

ESTD: 1964

Phone: 2669 0221

# Prabhu Jagatbandhu College

JHOREHAT, P.O.: ANDUL-MOURI, HOWRAH-711302  
BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR  
(NAAC ACCREDITED)

Website: [pic.ac.in](http://pic.ac.in)

Ref No. PJC/...../20.....

Date .....


## Committee to monitor adherence to the Code of Conduct

### Internal Complaints Committee (ICC)

Members:

Dr. Subrata Kumar Ray (Principal) [Ex-officio Chairman]

1. Dr. Manojit Ghosh
2. Prof. Saumitra Chakraborty
3. Dr. Prasanta Sinha
4. Dr. Sutapa Ray
5. Dr. Dolon Champa Saha
6. Dr. Hira Chatterjee
7. Dr. Kakoli Banerjee
8. Dr. Sipra Roy
9. Prof. Aparna Datta (Convener)
10. Prof. Sharmistha Mukherjee
11. Smt. Sangita Sinha
12. Smt. Reshmi Mukherjee
13. Smt. Rahima Khatun ( Secretary, Nari -O-Sishu Kalyan Kendra)
14. Smt. Suparna Chakraborty (Protection Officer)
15. Sri Sanatan Mondal (Advocate )

  
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## Code of conduct for student

Students are advised to follow the following code of conduct

1. Punctuality is to be strictly maintained by students in attending the class and other official activities of the college. There are many cells and clubs where the students are to be involved in various ways.
2. Obstruction to any student to his/ her free movement in the college campus for attending the classes, library, laboratory, office, etc. is strictly prohibited.
3. Self respect and dignity of each and every student particularly the girl student is to be maintained in true spirit and culture.
4. The concept of secularism and fraternity among the students as defined in the Constitution of India must be maintained.
5. Ragging in any form inside the college campus is strictly prohibited and punishable as per the rules and laws of the Government.
6. Sexual harassment, gender discrimination in any form is strictly prohibited in the college campus.
7. Consumption of intoxicating materials and smoking in the college campus is strictly prohibited.
8. Misuse of internet facility and any harmful and unwanted posting in the social media is strictly prohibited.

  
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## Code of Conduct for Teachers

The following Code of Conduct is mandatory for all faculty members:

The faculty members are requested to maintain high standards of professional ethics and conduct, and act with integrity, and in a manner that will contribute in creating a positive academic environment of the college. It is expected from respected faculty members that they will uphold the ideals and preachings of Prabhu Jagatbandhu Sundar, and they will serve for the development and realization of the vision and mission of the college. The faculty members should abide by the rules and regulations of the college, and the Calcutta University Statute. The faculty members undertake all duties assigned by the college authority, the Calcutta University, Department of Higher Education, and UGC.

It is expected from the faculty members that they will look after the students in all round ways and be polite, honest and candid in their interaction with other faculty members and respectful members of other institutions. Ethical behaviour should be accompanied by respect and courtesy to others in the profession.

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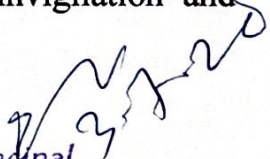
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## **AS PER CALCUTTA UNIVERSITY STATUTE THE FOLLOWING ARE THE DUTIES OF A TEACHER**

- 1) There will be 36 weeks of direct teaching for a college which has to maintain a 6-day week so that there are at least 180 days of direct teaching for each teacher in each academic year. However, a college remaining open for all the 6 days in a week, an individual teacher can stay away from the college for one day for doing academic work like preparing lessons, doing library work or research work or evaluating answer scripts. But every teacher shall ensure that he has at least 180 days of direct teaching per academic year. Direct teaching hours shall be for a minimum of 16 hours per week for all teachers. Two hours of relaxation can be given for those who are actively engaged in research and/or administrative work.
- 2) A teacher must be available in the college for at least 5 hours on each working day. The administration will make an effective programming of the time of a teacher by taking among others, steps like increasing the number of teaching hours, introducing tutorials, arranging counselling programmers and group discussion with students, holding Departmental meeting etc. Such programming will be essential particularly during the slack session of the college;. It will be obligatory for a teacher 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 of counselling the student and assisting in University and college examinations including invigilation and supervision there of as and when Required by the Principal.

  
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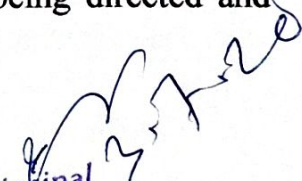
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- 3) (a) Every teacher, including the Principal of a college, shall daily sign attendance register maintained for the purpose, recording the time of arrival and departure, the number of classes allotted and the number of classes taken as well as other duties performed.
- (b ) Every teacher has to fill up an annual self-appraisal report mentioning the number of classes allotted and classes taken throughout the year and other details as prescribed in the approved proforma of such report. These reports shall be part of the Service Book of the teacher. The self-appraisal report and the Service Book shall be kept in the custody of the Principal of the college.
- 4) In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties:-
- to perform invigilation work in any examination for any course of study taught in the college;
  - to draw routines ;
  - to carry out assignment for such field work as may necessary for the courses taught in the college;
  - to assist the Principal with regard to admission of students;
  - to participate in N.C.C , N.S.S and Sports and Games for the well-being of the students.
  - to assist the Principal in the management of hostels and messes attached to the college or administered by the college,
  - to make the internal assessment of students and;
  - to evaluate answer scripts of students and undertake any other duty, related any examination conducted by the college and University, on being directed and appointed to do so.

  
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## Code of Conduct for Non-Teaching Staff

### As Per Calcutta University Statute The Following Are The Duties Of A Non-Teaching Staff

#### Working Hours and Attendance:

- a. The normal working period will be of 7 hours' duration 'with a recess of half-an-hour on week days and on Saturdays it will be of 3.5 hours' duration without recess. The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises.
- b. Each employee, while reporting for duty, shall sign the attendance register.
- c. Late attendance beyond 15 minutes, without previous permission, for five days within one month shall entail for feature of one day's leave. No one will be allowed to attend office if he is late by 1.5 hours or more in a day, except without prior permission of the Principal or the Superior officer concerned.
- d. No employee shall leave the place of during working hours without permission from the person in charge of the office or department concerned except on official business.
- e. In special cases clauses (c) and (d) above may be relaxed by the appropriate authority.
- f. All absence from duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances, application for condonation of absence should be submitted as early as possible.
- g. If an employee being present at the place of his duty, abstains from work without permission or refuses to work at any time during the prescribed hours of work on any day, he shall, in addition to being liable to such disciplinary action as may be taken against him for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowance for such day.

  
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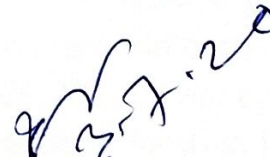
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## DISCIPLINE AND CONDUCT:

- A) The following penalties may, for reason of;
- neglect of duty
  - want of due diligence in the performance of duties,
  - violation of orders regarding attendance and office discipline,
  - misappropriation and defalcation,
  - insubordination or disregard or violation of the orders of the superior authority,
  - Commission of any offence involving moral turpitude.
  - conviction by a criminal court for an offence involving moral turpitude.
  - taking of illegal gratification,
  - tampering with official records,

  
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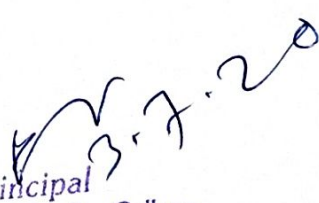
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- j. any other misconduct unbecoming of an employee of the college and for other good and sufficient reason be imposed upon the employee by the appointing authority or by any authority to which the appointing authority is subordinate namely: i) Censure; ii) Withholding of increments or promotion iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee. iv) Reduction to lower stage in the time scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay during the period of such reduction; v) Reduction to lower time scale of pay, grade post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay grade, post of service from which he was reduced,

with or without further directions regarding conditions of restoration to the grade, post or service from which the employee was reduced and his seniority and pay in such restoration to that grade, post or service. The College abides by all rules and regulations as per Calcutta University First Statute and also adheres to every amendments and additional regulations as issued by the University from time to time. The college also complies with diligence every order issued by the Higher Education Department, Government of West Bengal.

  
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