

Policy Document on Code of Ethics and Conduct

[For Umeschandra College's various stakeholders]

The Policy of the College on the Conduct of Students

A. General Conduct of the Students

Umeschandra College believes in promoting a safe and efficient climate of education by enforcing a set of behavioural standards. All students must uphold academic integrity, be respectful of all people and their rights, college property, and the safety of others.

At the time of admission, each student has to agree to abide by the framed codes of conduct and has to give undertakings that

1. The student must attend classes on a regular basis and complete his or her studies at the college.
2. In the event that the student is forced to discontinue studies at this college for any legitimate reason, he/she may be provided a Transfer Certificate by the College on his/her due application.
3. In the event of relieving the student, he/she shall have to clear all pending dues to the college.

All students must refrain from indulging in any and all forms of misconduct, including engaging in any activity off-campus that may affect the interests and reputation of the college substantially.

Any student is advised to adhere to the code of conduct and discharge his/her responsibilities as a student. If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed which will inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give the student an opportunity for a hearing to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of the misconduct.

B. Academic Integrity Policy


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Students must adhere to the Policy on Academic Integrity, which forms an integral part of the Code of Conduct that applies to all students at the College. Every student at the college should feel responsible for ensuring the highest standards of academic integrity.

Every student has the right to pursue his or her educational goals without interference. At the same time, every student has the obligation to follow the principles of academic integrity.

C. Anti-Ragging Policy

The College has a coherent and effective anti-ragging policy in place which is based on the "UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (hereinafter referred to as the "UGC Regulations"). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian educational institutions and colleges. The UGC Regulations will apply to Umeschandra College in their entirety.

The Anti-Ragging Committee of the College shall examine all complaints of ragging and come up with a recommendation based on the nature of the incident.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

1. Suspension from attending classes.
2. Withdrawal of scholarship and free studentship, if any
3. Excluded from taking tests and examinations
4. Withholding results
5. Cancellation of admission
6. Expulsion from college and prohibition from admission to any other college for a specified period of time.
7. Filing a FIR with the local police administration in view of the intensity of the act of ragging committed



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D. Gender Discrimination and Related Harassment Policy

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching, or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

The College will apply the stand on prevention and prohibition of sexual harassment at the workplace, mutatis mutandis, to the students of the college, which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Policy on Ethics and Conduct for the Teachers of Umeschandra College

Being the cadres of the West Bengal Education Service, the teachers of this college should follow the code of conduct laid down in the West Bengal Government Service Rules (<https://wbxpress.com/west-bengal-service-rules>).

But they are also subject to the guidelines provided by UGC for college teachers. As per UGC guidelines, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity, and respect, embodying those aspects relevant to the teacher, who is entrusted with social responsibility. All the faculty members are expected to display good conduct so that the students consider their teachers as their role models.

Policy on Ethics and Conduct for the Principal of Umeschandra College



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As the academic head of the institution, the Principal should ensure the existence of an academic environment within the college and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should make her best efforts to bring in adequate infrastructural and financial support for the college. The Principal should encourage the faculty members of the institution to take up research projects, publish research papers, arrange for regular seminars, and participate in conferences, symposiums, workshops, and seminars.

The Policy Document on Ethics and Conduct of the Governing Body of Umeschandra College

The Governing Body of the college is responsible for ensuring the effective management of the institution and planning its future development.

1. The Governing Body should act to approve the institution's mission and strategic vision, as well as its long-term academic plans, and ensure that they meet the interests of stakeholders such as students, local communities, government, and others representing public interests.
2. The Governing Body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
3. The Governing Body has to ensure compliance with the statutes, ordinances, and provisions regulating the college, including regulations by UGC, Calcutta University, and the State Government of West Bengal.
4. The Governing Body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. The Governing Body should actively monitor that the College implements the requirements of the Government of West Bengal and the Government of India, for reservations of seats for admission of students and employment of staff and provide required support to minority the groups.
6. The general principle of transparency of the Governing Body applies that students and staff of the institution should have appropriate access to information about the proceedings of



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the Governing Body All sorts of agendas of meetings, draft minutes (if cleared by the Chairman) and the signed minutes of Governing Body meetings together with the papers considered at the meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.



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