



KHANDRA COLLEGE

INSTITUTIONAL CODE OF CONDUCT

GENERAL

- Class Hours- 10: 30 am to 4:30 pm (except Sundays & holidays)
- Office Hours- 10:30 am to 2pm and 2:30 pm to 4:30 pm everyday (except Sundays & holidays)
- Smoking not allowed inside the campus
- Entry of motorised vehicles restricted and is subject to the permission of the Principal.
- Gender discrimination strictly prohibited
- Institutional discipline is strictly adhered to
- No littering allowed except in the designated zones
- Every stakeholder is expected to preserve the greeneries and bio-diversity in and around the campus
- Any grievance is to be submitted to Grievance Redressal Cell in writing

For Teachers in Substantive Post

- Duty Hour: 5 days a week each day consisting of minimum five (05) hours of duty
- Teaching Load: Assistant Professor- 16 hours per week
Associate Professor- 14 hours per week
- Nature of Duty: Academic ---Classroom Teaching, Smart Class presentations, field trips/ excursion, Invigilation during examination, Paper setting and evaluation
Administrative—Having office hours as members/ co-ordinators/ convenors of different Statutory and Non- Statutory committees related to academics and administration.
- Leave Rules- Every leave of absence is subject to the approval of the Principal/ HOI or the GB/ Administrator, if necessary
- Casual Leave: 14 per academic year
- Earned Leave: 15 (till the 7th year of service) and 30 thereafter per academic year.
- Medical Leave: 20 Full Pay per Academic year, but the total number of such leaves shall not exceed 90 days (Full Pay)/ 180 days (Half Pay) in the course of an Incumbent's whole service period.
- Maternity Leave, Child Care leave and Study Leave: As per existing norms of the Govt. of West Bengal, Department of Higher Education and Higher Education Directorate.
- Self-Appraisal: All State Aided College Teachers must submit Self Appraisal report in the prescribed format to the Coordinator, IQAC during the close of an Academic Year or when called for

For State Aided College Teacher

- Duty Hours: 4 days per week, with a total duration of 15 hours of Academic and other responsibilities.
- Nature of Duty: Academic ---Classroom Teaching, Smart Class presentations, field trips/ excursion, Invigilation during examination, Paper setting and evaluation
- Administrative—Having office hours as members/ co-ordinators/ convenors of different Non- Statutory committees related to academics and administration.
- Leave Rules- Every leave of absence is subject to the approval of the Principal/ HOI or the GB/ Administrator, if necessary
- Casual Leave: 14 per academic year
- Medical Leave: 10 Full Pay per Academic year, but the total number of such leaves shall not exceed 60 days (Full Pay)/ 120 days (Half Pay) in the course of an Incumbent's whole service period
- Maternity Leave, Child Care leave and Study Leave: As per existing norms of the Govt. of West Bengal, Department of Higher Education and Higher Education Directorate.
- Self-Appraisal: All State Aided College Teachers must submit Self Appraisal report in the prescribed format to the Coordinator, IQAC during the close of an Academic Year or when called for.

For Non- Teaching Staff (Regular)

- Duty Hours: 6 days a week each day consisting of minimum six (06) hours of duty
- Office Hours- 10:30 am to 2pm and 2:30 pm to 4:30 pm everyday (except Sundays & holidays)
- Nature of duty: Office/ Administrative duties including admission, enrolment, registration, examination, Cash and Accounts, Immediate compliance with urgent circulars/ Notices issued by any competent authority.
- Leave Rules- Every leave of absence is subject to the approval of the Principal/ HOI or the GB/ Administrator, if necessary
- Casual Leave: 14 per academic year
- Earned Leave: 15 per academic year
- Medical Leave: 20 full Pay per academic year
- Self-Appraisal: All Non- Teaching staff must submit Self Appraisal report in the prescribed format to the Coordinator, IQAC through the Head Clerk/ the senior most staff amongst the Non- Teaching employees during the close of an Academic Year or when called for.

Casual Staff

- Appointment: Strictly in accordance with rules framed by the Governing Body.
- Nature of appointment: Purely temporary
- Nature of duty: Office/ Administrative duties including admission, enrolment, registration, examination, Cash and Accounts, Immediate compliance with urgent circulars/ Notices issued by any competent authority
- Leave Rules: No regular leave admissible, other than what is approved by the Principal/ HOI or the Governing Body / Administrator if necessary
- Self-Appraisal: All Non- Teaching staff must submit Self Appraisal report in the prescribed format to the Coordinator, IQAC through the Head Clerk/ the senior most staff amongst the Non- Teaching employees during the close of an Academic Year or when called for.

For General Students

- Attendance: 75% attendance is mandatory for taking part in any End Semester examination
- Loitering in the administrative blocks not allowed
- No breach of discipline is tolerated by the College authority.
- The College authority is very strict against any incident of ragging inside the campus,
- The students are strongly advised to refrain from adopting any unfair means during the College/ University examination.
- The College being a co-educational Institution, the students are strongly advised to cultivate mutual respect and honour and to demonstrate the same in their demeanour. The College authority is very strict against instances of provincialism, race, language and gender based disparity.
- Students are advised to participate in different cultural activities as well as extension activities of the Institution including NSS camps, collaborative courses and Certificate courses.