

ASUTOSH COLLEGE
(Estd. 1916)
92, S.P. Mukherjee Road
Kolkata – 700026



Phone: 2455-4504/ 2486-3912
Fax : (033) 2486-3006
Mail : mail@asutoshcollege.in
Web : www.asutoshcollege.in

7.1.10. The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of Conduct for Students:

All students are expected to abide by the Code of Conduct to enable smooth functioning of the college and maintain harmony, peace and optimum academic environment within the campus.

Academic Integrity

- i. Every student of the college shall always carry valid Identity Card issued by the college authority.
- ii. Regular and punctual attendance in class is mandatory. In case of Science students, attendance is compulsory in both theory and practical classes. In case of absence for than 3 days, the concerned authority must be duly informed in writing.
- iii. Regular signature in laboratory files by concerned faculty members is obligatory, in case of lab-based subjects which is to be ensured by concerned students.
- iv. Assignments, projects, files and all other pre-requisites for examinations must be submitted within the due date and time.
- v. Laboratories (for lab-based subjects) and library (departmental and central) are of utmost importance. Students shall handle with care and caution every book/teaching-learning material/commodity/equipment/chemical without damage or waste. Any damage due to carelessness of the student may involve payment of fine.
- vi. Students shall carry their library cards for book issuance. All books borrowed from the library must be returned in proper condition within due date.
- vii. Use of mobile phones in the classroom and library is completely restricted. However, they may be used in blended mode of teaching-learning.

- viii. Cheating/copying during examination, plagiarism, submission of false/misleading information, stealing, forging all amount to dishonesty and will accordingly be strictly dealt with.
- ix. Strict action will be taken in case of accessing computerized college records or systems without proper authorization or use of confidential college documents/records (hard/soft copy).
- x. No meeting, programme or activity may be organized by students without prior consent/permission of the Principal or concerned authority.
- xi. Students are advised to check the Notice Board and College website regularly for important announcements.
- xii. The institution being a legendary centre of learning, students shall conduct themselves accordingly to maintain its legacy and sanctity.

General Conduct

- i. The college is under CCTV surveillance. Students shall be polite and courteous in their behaviour and must never exhibit disruptive or hostile behaviour towards any staff or peer member.
- ii. Ragging/bullying is serious offence. Ragging is strictly prohibited in the college campus/premises. If any student is affected by ragging/bullying, he/she must inform the Anti Ragging committee immediately.
- iii. Sexual harassment and/or any act or conduct that makes the college environment hostile on the pretext of gender discrimination, would amount to harassment. In such cases, the Internal Complaint Committee must be informed immediately.
- iv. Illegal or unauthorized possession/consumption of drugs, narcotics, alcohol and smoking is strictly prohibited within the college premises.
- v. Students shall keep the college premises clean, hygienic and green. No resource must be wasted or misused.

Code of Conduct for Employees

- 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 at the scheduled time, for the scheduled duration, 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 sense of discipline.
- iv. All teaching employees shall complete the syllabus and all academic activities/assignments/evaluation assigned within the stipulated time.
- v. Employees shall attend all academic/administrative meetings as and when fixed by the College authority.
- vi. Employees shall not discriminate between students on grounds of race, religion, caste, language, gender, socio-economic background or 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.
- vii. All guardians of students shall be addressed with due respect by all employees.
- viii. Employees shall be completely unbiased and impartial while interacting with students in all spheres.
- ix. Persons with disabilities, the senior and elderly shall be treated with due care and respect by all members, so that the true spirit of Inclusion is sustained.
- x. A congenial learning environment shall be ensured by every member so that all stakeholders ultimately benefit and thrive sustainably to meet the academic challenges of the times.

Manas Kabi

Dr. Manas Kabi
Principal
Asutosh College

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KOLKATA-700 026

