grants Commission (UGC) along with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Director of Higher Education (Government of West Bengal).

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and everyone can perform freely and give their best for the all round development of the institution.
- To institute, nourish and enforce equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To chalk out a policy and plan to execute the vision and mission.
- To promote Industry-Institution interaction and inculcate research development activities.
- To recommend and forward communication to the authorities.
- To monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback.
- To listen to the student's ideas and set a supportive tone.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.
- To promote and maintain harmonious relationships of the College with the adjoining society and also to promote it's sense of responsibility towards the society.
- To empower all her staff and students to reach their maximum potential.

  
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## CODE OF CONDUCT FOR THE GOVERNING BODY

The College shall be managed by a regularly constituted Governing Body. The composition functions and other condition pertaining to the Governing Body shall be as per norms of West Bengal State University. Decisions and resolutions made by the Governing Body are obligatory. The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of the stakeholders, including students, local communities, Government and others representing public interests.
- The body is formed to monitor institutional performance and quality assurance arrangements which should be benchmarked against other institutions.
- Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- The Governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The Governing body should actively monitor that the Institution implements the requirements of State Governments for reservations of seats and staff positions.
- The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through the Principal.
- Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.

In conclusion, it is a responsibility of all the righteous persons concerned to enrich the college in all possible ways and to make the college a pioneer in the field of modern education.

  
Principal  
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