



# DUMKAL COLLEGE

P.O- Basantapur, P.S- Dumkal, Dist.- Murshidabad, West Bengal, Pin- 742406  
(Govt. Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

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## Code of conduct for Students

- Identity Card: After admission a student is required to get an identity card signed by the Officer-in-Charge of the college, containing information about the student concerned. The identity card is a proof of his/her status as a student of Dumkal College, Murshidabad. The possession of this card entitles him/her to the rightful privilege as a student of this college. Students must carry the identity card provided by the college during college hours. A student should produce the identity card on prosecution at any time for any reason. The loss of college identity card should be reported to the college authority.
- Serious notice is taken of unwarranted absence from classes and college examinations. The College Authority reserves the right to strike off the name of the student if he / she is found to be continuously absent without intimation for 21 days after the commencement of classes.
- A student absent from college for three continuous months without notice will be struck off from the college roll.
- Students of this college will abide by the rules of the college and must maintain the decorum. Polite and respectful behaviour towards the teachers and nonteaching staff of the College and their fellow students is expected from a student of this College.
- Students must not indulge in ragging in any form. The College maintains a zero-tolerance policy towards ragging.
- Admission to the college binds a student to follow college rules and directions that may be issued from time to time by the college authority.
- Attendance: Students are required to attend the lectures regularly and punctually. At least 75% attendance is required to appear in final examination. The College strictly abides by the attendance norms of the University of Kalyani for affiliated colleges.



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- Loitering in the corridor/campus without any valid reason and attending to cell-phone calls inside the classroom are strictly prohibited. Use of cell phones is strictly prohibited in the examination hall.
- Students are required to follow the notice board regularly for relevant information.
- Smoking, spitting and Consumption of Drugs, in the college premises are strictly forbidden. It is the responsibility of the students to keep the campus clean.
- Till the notification of the result of the final examination the students are considered to be the bonafide present students of the college.
- All the rules and regulations of the college declared at different times of an academic session should be followed and obeyed by the students.
- All the students of the College are expected to participate in college activities like sports and cultural programmes.
- Absence of a student from any examination in the college shall be treated as an act of misconduct and breaking the discipline of the college. If a student is unable to appear in one or more examination, he/ she should submit relevant evidence of his /her absence to the principal, countersigned by the guardian.
- Students must inform their guardians regarding Parent-Teacher Meetings when notified by the College.
- There is a Grievance Redressal Cell where students and their guardians may lodge complaints if and when required.
- Students should take care of their personal belongings. Authority is not responsible for any loss of personal property.
- Students must take note that the college campus is under CCTV surveillance



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## **Code of conduct for Teachers, official & support staff**

- Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
- Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, a teacher should inform the principal in writing, through the concerned Head of the Department, or the principal, if the teacher happens to be Head of the Department, giving the contact details at which, he / she will be available during the period of his / her absence from the station.
- No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
- No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
- No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.



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- A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
  - A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
  - No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
  - Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
  - Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
  - A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
  - No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
  - All the teachers shall handover their original certificates like SSC, Intermediate, M. Sc, PhD etc. to the principal at the time of joining duty.
  - The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.



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- Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
- The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
- Be on time for your lectures and practical. Be punctual.
- Respect the organization goals and help to achieve them.
- Staff members shall follow the directions and instructions properly given by Principal and HODs.
- Establish a politeness policy for basic manners.
- Teach students the importance of thinking of others; write thank-you notes.
- Respect your fellow workers.
- Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
- Learn to own your mistakes
- Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
- Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.