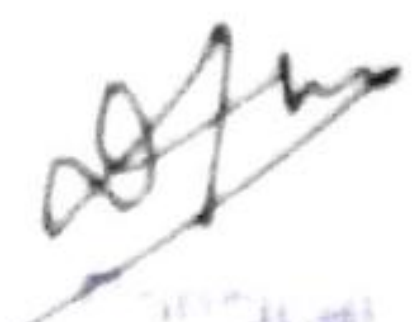


# **Asutosh College**

## **Code of Conduct for Students within the College Premises**

**(Adopted in 2016)**

  
ASUTOSH COLLEGE  
KOLKATA





All students are expected to observe rules and regulations to enable the smooth working of the college and keep harmony, Silence and Educational Atmosphere in the College premises.

- i. Every student of the college must always carry the valid Identity Card issued by the college.
- ii. Use of mobile phones in the classroom and library is restricted. However, they may be used in blended mode of education system.
- iii. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. If any student/students is/are affected by the ragging in the college premises or outside of the college, he/she/they must inform the Anti Ragging committee immediately.
- iv. Sexual harassment is a serious offence and any act or conduct that makes the college environment hostile on the ground of the person's sex, would amount to sexual harassment. In such cases, it should immediately be reported to Internal complaint committee.
- v. No student shall cause damage of any kind whatsoever to college property.
- vi. Consumption of Alcohol and Smoking is strictly prohibited inside the college premises.
- vii. Every student must help to keep the college premises/campus/class-room and desk-chairs clean and neat.
- viii. College premises are under CCTV surveillance. Students must follow the norms and disciplinary manners inside the college premises.
- ix. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library and the computer lab.
- x. No function or programme will be conducted in the class rooms or college premises without prior permission of the college authority.
- xi. In case of any kind of problem or need of medical emergency in the college, student should report to the HOD/concerning teacher. A dedicated medical unit in the college campus will take care of the situation with immediate effect.

  
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- xii. A student may not knowingly provide false information or make misrepresentation to any College office. Strict actions will be taken in case of forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).
- xiii. Students are required to check the Notice Board and also college website for important announcements.
- xiv. Students should exercise proper etiquette, manners and mutual respect towards the teaching and non-teaching faculties and their fellow peers in college premises.
- xv. In view of COVID Pandemic situation, students are advised to-
- Always wear mask in the college premises.
  - Wash their hands frequently and well with soap and water.
  - Use alcohol-based hand sanitizer.
  - Avoid touching eyes, nose or mouth.
  - Cough or sneeze into their elbow, or cover their cough or sneeze.
  - Avoid gathering as much as practicable.
  - Avoid close contact with anyone showing symptoms of respiratory illness.
  - Stay home if sick and avoid contact with others.

**Code of Conduct for Employees (Principal, Teaching and Non-teaching Staff):**

- i. All employees of the Institution shall be subject to the General Disciplinary Code and Code of Conduct ascertained by the statutes of University of Calcutta and the Higher Education Department, Government of West Bengal.
- ii. All the employees of the institution are required to be present on time, on all working days.
- iii. Every employee shall, at all times, be devoted to his/ her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline.
- iv. All teaching employees shall complete the syllabus and all the academic activities assigned.

  
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- v. All employees shall carry out the legitimate academic and administrative duties as per the guidelines of the authorities of the college pertaining to his/her sphere of responsibility/duties.
- vi. Employees shall attend all common meetings/ committee meetings, as and when decided by the College authority.
- vii. Employees shall not discriminate against any student on grounds of race, religion, caste, language or sex or for any other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.
- viii. All employees shall have freedom of thought and expressions but he/she shall not misuse the facilities or forum of the college.
- ix. Teaching and non-teaching members of the college should exercise proper etiquette, manners and mutual respect towards the students and their fellow peers in college premises.
- x. Guardians of the students should be treated with respect by all manners.
- xi. Employees shall not be partial in assessment of a student or victimize a student on any grounds.

  
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