

Durgapur Women's College
Durgapur-713209, West Bengal

Code of Conduct for Students, Teachers, and Non-Teaching Staff of the college

12 AUG 2022

Preamble

Durgapur Women's College is the only girls' college in the City of Durgapur established in 1980 solely to empower women through education. All stakeholders of the College are expected to uphold and respect the Mission and Vision Statement of the College. The following set of Rules and Regulations pertains to *all* Students, Teachers, and Non-Teaching Staff of Durgapur Women's College, and they are to abide by the same. Any violation by any parties mentioned might lead to administrative and punitive actions being taken by the College authority. Durgapur Women's College reserves the right to take action in case any violation is noticed/reported by any stakeholder and proven to be true. This Code of Conduct is divided into three sections, viz-

- A. Code of Conduct for Students
- B. Code of Conduct for Teachers
- C. Code of Conduct for Non-Teaching Staff

A. Code of Conduct for Students

- i. All *bonafide* students of Durgapur Women's College (here in after referred to as the College or DWC) will have to attend at least 75% of theoretical as well as practical classes to be deemed eligible to appear for their examinations. For students, their attendance may be taken into account for weightage in the Continuous Evaluation. The College reserves the right to bar any student from appearing in their Continuous Evaluation or End Semester Examination in case the above criteria are not fulfilled.
- ii. All students are required to uphold the dignity, respectability, and goodwill of the College in their actions and words both in-and outside the College premises.



Hemanta
Teacher-in-Charge
Durgapur Women's College

- iii. Ragging and bullying of students within the College Campus and outside is *strictly prohibited*. Any occurrence of this kind must immediately be brought to the notice of the statutory Anti- Ragging Committee of the College. If the allegations are proven, the College will take action as per the Regulations of the University Grants Commission's norms.
- iv. Any form of sexual harassment faced by any students by any stakeholder of the College, must be brought to the attention of the statutory Internal Complaints Committee/ Anti-Sexual Harassment Committee of the College. An enquiry will be instituted for the same, and if found guilty, immediate action will be taken against the perpetrator(s).
- v. Any kind of violence or forceful barring of the movements of teachers and the Non-teaching staff ('gherao') of the College is strictly prohibited.
- vi. Students are required to participate in/ be present during extra-and co-curricular activities being held in the College.
- vii. Students are required to pay their semester fees in time for the smooth functioning of the College. For Scholarship/Stipend-related matters, the College Office may be approached for assistance.
- viii. Students are required to wear their College identity cards and have the same on them always for the purpose of identifying unauthorized persons attempting to enter the College premises.
- ix. Students are required to dress decently while coming to College.
- x. No unauthorized person(s) should be brought within the College premises by any student under any circumstances without the permission of the college authority.
- xi. Students are strongly advised to regularly check the websites of Kazi Nazrul University and that of the College so that they do not miss important communications, especially regarding registration, examination enrolment, etc.
- xii. Students are to restrict the use of mobile phones in the College corridors and Classrooms during college hours.



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- xiii. To optimize the use of electricity, water, and other valuable natural resources, and reduce the collective carbon footprint of the Institution, students are to switch off the lights and fans after every class and take care to not waste water by letting the taps run unnecessarily.
- xiv. Since the College campus is a plastic-free zone, students are strictly prohibited from littering the same. Any waste material to be disposed of should be thrown into the trash cans installed in the campus for this purpose.
- xv. Any student caught using unfair means during any kind of examination will forfeit the right to continue the examination, and punitive measures will be taken by the College administration regarding any malpractice of this kind.

B. Code of Conduct for Teachers

- i. All teachers of the College are required to uphold the dignity, respectability, and goodwill of the College in their actions and words both in-and outside the College premises.
- ii. All teachers are to abide by the Rules and Regulations stipulated by the University Grants Commission (UGC) , the Department of Higher Education, Government of West Bengal, and the Statutes of Kazi Nazrul University in every respect.
- iii. Apart from the stipulated minimum number of hours that a teacher is needed to be present in the College, and the assignments related to teaching-learning and evaluation that they are bound to undertake by their service conditions, the College administration might ask the teachers to assist the authority in administrative work to ensure the smooth functioning of the College. They are required to cooperate with the Internal Quality Assurance Cell of the College, take upon themselves and discharge their duties in various committees of the Teachers' Council, and cooperate in general with the College administration.
- iv. Teachers are requested to actively monitor that no incident of bullying, ragging, or sexual harassment of the students or any other stakeholders is taking place in the College. If any such incident is noticed, they are required to



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- encourage the victim to lodge a written complaint with the concerned committee for speedy redressal of the issue.
- v. Teachers are required to maintain a cordial and mentoring attitude towards the students, and help them in choosing the right career options in case they seek such help.
 - vi. Any kind of written allegation made by any student against a teacher/ a group of teachers will be looked into by the concerned committee and the decision of the committee will be placed to the appropriate authority for further action.
 - vii. Teachers are required to wear formal dress while coming to the College and discharging their duties.
 - viii. Teachers are required to be present during the extra- and co-curricular activities undertaken in the College and actively help the committee members who are organizing such activities.

C. Code of Conduct for Non-teaching Staff

- i. All Non-teaching staff of the College are required to uphold the dignity, respectability, and goodwill of the College in their actions and words both in- and outside the College premises.
- ii. All Non-teaching staff of the College are required to assist the students and other stakeholders of the College in their administration and academic-related queries politely and courteously.
- iii. All Non-teaching staff of the College are required to assist the College administration and the teachers in discharging their administration-related duties and responsibilities in a timely manner.
- iv. All Non-teaching staff of the College also come under the purview of the grievance redressal committee (s), hence any written allegation of misconduct by any staff member will be enquired into by the relevant committees and the decision of the committee will be placed to the appropriate authority for further action.
- ix. All Non-teaching staff of the College are required to wear formal dress while coming to the College and discharging their duties.



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