

## **PRELUDE:**

Acharya Prafulla Chandra College was founded on 16 August, 1960 under the Dispersal Scheme-with the joint participation of the State and Central Governments. Late Haripada Biswas was the founder secretary of this college. Initially it was named 'New Barrackpore College'. Acharya Prafulla Chandra Roy, after whom the college has its present name, was a great educationist with a vision. It was he who wanted universal literacy; he spoke of 'basic education' and 'utility education'; he advocated the concept of empowerment of women; he wanted the development of indigenous industries through cultivation of entrepreneurial acumen of the educated youth. In the true spirit of Acharya Prafulla Chandra Roy, the college from its nascent state, has tried to propagate the ideals of this great man and the motto illustrates this; "Service, Knowledge, Sacrifice"

The college, situated in the outskirts of Kolkata, has secured for itself a niche in the field of UG education in West Bengal. The college offers 26 UG courses and 8 PG courses. The college has been accredited (2nd cycle) grade "A" with CGPA 3.23 by NAAC.

## **AIMS AND OBJECTIVES**

- To make the college a model institution of excellence in all respects
- To set up pedagogic goal that is more learner facilitating
- To enrich the students' personality by encouraging their participation in Curricular and co-curricular activities.
- To harmonize the traditional and the experimental in the field of academics for the better development of the students.

**Service:**

**Knowledge:**

**Sacrifice:**

## **PROFESSIONAL VALUES AND ETHICS:**

Values and ethics are the cornerstone for both personal and professional success. The way an individual or group interacts with others exposes their genuine character because actions speak

louder than words. Those with a strong values system and ethical standards of the highest degree are easily recognizable by their deeds and are intrinsically motivated to do the right thing, even when no one is watching. Values and ethics generally originate and grow from the same sources, family, spiritual beliefs, and school; professional values and ethics are mere extensions of what one learns prior to joining the work force. Therefore, the things one learns early in life follow into the professional world and have a positive, or negative, impact on career success.

Ethics are usually described in relation to values, as they are the moral philosophy and implementation of one's values. Personal or professional ethical codes give the ability to recognize what is right, fair, honorable and righteous. Corporations and businesses have published codes of ethics by which they conduct business. The code of ethics sets forth the standards to which employees are expected to abide and will be held accountable. Far too many companies have failed not because they did not have ethical standards, but because they did not enforce them. It is incumbent upon every employee to ensure they familiarize themselves with their employer's ethical code of conduct for the benefit of the employee and employer alike.

#### **FOR STUDENTS:**

1. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
2. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
3. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
4. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
5. Any disruptive activity in a class room or in an event sponsored by the Institute
6. Participating in activities including
  - a. Organizing meetings and processions without permission from the Institute.

- b. Accepting membership of religious or terrorist groups banned by the Institute/Government of India
  - c. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
  - d. Unauthorized possession or use of harmful chemicals and banned drugs
  - e. Smoking on the campus of the Institute
  - f. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
  - g. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
  - h. Rash driving on the campus that may cause any inconvenience to others
  - i. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
  - j. Theft or unauthorized access to others resources
  - k. Misbehaviour at the time of student body elections or during any activity of the Institute.
  - l. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
7. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
8. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
9. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
10. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

11. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
12. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.
13. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
14. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

## **ANTI-RAGGING**

The Institute has a coherent and an 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 said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

#### Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

#### Anti-Ragging Squad:

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.

Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

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

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to: i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

## **SEXUAL HARASSMENT**

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm> 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 of the circumstances of each case.

## **STUDENT GRIEVANCE PROCEDURE**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## **STUDENT PARTICIPATION IN GOVERNANCE**

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

## **FOR TEACHERS:**

- I. A teacher has a right and duty to determine the academic marks and the promotions of learners in the subject or grand's he handles, such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint teacher concerned shall immediately take appropriate actions, of serving due process.
- II. A teacher shall recognize that the interest and welfare of learners are of first and foremost concerns and shall deal justifiably and impartially with other each of them.
- III. Under no circumstance shall a teacher be prejudiced nor discriminated against by the learner.
- IV. A teacher shall not accept favours or gifted from learners, their parents or others in their behalf in exchange for requested concessions, especially if underserved.
- V. A teacher shall not accept, directly if underserved any remuneration from tutorials other what is authorized for such service.
- VI. A teacher shall base the evaluation of learners work only in merit and equality of academic performance.
- VII. In a situation where mutual attraction and subsequent love develop between teacher and learners. The teacher shall exercise utmost professional discretion to avoid scandal. Gossip and pre-oration treatment of the learner.
- VIII. A teacher shall not inflict corporal punishment on offending learners nor make deduction from their scholastic ratings as a punishment for acts which are clearly not manifestation of poor scholarship.
- IX. A teacher shall ensure that conditions contribute to the maximum development of learners are adequate and shall extend needed assistance in preventing or solving learners' problems and difficulties.
  - a. Teacher should have love and impartial attitude towards students. In day-to-day activities students may display very strange habits or actions. The teacher should make an attempt to understand the motives and feelings behind particular action and deal with it psychologically so that the action of the student gets positive direction.

- b. He should help all round development of students are highly emotional by nature and very often situation comes where a normal student may also get emotionally unstable in such situations teacher has to comport the students in the best possible manner.
- c. He should encourage scientific attitude and diagnostic tendency in students. Teacher should motivate the student not only to study subject but also for life. Without motivation succeeds in difficult times and hence the teacher should encourage students in all the possible ways.
- d. He should develop in students the love for physical labour and dignity of labour.
- e. He should develop in students the respect for the great Indian heritage and the principle of unity in diversity.
- f. He should identify the individual needs and necessities of students and teach in such a way as to must them; his teaching should be based on social background.
- g. He should have respect for students. There are various works which a teacher has to perform besides teaching. These works appear suddenly in day-today affairs is important for the school as well as the student whereas, no such work is mentioned in the duty book of profession.
- h. To be a model in his costumes, speech and behaviour. Students come to school not just to study the subjects and books but also to learn to behave And polish their personality. Everyday students come in contact with different teachers and on influenced by them.
- i. To make students feel proud about their school.
- j. To develop love for the country and feeling of brotherhood for countryness.
- k. Professional ethics guide us to keep in mind the social betterment, respect for others, sense of brotherhood, tolerance, co-operation etc., Individual guided by professional ethics helps other to the maximum by doing so there develops positive feeling.

### Teacher Relationship with Parents

- I. Every teacher shall establish and maintain cordial relations with parents, and shall conduct himself to merit their confidence and respect.

- II. Every teacher shall inform parents, through proper authorities of the progress and deficiencies of learner under him. Exercising utmost candor and fact in pointing out learners deficiencies and in seeking parent's co-operations for the proper guidance and improvement of the learners.
- III. A teacher shall hear parent's complaints with sympathy and understanding and shall discoverage unfair criticism.
- IV. Have an intimate and co-operative relationship with parents. It is obligatory on the part of the teacher to keep informing parents about the way of working of school and also about the achievement of school, new activities introduced in the school etc., all this makes the parents feel closer to the school and a better relationship is built.
- V. Strive to make parents to have a close contact with school.
- VI. Accept and adopt useful suggestions given by parents, for the progress of students. Parents usually don't come to know how their ward behaves and performs in the class in routine manner. Teacher should inform the parents about the general behaviour and performances in relation to, attention towards studies, playing respect to senior's teachers etc.,
- VII. Try to develop in students-respect and confidence for elders.
- VIII. Give proper information about students, achievement failure to parents and tell them what they should do. Parents usually have knowledge of only a few fields profession which they have acquired personally or form friends or relatives. Parents tend to decide the option for their children on the basis of their limited personal experiences and knowledge.
- IX. Try to involve parents in programmes related to development of school.
- X. Try to establish parent- teacher associations and develop them properly. Parents find hobbies and interests as wastage of time. Teacher gathers such information of hobbies and interest of individual's student and shares it with parents. Teacher convinces the parents on the perusal of different hobbies and interest as it is of great importance and benefit for all round development of Childs personality.

**FOR GOVERNING BODY**

- I. Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
- II. The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
- III. No property of Trust will be used for personal benefits.
- IV. The members of the Governing Body can obtain service from the Trust employee as and when required.
- V. Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
- VI. Any member of Governing Body needs any primary information from Institute, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
- VII. If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
- VIII. All shall mind that no person is greater than Institute.
- IX. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
- X. Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.

#### **FOR NON-TEACHING STAFFS**

- I. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be the day of the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.

- II. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- III. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
- IV. No staff employed in the college shall send any application for employment under any other agency, except through the secretary
- V. The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
- VI. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
- VII. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
- VIII. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- IX. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- X. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
- XI. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- XII. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government