

GHATAL RABINDRA SATABARSIKI MAHAVIDYALAYA

NAAC Accredited (Grade-B) UGC Recognized Multi-faculty College

Affiliated to Vidyasagar University

ESTD. - 1961

Ghatal :: Paschim Medinipur :: 721212

Website : www.grsm.ac.in // E-Mail : principal@grsm.ac.in

Ref. No:

Date :

Committee to Monitor Code of Conduct to the Student

Chairperson: Principal, Professor Mantu Kumar Das

Advisor: President, Governing Body

Member: Dr. Subodha Nanda, Teaching Staff

Prof. Ujjal Adhikary, Teaching Staff

Dr. Chandaneswar Midya, Teaching Staff

Prof. Kapotakshi Sur, Teaching Staff

Prof. Rumpa Chakraborty, Teaching Staff

Dr. Guhram Kisku, Teaching Staff

Prof. Ambika Prasad Nandigrami, Teaching Staff

Prof. Kousik Pramanik, Teaching Staff

Prof. Johiruddin Mollaha, Teaching Staff

Mr. Priti Sankar Mukherjee(NTS) , Non-Teaching Staff

Mr. Sukumar Kotal(G.B. Member) , Non-Teaching Staff

Ms. Ahana Manna, PG Student

Ms. Sampurna Jana, UG Student

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Code of Conduct

Code of conduct for the Students:

1. Students must collect their Identity Cards from the college office within stipulated time from the date of commencement of classes. The Identity Card is mandatory for entering into the campus and be displayed during inspection by the teachers/supporting staff entrusted with the charge of the same.
2. Use of Mobile phone/ear phone (or any musical instrument) in the campus is strictly restricted. Students must keep their Mobile phones in silent-mode within the campus. They can use the mobile phone on emergency within their respective common rooms or at canteen. In case of violation of this norm, the authority may take disciplinary actions like, seizing the device or call of guardian etc.
3. Admission of students in 1st Semester for all courses will be treated cancelled if he/she absents himself/herself for twenty consecutive working days from the commencement of classes without intimation.
4. Attendance in the classes will be strictly observed before each Internal Assessment. Students not having the required number of attendance (as per Vidyasagar University Norm) will not be allowed to appear in the Vidyasagar University Examinations. Students will not be allowed to enter the classes after 5 minutes from the commencement of classes.
5. Students have to attend all Internal Assessments/Seminar Activity/Assignment submission as per Vidyasagar University Norm.

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6. Loitering in the corridor or sitting at veranda and high bench during and between the classes is strictly prohibited. The students may go to college library during leisure. They should maintain silence while passing through corridor.
7. Entering the College Office/Cash Section without permission is strictly prohibited.
8. Bi-cycles or motor-cycles of the students must be parked in the Cycle Stand in a proper manner. If any vehicle is parked in any other places, a fine will be charged.
9. Any damage of college property will be strictly penalized.
10. Maintain silence and cleanliness within the campus for proper academic atmosphere.
11. Smoking and consuming of tobacco are strictly prohibited within the campus; if found so, the student will be severally penalized.
12. Canvassing within the campus in any form is strictly prohibited.
13. Posturing within the College Campus is not allowed.
14. Ragging in any form is punishable.
15. Visitors are requested to enter the details in Visitors' Register Book at the entrance of the college kept with the Security/Guard.
16. Students are encouraged to use gymnasiums beyond class hours.
17. Students are required to check the Notice Board, College Website, and College Facebook Page for important announcements.
18. Students are expected to use the social media carefully and responsibly.
19. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the dustbin kept.
20. The students must respect the teachers as well as their seniors.
21. The students must maintain sanctities in their dress codes.

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Code of conduct for the Principal:

1. The Principal shall ensure to improve the quality of education and all academic activities in the college.
2. The Principal shall chalk out policy and plan to execute the vision and mission of the college.
3. The Principal shall introduce various college level committees and appoint co-ordinator of the said committees also.
4. The Principal shall convey the meetings of different Cells as well as his/her requirement for the purpose of smooth functioning of college activities.
5. The Principal shall monitor financial matters efficiently with the prior approval of the Finance Committee.
6. The Principal shall motivate the teachers to enhance their knowledge and skill through proper practices such as participation in seminar, paper publication, research etc.
7. The Principal shall ensure the directions issued by the Department of Higher Education, Govt. of West Bengal and Vidyasagar University for smooth running of the institution.
8. The Principal shall also motivate the non-teaching staff to enhance their work capability through different skill development courses.

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Committee to Monitor Code of Conduct to the Teachers

Chairperson: Principal, Professor Mantu Kumar Das

Advisor: President, Governing Body

Member: Prof. Lakshmi Kanta Roy, Teaching Staff

Prof. Rajesh Ghosh, Teaching Staff

Dr. Ashok Bandopadhaya, Teaching Staff

Dr. Kaushik Ghosh, IQAC Co-ordinator

Dr. Tapas Kumar Jana, Teaching Staff

Dr. Abinash Gayen, TCS

Prof. Sumit Guin, Teaching Staff

Code of conduct for the Teachers:

1. Teachers are hereby requested to be dignified and loyal to their post.
2. Every teacher should update his/her knowledge and skills to equip himself/herself professionally competent to the relentless discharge of duties and responsibilities assigned to him/her.
3. The teachers should abide by the instructions, assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely.
4. The teachers are encouraged to take part in different institutional activities and programmes. They should motivate their learners to active participation in the various programmes and activities of the institution.
5. Teacher should prepare the lesson plan before teaching of their respective subjects.
6. Teacher should inculcate about patriotism and discipline among students.
7. The teacher shall abide by the code of conduct and leave rules.
8. Every teacher should exercise the code of conduct maintaining the absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every now and then.

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9. Teacher should not indulge in casteism.
10. The teachers should not be involved in any h any kind of business within the premises of institution and also outside accordingly to their service rules.
11. The teachers shall oblige and maintain the said rules strictly. Any kind of violation of such rules will be subjected to punishment as per law to be imposed by the authority.

Committee to Monitor Code of Conduct to the Non-Teaching Staff

Chairperson: Principal, Professor Mantu Kumar Das

Advisor: President, Governing Body

Member: Prof. Dibyendu Giri, Teaching Staff

Dr. Madhumita Mondal, Teaching Staff

Dr. Hasanur Mondal, Teaching Staff

Prof. Prasad Ghosh, Teaching Staff

Prof. Mantu Charan Maity, Teaching Staff

Mr. Priti Sankar Mukherjee, Non-Teaching Staff

Mr. Sukumar Kotal, (G. B. Member), Non-Teaching Staff

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Code of conduct for the Non-Teaching Staff:

1. Without the prior intimation to the Head of the Institution, no CL(Casual Leave) will be entertained to the NTS.
2. Every NTS would have to follow the existing leave rules by the Govt. of West Bengal for Medical Leave(ML), otherwise the leave will be treated as unauthorized leave.
3. No Staff shall be engaged in any trade or business directly or indirectly during college hours.
4. If any staff would be accused of any criminal offence and legal proceeding, incurred on him/her, it should be informed to the Head of the Institution immediately.
5. No staff will be allowed to get involved in any kind of activity that will be treated as anti-secular and that would instigate disharmony in society.