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# **HAND BOOK OF CODE OF CONDUCT**

(Code of Conduct, Professional Ethics for the Students)

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BARASAT COLLEGE**

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## **College at a glance**

BARASAT COLLEGE, Barasat, North 24-Parganas started its journey in a humble way in the year 1972 with the sole motto of socio-cultural and educational upliftment of the adjoining urban and rural areas of Barasat. Barasat College, a co-educational college, was initially affiliated by the University of Calcutta under the name 'Barasat Evening College' on 21st Nov 1972. Honours Course in Accounting and Finance was introduced in the session 1978-79 and honours in Marketing Course started in 2002-03. With the passage of time the need was felt to introduce Humanities stream and it was introduced in the day section in the session 1988-89 with B.A pass course - subjects offered were Bengali, English, Political Science, Philosophy, Education and History. Gradually Honours courses in Humanities were introduced. The Science stream with honours course in Geography and pass courses in Pure Science, Bio- Science and Computer Science have been introduced in 2003-04 and 2004-05 respectively. In the past our college was affiliated to Calcutta University. After the formation of West Bengal State University for the district of North 24-Parganas in 2008 our college has come under the affiliation of this new University. In the Session 2012-13 Honours in Physics, Chemistry, Mathematics, Zoology, Botany and Computer Science were added to our journey of education. From infinite number of Teaching & Non- Teaching Staff, Students, Local Administrators and Stakeholders, it has reached its present colossal status. It has outshined many academic institutions in spite of its humble infrastructure and goes on collecting accolades as usual, as days go by.

Dr. Partha Pratim Dasgupta  
Principal

## **Mission & Vision**

### **Our Mission**

The Barasat College shares the wisdom of the traditional Indian vision of education, that aims at comprehensive development of the potential of the human resource of the society. The emblem of the Barasat College embodies the two keystones of the vision of this educational institution.

Sangachhadhwang sangbadadham..... Let us move ahead in unison, march forward in harmony, think together and raise our voice in chorus to lead us to the ultimate freedom, that can only be imparted by knowledge..... sa vidya bimuktaye. Barasat College carries the torch of education to spread the light of knowledge and illuminate even the farthest corners of the society. The vision of the institution is to provide maximum educational facilities to the learners belonging to the weaker and underprivileged section of the society, coming from rural and semi-urban area and to enrich them in their academic field as well as carrier-oriented field.

### **Our Vision**

With the mission of spreading education among the poor and struggling sector of the society, Barasat College started its journey in the year of 1972. The mission of the institution is to provide “Life Centric and job oriented” quality higher education through a modern multi-faculty college wherein the students can be well taught and trained to build social awareness and responsibilities towards the society and to become partners in the socio-economic development of the country. The demographic pattern of the backward district North 24 Parganas was also given due weightage at the time of establishment of the college. The college has overcome a large part of its basic infrastructural problems by recruiting new full time teachers and the expansion of the building in recent years.

# CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

## Introduction:-

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “*Self Discipline Is the Best Discipline*” The purpose of this code of conduct is to make the Students familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

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. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 10:00 a.m. and may continue up to 8:00 p.m. on all the six days of a week divided into two shifts. Day shift for Arts and Science schedules from 10am to 5.00pm, and evening shift schedules for commerce from 1pm to 8 pm.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per West Bengal State University, Barasat rules 60% attendance is mandatory to appear in semester end examination.
4. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
5. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
6. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
7. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
8. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee.
9. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited In the Premises.
10. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.

11. No student spite in college premises/campus or in class room.
12. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
13. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
14. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
15. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
16. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
17. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
18. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
19. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
20. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
21. Each student should park his/her vehicle at the parking of the college.
22. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

## **Code of Conduct of College Library for The students of the College.**

1. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
2. Every student of the college is eligible for membership of the Library
3. Silence must be observed in the Library.
4. Personal belongings are not allowed inside the Library.
5. The Library can be utilized by the students and staff from 12 A.M. to 5.P.M. on working days.
6. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
7. All students should sign the entry register of the Library, before entering.
8. Students must handle the book/s very carefully.
9. All students should note that, Library Cards are not transferable.
10. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
11. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued him/her.
12. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
13. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
14. If the due date falls on holidays, return can be done on the following working day without fine.
15. A student who has lost Library Cards shall make a written report to the librarian with a copy of General Diary in local Police station, then original or duplicate Library Cards will be issued.
16. All final year students should return their library token and library book based on library circular and obtain "Library Clearance" from the library for getting admit card of University Examination.