



# BRAHMANANDA KESHAB CHANDRA COLLEGE

## Code of conduct Handbook

### **About the College:**

In 1954, Professor J. C. Ghosh, the then Vice-Chancellor of Calcutta University, surveyed the available higher educational facilities in North 24 Parganas. The survey revealed that facilities were inadequate for the huge influx of refugees in the area. Professor Ghosh stressed the immediate necessity of setting up at least six colleges for male and female students in the suburbs of Kolkata in order to cope with the growing demand for college education in both humanities and sciences. He further suggested that these six colleges should be established and financed by the Central Relief and Rehabilitation Ministry, Government of India. Soon after, Dr. B. C. Roy, the then Chief Minister of West Bengal, took up the proposal with the Government of India, which was accepted by the Central Relief and Rehabilitation Ministry. The Ministry agreed to set up six colleges in and around Kolkata and bear the financial commitments as well.

The College was thus established in Bon-Hooghly in the year 1956 as one of the colleges under this scheme with the aim of providing higher education, and was named after Brahma Chandra Chattopadhyay, the great socio-religious reformer of the country, during Renaissance. Initially the college was housed at Sagar Dutta Free High School, Kamarhati and later moved to its own present premises in 1957. This college, a NAAC accredited UGC registered college (under 2f and 12B) is one of the premier institutes in North 24 parganas. Initially affiliated to the University of Calcutta, the college has now been affiliated to West Bengal State University, Barasat from the session 2008-2009.



## **MISSION & VISION**

- The vision of the college is to make higher education available to aspiring youth of the country.
- Students are equipped to meet the challenges of an ever-changing world through a holistic model of education.
- To optimize the use of available infrastructure for sustained development of the college.
- The mission of the College is to foster a sense of social responsibility among the students.
- To encourage innovative thinking and creativity among the students.
- To instill in the students' moral values, discipline and dynamism along with imparting quality education.
- To supplement and enrich the existing curriculum through seminars and extension lectures delivered by eminent scholars

## **INSTITUTIONAL DISTINCTIVENESS**

The college aspires to be known as an institution that promotes the following:

- Academic, physical, moral and cultural development of students to make them responsible citizens of the country.
- Promote education of girl students.
- Catering to the needs of the local community.

The Code of Conduct is a common set of guidelines for upholding values and all the ethical and professional standards in keeping with the mission and vision of the college.





## **Code of Conduct for Students**

It affirms the students' rights, responsibilities and restrictions on their conduct. All the students of the College are expected to abide by the guidelines laid out here.

- i. All students are required to do their duties with the utmost honesty and accuracy.
- ii. Students should maintain adequate silence in the College premises during class hours. Use of mobile phones during class hours is strictly prohibited.
- iii. Students should be appropriately dressed with college identity card, and will maintain proper discipline, integrity and dignity in the College Campus. They should behave appropriately with Authorities, Faculty Members, Staff Members and other students of the College.
- iv. Students are expected to keep the College campus clean and tidy and abstain from disfiguring the walls by sticking notices or scribbling.
- v. Students must adhere to good health and safety practices and comply with all health and safety laws and regulations.
- vi. Students must take care of the resources of the College, including equipment, laboratories, networking services, library books and other common facilities.
- vii. Every student is required to attend classes as per routine on all working days. As per University rules, a minimum of 60% attendance (both in theory and practical classes) is the criteria for appearing in the end SEM examination.



## **Code of Conduct for Students**

- viii. Students will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the College premises.
- ix. Students are advised to follow college website regularly for updated notifications.
- x. The college urges all the students (with all other stakeholders) to save the green environment of the campus. To promote cleanliness in the campus and its environs, use as little plastic as possible, avoid littering. Most importantly, avoid wasting water and encourage others to save water.





## **Code of Conduct for teaching staff**

A teacher shall:

- i. adhere to a responsible pattern of conduct with the dignity of the profession.
- ii. respect the right and dignity of the student in expressing his/her opinion.
- iii. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iv. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- v. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- vi. inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vii. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- viii. pay attention to only the attainment of the student in the assessment of merit.
- ix. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- x. aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students, colleagues or administration.
- xi. not undertake any other employment and commitment including private tuitions and coaching classes.
- xii. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- xiii. meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



## **The code of conduct for non-teaching staff**

This code of conduct for non-teaching staff is based on UGC's Mulya Pravah Guidelines:

Administrative/ Support staff would

- i. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- ii. encourage other staff to maximise their efficiency.
- iii. create conditions that inspire teamwork.
- iv. act timely to readdress the genuine grievances.
- v. maintain the confidentiality of the records and other sensitive matters.
- vi. co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- vii. care for the institute's property.
- viii. facilitating congenial environment.
- ix. refrain from any form of discrimination.
- x. not accept bribes or indulge in any corrupt practices.
- xi. make every effort to complete the assigned work in a time-bound manner.