

Sammilani Mahavidyalaya



E.M. Bypass, Baghajatin, Kolkata - 700094. Ph. No. 033 24626869

Email ID: principal.sammilani@gmail.com

CRITERION - VI

Governance, Leadership and Management

QIM: 6.2.1 - The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

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**ORGANOGRAM
PRESENT GOVERNING BODY (2022 ONWARDS)
GOVERNING BODY (2015-2022)
REPORT ON CBCS IMPLEMENTATION
CODE OF CONDUCT AND PROFESSIONAL ETHICS
SERVICE RULES, PROCEDURES, RECRUITMENT
AND PROMOTION POLICIES**

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ORGANOGRAM

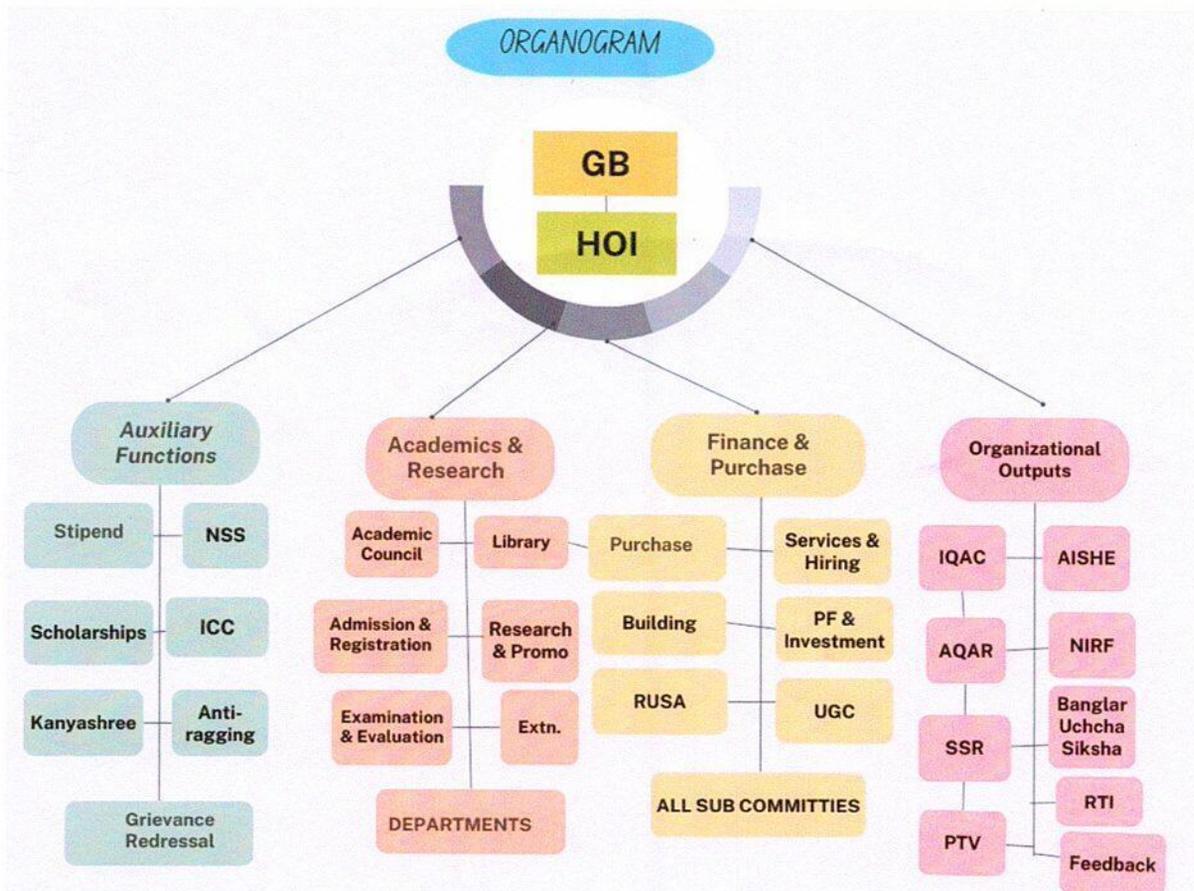


Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)
& ISO 9001 : 2015 CERTIFIED
E. M. Bypass, Baghajatin, Kolkata - 700 094

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ORGANOGRAM



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**PRESENT GOVERNING BODY (2022
ONWARDS)**

6.2.1



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Website : https://www.sammilanimahavidyalaya.ac.in

Ref. No.....

Date.....

Present Governing Body (2022 onwards)

PRESIDENT	Sri Debabrata Majumdar, Hon'ble MLA, Jadavpur constituency
SECRETARY & PRINCIPAL	Prof. (Dr.) Chandan Kumar Jana, Principal,
GOVT. NOMINEES	Prof. (Dr.) Kallol Paul, Dept. of Mathematics, Jadavpur University
	Sri Arindam Saha
UNIVERSITY NOMINEES	Dr. Uma Shankar Pandey, Associate Professor, Surendranath College for Women
	Smt. Kasturi Roy Chatterjee, Associate Professor, Bangabasi Morning College
NOMINATED BY STATE COUNCIL OF HIGHER EDUCATION, GOVT. WB	VACANT
TEACHERS' REPRESENTATIVES	Dr. Sumita Das, Associate Professor, Dept. of Mathematics
	Dr. Srikanta Malakar, Associate Professor, Dept. of Commerce
	Smt. Sangita Dey Sarkar, Associate Professor, Dept. of Philosophy
NON-TEACHING REPRESENTATIVE	Sri Amed Sardar, Accountant
GENERAL SECRETARY OF STUDENTS' COUNCIL	VACANT

Principal
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GOVERNING BODY (2015-2022)



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Ref. No.

Date

Governing Body (2015-2022)

PRESIDENT	Sri Bappaditya Dasgupta, Hon'ble Councillor, KMC Ward 101
SECRETARY & PRINCIPAL	Prof. (Dr.) Santiranjana Palchoudhuri, Principal,
GOVT. NOMINEES	Sri Bappaditya Dasgupta, Hon'ble Councillor, KMC Ward 101
	Sri Susanta Kumar Ghosh, Hon'ble Chairman, KMC Borough XII
UNIVERSITY NOMINEES	Dr. Debjani Das, Victoria Institution (College)
	Dr. Samiran Mondal, Baruipur College
TEACHERS' REPRESENTATIVES	Dr. Shefali Pal, Associate Professor, Department of Chemistry
	Dr. Ruma Chakrabarti, Associate Professor, Department of Bengali
	Dr. Ananda Mukherjee, Associate Professor, Department of Commerce
	Dr. Sharmila Chakraborty, Associate Professor, Department of Microbiology
NON-TEACHING REPRESENTATIVE	Sri Rajat Dutta, Clerk
	Sri Gobindo Roy, Laboratory Attendant
GENERAL SECRETARY OF STUDENTS' COUNCIL	Sri Nityananda Halder


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REPORT ON CBCS IMPLEMENTATION



Sammilani Mahavidyalaya

(NAAC ACCREDITED B++)

[AFFILIATED TO CALCUTTA UNIVERSITY]

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Ref.No.....

Date

REPORT ON IMPLEMENTATION OF SEMESTERWISE CHOICE BASED CREDIT SYSTEM (CBCS)

The University of Calcutta has replaced the 1+1+1 Examination system at the undergraduate (UG) level with the Semester System along with Choice Based Credit System (CBCS) framework. The new system was introduced for Commerce stream in 2017-18 and for Arts and Science streams in the present academic session 2018-19.

The college has seamlessly integrated itself into the newly introduced Semester system as well as CBCS. The new regulations and curriculum of the University of Calcutta has been adopted successfully. The implementation involved a complete overhaul of the syllabus, marks distribution and examination pattern. Teachers from all the departments attended subject-wise workshops organised by Calcutta University to understand and equip themselves for effective curriculum delivery under the new system. The college has also sanctioned funds to ensure availability of books as per the CBCS curriculum in the college library.

The CBCS allows students to choose subjects of their interest and provides flexibility in the choice of programmes. It aims to provide a more student-centric and interdisciplinary approach to education. The CBCS system also includes internal assessment, continuous assessment, tutorials and assignments to evaluate the progress of students. The evaluation system comprises end-semester examinations and internal assessment examinations.

The academic calendar is prepared and adhered to for the conduct of examinations and other related matters. The teachers ensure effective and coordinated curriculum delivery by following lesson plans, using ICT-enabled teaching methods, conducting regular assessments, and assigning project work. In order to prepare the students to cope with the altogether new pattern, the college has introduced innovative practices such as students' participation in seminars, poster presentations, debates, and quizzes.

The college follows the evaluation scheme designed by the University of Calcutta. After evaluation of answer scripts, teachers upload marks on the university portal as per the requirements of the CBCS. The college has a transparent and robust evaluation system.

S. Palchoudhuri
12.06.18

Principal

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Sammilani Mahavidyalaya



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CODE OF CONDUCT AND PROFESSIONAL ETHICS

6.2.v1

A HANDBOOK ON CODE OF CONDUCT AND PROFESSIONAL ETHICS



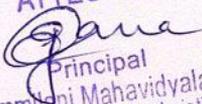
Sammilani Mahavidyalaya

**E.M. Bypass, Baghajatin,
Kolkata- 700094**

2021

ATTESTED
[Signature]
Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094

Sammitani Mahavidyalaya is a co-education general degree college which is strictly governed by UGC guidelines, West Bengal Govt. rules and regulations and Calcutta University statutes. The vision of the college is to be an institution of academic excellence and repute, committed to all round development of the students optimizing their full potential, so that, each of them can become a complete human being and a responsible citizen. Striving towards fulfilling this vision, the college emphasizes upon observing some sets of code of conduct and professional ethics applicable for the students and the teachers as well as the administrators and the staff members. This Handbook serves as a ready reckoner to the separate sets of Code of Conduct and Professional Ethics which are binding upon the students, the teachers, the administrators and the support staff.

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Kolkata-700 094

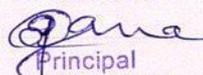
Code of Conduct and Professional Ethics

FOR STUDENTS

[There are several rules and regulations mentioned in the college prospectus that has to be followed by the students along with the following code of conduct]

- i) Students must be regular and punctual in attending scheduled classes and have to secure stipulated percentage of attendance as directed by the University of Calcutta. Absence in classes, test/examinations, non-submission of projects/assignments without producing proper document will be treated as violation of rules.
- ii) Students must wear and display their identity cards at the entry point and always keep wearing the same during college hours.
- iii) Students must follow the notices in the notice board (offline/online). If ignored, college authority will not be responsible.
- iv) Use of mobile phone during classes without permission of the teacher is strictly prohibited.
- v) Any kind of malpractice (i.e. copying, impersonation, use of unfair means, exchanging answer sheets) during examination is strictly prohibited and is a punishable offence.
- vi) Students must be polite and respectful in behavior towards the Principal, teachers and other staff. They should also be responsible in their duties.
- vii) Students are to maintain a healthy and mutual respectful behavior among peer group. They must not use any kind of abusive behavior or language.
- viii) Students are not allowed to loiter or stand in the corridors of the college during class hours.

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- ix) Ragging in any form is strictly prohibited and will be considered as punishable offence. The college abides by the anti-ragging and anti-sexual harassment rules of UGC and accordingly there is a functional ICC (Internal Complaint Committee) following UGC guidelines. So any incidence of ragging and harassment should be reported to the committee and committee will take necessary action. The ICC acts in with zero tolerance policy as laid down by the UGC.
- x) Any kind of discriminatory behavior on the basis of caste, creed and religion is prohibited inside the college premises.
- xi) Students must handle the college property, furniture, laboratory equipment, glassware, library books etc. with utmost care and will not damage them.
- xii) Tampering or mutilation of library books is strictly prohibited.
- xiii) Students must keep their college campus clean. Littering is strictly forbidden.
- xiv) Active participation in college events, (such as seminars, workshops, training programmes, certificate courses) is mandatory depending upon the utility and benefits of different subjects. Besides, their presence and participation in NSS programmes, Sports, College Social and other cultural functions is always encouraged and highly appreciated.
- xv) Consumption of alcohol, chewing tobacco, pan masala, smoking within college premises is strictly prohibited.
- xvi) Any act that obstructs teaching – learning system, administrative activity and any other proceedings of college is strictly prohibited.
- xvii) Students must refrain themselves from posting any adverse, untrue and misleading news/comments in any means of social media which may jeopardize the fame and name of college.

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- xviii) Act of plagiarism in any given assignment will be treated as punishable offence.
- xix) In pandemic situation students should adhere to the prescribed COVID-19 protocol issued by the Govt. of West Bengal and the college as well.
- xx) Students must protect and maintain the mantra of unity, integrity and harmony inside the college.

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FOR TEACHERS

[A teacher has to follow the provisions of the Universities and Colleges (Administration and Regulations) Act, 2017 and the University of Calcutta First Statutes along with relevant UGC guidelines. Apart from this, they are to follow and maintain proper code of conduct and professional ethics set by the college.]

- i) A teacher ought to be a friend, philosopher and guide to his/her students.
- ii) A teacher's foremost concern will be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- iii) A teacher will always encourage a student to express his/her unique thought without any pressure.
- iv) A teacher should always be dynamic in teaching strategies which may help students to cope-up with the developments in the surrounding society at large.
- v) Teachers must be kind and respectful to their students. Any kind of discriminatory behavior on the basis of class, caste, creed and religion is strictly prohibited.
- vi) A teacher must always be impartial and fair in their judgment about their students.
- vii) Teachers should be respectful and cooperative towards their colleagues, Principal and other staff and should also assist them in a collaborative manner.
- viii) A teacher must, alongside teaching, pursue research and honesty should not be compromised in research. Plagiarism in any kind is a punishable offence.
- ix) A teacher must perform his/her duties and responsibilities as a member of different sub-committees towards assisting the college administration.
- x) Teachers should refrain from taking unnecessary leave and maintain regularity in attendance for smooth functioning of the college.
- xi) Teachers should refrain from indulging in any kind of political motivations that may ruin the sanctity of the institution.
- xii) Teachers must maintain the honour and dignity of the profession. Any kind of unprofessional behavior with colleagues, Principal and staff is highly condemnable and hence strictly prohibited.
- xiii) Teachers should maintain the spirit of unity, integrity and harmony among students, colleagues and the society at large.

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Principal
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FOR ADMINISTRATORS

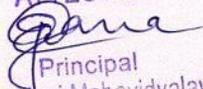
Governing Body

- i) The Governing Body (GB) should strive to fulfill the vision and mission of the institution.
- ii) The GB should motivate all towards achieving overall institutional goals, including academic excellence and quality enhancement.
- iii) The GB should ensure compliance with the UGC regulations, West Bengal Government rules and Calcutta University norms.
- iv) The GB should always have a neutral, impartial, unbiased and non-discriminatory outlook in resolving any issues related to the college.
- v) The GB should be judicious in all its decisions involving the stakeholders and ensure unity, integrity and harmony within the college premises.

Principal

As the administrative as well as academic head of the institution, the Principal should:

- i) Maintain healthy and conducive environment inside the college.
- ii) Promote harmonious relationship with teachers, non-teaching staff, students and other stakeholders.
- iii) Motivate and encourage academic activities including research in the college in all possible ways.
- iv) Uphold and maintain unbiased thinking within the periphery of college.
- v) Initiate and propagate welfare of all sections in the college.
- vi) Protect the collective interest of different sections of the college.
- vii) Uphold and upkeep an impartial and neutral atmosphere of justice.

ATTESTED

Principal
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FOR NON-TEACHING STAFF

- i) All non-teaching staff/support staff should be loyal to the service by being punctual and diligent in their duties.
- ii) They must maintain professional boundaries with students and teachers.
- iii) They should practise mutual respect, trust and confidentiality.
- iv) They must respect and maintain the hierarchy in the college administration.
- v) They should treat students with care and kindness.
- vi) They are not permitted to display any kind of unprofessional behavior with students, superiors and colleagues.

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SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

- Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition) and the rules of the state government as amended from time to time in this regard.

https://www.culibrary.ac.in/digital-lib-dev/ebook/pdf_view.php?pdflink=https://s3.ap-south1.amazonaws.com/calcutta-university/universitystatutes/stat_1979_pub_2018.pdf&cat_type=A

- The recruitment rules for the teaching staff are as per the eligibility criteria prescribed by the UGC. Appointment of teachers, whole time or part-time, including Principals of affiliated colleges are made in accordance with the provisions of the WEST BENGAL COLLEGE SERVICE COMMISSION ACT, 1978 (West Bengal College Service Commission Act LXII 1978, passed in the WBLA on 5.12.78, Assent of President on 23.02.79) and the rules made thereunder.

WEST BENGAL COLLEGE SERVICE COMMISSION ACT, 1978,
<https://wbxpress.com/files/2011/04/West-Bengal-College-Service-Commission-Act-1978.pdf>

WEST BENGAL COLLEGE SERVICE COMMISSION ACT, 2012,
<https://wbxpress.com/west-bengal-college-service-commission-act-2012/>

The College should send requisition in the prescribed proforma against any approved vacant whole-time post to the WEST BENGAL COLLEGE SERVICE COMMISSION following the 100-point Roster of Backward and Welfare Department of the State Government and the Commission should select and recommend the suitable empanelled candidates to fill up the posts in terms of section 7(1) of the West Bengal College Service Commission Act, 1978. The Governing Body of the College acts as the appointing authority on the basis of the recommendation of the West Bengal College Service Commission to fill up the posts.

- For appointment of part-time teachers, guest lecturers, the College Authority should call for an interview following a flash in daily newspapers and college website. A Selection Board consisting of the Principal, subject experts, the heads of the concerned departments act as the executor of the process. The selection is made on pre-set norms and scores.
- The promotional policies (CAS) for teachers are according to the different government orders as released by the Department of Higher Education in tune with UGC.
<https://wbhed.gov.in/readwrite/uploads/1513600964.pdf>

- In 2020, Government of West Bengal restructured the service conditions and other benefits for Government approved Part Time teachers (PTTs), Government approved Contractual Whole-time teachers (CWTTs) and Guest teachers, in any nomenclature, engaged in different Government/ Government aided colleges in the State of West Bengal up to 13.07.2019 into STATE AIDED COLLEGE TEACHERS,
<https://wbhed.gov.in/readwrite/uploads/1577443375.pdf>
- Non-teaching staff recruitment rules strictly adhere to the directives of the State Government. Non-teaching posts are to be filled up through Employment Exchange vide G.O. no. 830-Edn (CS) dt.31.10.95 with certain exceptions, like – compassionate ground, one non-teaching employee shifting from one college to another, promotional posts. Recruitment rules for head clerk, accountant, cashier is made vide G.O. no. 222-Edn. (CS), dt.22.2.2001 and amendments thereafter. Filling up of posts can be made from lower categories by promotion taking into consideration attendance, seniority, experience, efficiency, character rolls.
<https://wbxpress.com/recruitment-non-teaching-employees-colleges/>
- In case of appointment of temporary part-time or contractual non-teaching employees, the College Authority should call for an interview following an advertisement in the local newspapers, college notice board, and college website. A Selection Committee consisting of the Principal, senior most teacher, government nominee, the head clerk, act as the executor of the process. The selection is made on pre-set norms and scores by the Governing Body.


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