



ESTD: 1958
(Affiliated to the University of Calcutta)
Vill- Khalore, P.O. Bagan, Dist.- Howrah,
West Bengal, Pin Code: 711303

Ethical Policy Document

1. Jurisdiction

The College shall have the jurisdiction over the conduct of the different stakeholders associated with the College namely, students, faculty members, support staff, Principal, Governing Body and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which may take place on the College campus or in connection with the College related activities and/or events. The College may exercise jurisdiction over the conduct of different stakeholders concerned which may occur on College campus violating the Code of Conduct and discipline as laid down in this Policy documents. The College has policy to give emphasis and offer opportunities to certain cases like students of backward class, minority, women empowerment etc. including anti-ragging, right to information etc.

A. Code of Conduct

The College authority publishes a Code of Conduct in the general interests of the College, compiled from the above stated statute /Act/Rules/notifications etc. Thought it is not exhaustive but it is a general Code of Conduct of the College. In common parlance, a Code of Ethics governs the decision making of an entity where a Code of Conduct governs the actions. A Code of Ethics is broader which provides a set of rules/principles that affect employee's mindset and decision-making of an entity. A Code of Conduct provides / stipulates certain rules defining the ethics of an entity but it also contains specific rules for employee's actions and behaviour for smooth administration and good governance.

This Code of Conduct is an important charter of the College being a public institution. The aim of this Code of Conduct (hereinafter referred to as "the Code") is to provide all persons in service at Bagan College, Howrah with a common set of guidelines in order to maintain discipline, promote higher education and professionalism towards the vision and missions of the College. The Code also provides rules/guidelines for students and the Governing Body of the College in general. Barring service rules and statutory provisions applicable to the whole-time teaching and non-teaching staff of the College stated in the above mentioned legislative codes, the Code lays down the certain general rules and/or guidelines for students, teaching staff, non-teaching staff, Principal & Governing Body of the College in the greater interest of teaching, learning and well being of the students and College. The successful implementation of this Code will serve the College and society at large. The Code of Conduct has been published in the College website. All concerned stakeholders are required to comply with the said Code of Conduct for the greater interests of the College. Any violation of this Code of Conduct leads to disciplinary action as per rules by the Principal and/or the College authority.

B. Anti-Ragging Policy

The College has a coherent and an effective Anti-Ragging policy in place pursuant to the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. 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. The said UGC Regulations shall apply *mutatis mutandis* to the College and its students in general. In order to curbing the menace of Ragging, the College has constituted the Anti-Ragging Committee and Anti-Ragging Squad. The said Anti-Ragging Committee and Anti-Ragging Squad have been actively functioning as per rules. The said Committee and Squad have been displayed in the prominent place of the College including on the College website. The UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009 has been displayed in the College website. The Anti-Ragging Committee and Squad of the College shall take appropriate decision actions depending upon the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

C. Sexual Harassment

The sexual harassment at workplace is a serious offence. The policy of the College on prevention and prohibition of sexual harassment at workplace rules shall apply *mutatis mutandis*. The students of the College should note that sexual misconduct or harassment encompasses a range of conducts including sexual assault, unwanted touching or persistent unwelcome comments, e-mails, pictures etc. which may constitute harassment and depends on the circumstances of each case. In order to monitor the cases of sexual harassment the College authority has constituted the Internal Compliant Committee (ICC) and Vishakha Cell which have been actively functioning and displayed in the College website. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto, where as sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment; and whereas the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India; and whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has been displayed in the College website.

D. Grievance Re-dressal

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging can approach the Grievance Re-dressal Cell of the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall take cognizance of the grievance and inform the Committee members about the cases of any sexual harassment complaints. In order to monitor the grievances of students the College authority has constituted the separate Grievance Redressal Cell to oversee the matters related to grievances of the students of the College.

E. SC & ST Cell

The College always gives priority and emphasis on the students of backward class like SC & ST categories. In order to give adequate facilities and opportunities the College authority constituted the separate SC & ST Cell to oversee the matters of the said underprivileged and backward category students of the College.

F. OBC Cell

The College always gives priority and emphasis on the students of backward class like SC & ST categories. In order to give adequate facilities and opportunities the College authority constituted the separate OBC Cell to oversee the matters of the said underprivileged and backward category of OBC students of the College.

G. Minority Cell

The College always gives priority and emphasis on the students of backward class like SC & ST categories. In order to give adequate facilities and opportunities the College authority constituted the separate Minority Cell to oversee the matters of the said underprivileged and minority category students of the College.

H. Women and Gender Development Cell

The College always gives priority and emphasis on the gender equity and women empower and development. In order to give adequate facilities and opportunities the College authority constituted the separate Women and Gender Development Cell to oversee the matters of the said matter of the College.

I. RTI Cell

The College has constituted the RTI Cell to resolve the matters of RTI. The RTI Act provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority and for matters connected therewith or incidental thereto.

J. Students Representation in Governance

The College authority always gives emphasis on the student's representation & participation in the governance of the College in order to maintain the healthy academic atmosphere. As students are the main stakeholders and they have substantial interest in the governance of the College. The students are involved in governance in both administrative and academic areas through different committees or sub-committees or cells. The students participations can be found in the different sub-committees displayed in the College website, notices etc. The students are encouraged to express their views and opinion or advice for collective decisions. The student representation and participation must be strengthened through the involvement of students at all levels of governance and management.