



# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : hmmcw35@gmail.com / WEBSITE : www.hmmcollege.ac.in

Ref.No.....

Date: 02.07.2020



Date. 02/7/2020

## Code of Conduct

### Hiralal Mazumdar Memorial College for Women Dakshineswar, Kolkata - 700035

All teachers of the college including the Principal shall be subject to provision of West Bengal teachers (Security of Service) Act 1975.

Accordingly he /she shall have to abide by the following rules:-

#### Reasons for disciplinary measures:

- Any neglect of duty regarding teaching and other assignment in case of teachers and any performance expected out of a non-teaching staff mentioned in Service Act / Rule.
- Dereliction of duty connected with work related to internal or University Examinations. Declining assignment related to invigilation/paper setting/script evaluation of University Examination without any sound reason.
- Engaging in unauthorized work like brisk business of commodities and items within the campus.
- Any violation of order, regarding attendance, performance and discipline.
- Teaching and Non-Teaching Staff should sign the attendance at the beginning of his / her arrival in the college.
- Teaching and Non-Teaching staff should sign the attendance latest by 12:00 noon. Relaxation in this regard is subject to the approval of the principal.
- Non-teaching staff should sign the attendance latest by 10:45 AM. Relaxation in this regard is under the discretion of the principal.
- No Teaching or non-teaching staff shall abstain themselves from duty without prior intimation to the Principal or the in-charge in case Principal is absent. However emergence of sudden issue on a working day may be intimated to the competent authority in the first hour of the day preferably by 10:00 A.M.
- **Dignity of Attendance Register must be maintained strictly. Putting exact arrival time just after entering into the college and departure time just before leaving the college in the respective attendance register as per the clock of the college is mandatory for all staff of the college; violation of which will be treated as a serious offence.**
- Misappropriation of the college fund; or using same for any other purpose without intimation to the authority are to be treated as serious offence.
- Failure to adhere to published rules and regulations.
- Unauthorized / unverified comment in the public domain (World Wide Web, electronic or print media) that causes disrepute or inappropriate representation about college is strictly prohibited.
- Unauthorized gossips targeting any staff is strictly prohibited.
- If found tempering officials records the accused may be penalised.



# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : hmmcw35@gmail.com / WEBSITE : www.hmmcollege.ac.in



Ref.No.....

Date. 02/7/2020

- If found damaging property of the college deliberately or unmindfully, the accused may have to face strict disciplinary action against him / her.
- If found damaging college library books, the accused may have to face strict disciplinary action against him / her.
- Being in the college premise in intoxicated state or in use of illegal drugs, the accused may have to face strict disciplinary action against him / her.
- Engaging in sexual harassment of colleagues and students, the accused may have to face strict disciplinary action against him / her.
- Both Teaching Staff and Non-Teaching Staff are directed to follow the norms set by ICC.

## Measures:

- Show Cause to the accused staff may be issued.
- Censure to be recorded in his / her service book for future reference
- Suspension after report send to Higher Education Department.
- Withholding of increments.
- In case of intentional damage caused to library books or laboratory equipment, same will have to be replaced.

Any one of the above or more or all may be applicable against infringement of the rules, mentioned above.

In addition to the above rules the authority can add / modify any rule or code of conduct according to the situation.

*(Handwritten Signature)*  
02/7/2020

Principal

Hiralal Mazumdar Memorial College  
For Women  
Dakshineswar, Kolkata-700 035



# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com) / WEBSITE : [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in)

Ref.No.....



Date.....

Date: 01 - 11 - 2021

## Code of conduct 2020-21

### Code of conduct for Principal

1. The Principal will remain fair in her disciplinary action for all the teaching and non-teaching staff and students.
2. The Principal will encourage all staff and students to reach their maximum potential. She should protect the collective interests of different sections of the institution so that each and all can perform freely and keep their highest for the institution building.
3. The Principal should maintain and promote academic activities in the college in all possible avenues and she must encourage exploration of new avenues for further academic pursuit.
4. If there is any complain coming to the Grievance Cell or ICC then, the Principal should always take immediate and appropriate steps in consultation with the committees
5. The Principal must encourage for the practice of extracurricular activities among the students and even among teaching and non-teaching staff.

### Code of conduct for teaching staff

1. Teachers should sign the attendance register and mark biometric attendance while reporting for or departure from the duty.
2. Teachers must report in time to duty as per the working hour prescribed and should be available in campus unless and otherwise, they are assigned duties elsewhere. No substantive teacher will be allowed to enter the college after 12 noon. Others must not enter after 1 pm.
3. In normal situation the prior intimation to the Principal is required in advance while availing any leave (at least 7 days but it will be one month for those leaves which need GB approval).
4. The teacher should refrain from taking unnecessary leave for a long period which may hamper the smooth functioning of his/her department.
5. The teacher must keep in view while taking leave so that he/she can finish the syllabus assigned for him/her.

Phone No: (033) 2544-4520 / 2564-5148 / 2544-2632

2544-0932 (N.S.O.U.) Fax : 033-2544-4520

# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com) / WEBSITE : [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in)



Ref.No.....

Date..01-11-2021

6. No teachers shall leave the station without permission of the Principal.
7. Leave cannot be demanded as a matter of right; it is granted subject to administrative convenience.
8. Everyone must report his/her resuming duty through official e-mail of Principal after availing leave beyond two days.
9. The teachers must take their classes punctually and send reports to the Principal regularly.
10. Teachers are expected to take tutorial and mentoring class beyond class hours for helping the slow learners as well as the advanced learners.
11. They must keep all documental records of the programs, activities, and meeting in well and systematic manner.
12. Teachers must read the grievance of students at the department level and counsel them need fully.
13. The teachers should be impartial to deal with the students irrespective of their caste, creed, colour, religion, physical features or socio-economic status.
14. A substantive teacher must be available in the college for at least five hours in each working day as per the UGC rule and rule of the West Bengal government for substantive teachers. SACTs shall devote minimum 15 hours in college.
15. Direct teaching hours shall be for a minimum of 16 hours; Two hours of relaxation can be given for those who are actively engaged in research projects from recognised bodies, or engaged in administrative or extension activities of the college. Direct teaching includes delivering lectures, holding tutorial classes, conducting practical classes and field work according to the syllabus, holding class tests, assignments, seminar presentation etc. or class-room activities directly related with academic uplift of students.
16. All full time and permanent teachers are required to remain present in the college for at least 5 days, other than exception. College remains open for six days in a week. A teacher will be eligible to engage beyond the college premises for one day in academic work (preparing lessons, doing library or research work, evaluating internal answer scripts etc.). It is considered as working day for him/her.
17. A teacher must cooperate and assist for carrying out function relating to the educational responsibilities of the college such as assisting the Principal in processing the application for admission, advising and counselling the students and assisting in university and college examination including invigilation and supervision thereof as and when required by the Principal.



# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE

E-MAIL : [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com) / WEBSITE : [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in)



Ref.No.....

Date 01-11-2021

18. Expenses incurred towards travel and communication for the officially allotted administrative works of the teachers will have to be borne out of the college funds as per rates admissible to the college.
19. No departmental meeting should be held at the cost of class hour. The college authority expects all staff members to work as a team in institution building and in upgrading the institution into one of the excellences in higher learning.
20. Besides the workload assigned in the routine the teacher must take the responsibilities of conducting evaluation, invigilation and administrative works etc.
21. Any change in the class routine must be reported to the convenor of routine sub-committee in writing.
22. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of the teachers' professional duties.
23. Private tuition should be avoided as it generally has negative impact upon the quality of college teaching.
24. Teachers should prepare annual departmental academic calendar at commencement of the session and one copy of it should be submitted to the Principal.
25. The teachers should show the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
26. Nobody shall engage in any political activity or discussion within the college campus.

### Code of conduct for non-teaching staff

1. Everyone should sign the attendance register and mark biometric attendance while reporting for or departure from the duty.
2. In normal situation the prior intimation to the Principal is required in advance while availing any leave (at least 7 days but it will be one month for those leaves which need GB approval).
3. They should refrain from taking unnecessary leave for a long period which may hamper the smooth functioning of the whole institution.
4. Nobody shall leave the station without permission of the Principal.
5. Leave cannot be demanded as a matter of right; it is granted subject to administrative convenience.



# Hiralal Mazumdar Memorial College For Women

DAKSHINESWAR • KOLKATA - 700 035

Re- Accredited by NAAC with B++ GRADE


E-MAIL : [hmmcw35@gmail.com](mailto:hmmcw35@gmail.com) / WEBSITE : [www.hmmcollege.ac.in](http://www.hmmcollege.ac.in)



Ref.No.....

Date...01-11-2021

6. Everyone must report his/her resuming duty through official e-mail of Principal after availing leave beyond two days.
7. Everyone must report in time to duty as per the working hour prescribed and should be available in campus unless and otherwise, they are assigned duties elsewhere.
8. They must enter the college half an hour before the opening of the college and should leave the college half an hour after the closing of the college.
9. Expenses incurred towards travel and communication for the officially allotted administrative works of the staff will have to be borne out of the college funds as per rates admissible to the college.
10. Nobody shall engage in any political activity or discussion within the college campus.
11. Every staff member shall maintain the appropriate levels of confidentiality with respect of student and staff records and other sensitive matters.
12. They must behave politely with everyone.
13. Any unexpected damage of lab equipment must be reported immediately to the teaching staff in charge of the particular lab.
14. The lab assistant must identify the requirement of lab consumable etc. preferably at the beginning of the semester and give the same in writing to lab in-charge.
15. Lab assistant must maintain the issue register for tools issued to the students.

  
01/11/2021

**Dr. Soma Ghosh**  
Principal & Secretary

*Principal & Secretary*  
**Hiralal Mazumdar Memorial College**  
**For Women**  
Dakshineswar, Kolkata - 700 035