



Salesian College

Core Committee Members

SL. NO	SILIGURI CAMPUS	DESIGNATION	SONADA CAMPUS	DESIGNATION
1	Fr.(Prof) George Thadathil	Principal and Chairman	Fr.(Prof) George Thadathil	Principal and Chairman
2	Fr. Babu Joseph, SDB	Vice Principal of Commerce, Management and BVOC	Fr.(Prof) Tomy Augustine SDB	Rector
3	Fr. C.M Paul, SDB	Vice Principal of Science	Br. Augustin Joseph SDB (SCS)	Vice Principal
4	Fr (Dr) Saju Puthuserry, SDB	Vice Principal of Arts and Humanities	Dr. Terence Mukhia	IQAC Coordinator
5	Dr. Satyen Das	IQAC Coordinator		

RULES OF CONDUCT AND DISCIPLINE

1. College Handbook is the record of a student's regularity and general performance. It is personal and non-transferable. It must be maintained with utmost care. Damaged/poorly cared diary is a sign of lack of diligence/interest on the part of a student in academic pursuit and character formation.
2. Students are expected to take care of their personal belongings. The college cannot be held responsible for loss, exchange or misplacement of any of the belongings.
3. Every student must have a copy of the Handbook and it must be brought to college on every class-day. A student who does not have the handbook may not be permitted in the campus. Losing it is a serious fault. A new one has to be procured at the cost of INR 500/-.
4. Students are not permitted to be part of a sports/games/cultural team against Salesian College. Any activities that encroach into the college hours need prior permission.
5. Students are allowed to come into the college with a two wheeler/four wheeler with legal status only. Parking in the campus is at one's own risk. College will not be responsible for any damage for any vehicles parked in the campus. Parking may be payable.

6. Students are forbidden to organize or attend any meeting within the college, collect money for any purpose, to circulate among the students notice/petition of any kind and paste posters in the campus online without the written permission of the Principal. Anyone conducting meeting or any group activity without due authorization may be dismissed.
7. Active participation (activism) in politics is not compatible with the academic life of the students and as such students are not expected to indulge in activities which are of a political nature. It is absolutely forbidden inside the college campus. Students are encouraged to develop critical, healthy and balanced political opinions and views.
8. Students will help smooth functioning of the college with their suggestions and complaints using the box or through their representatives or in personal meeting with any of the faculty members or the Principal/Rector with due appointment.
9. In order to maintain a suitable learning environment at the undergraduate level, the college management discourages current students from contracting marriage. A healthy friendship/companionship is encouraged while 'partnership-relationship' is discouraged keeping in mind the professional progress of individuals. Students who become a negative influence will be asked to discontinue.
10. No books, periodicals, comics, newspaper or printed matter of an objectionable nature, can be brought into the college.
11. Every student is expected to subscribe towards local charities and other relief efforts if authorized by the Principal. No collections or fines or fund-raising are to be made in the college without the explicit permission of the Principal/his nominee.
12. Departments may organize educational tours following the procedures without affecting regular/important classes, preferably after semester examinations. Only those with sufficient attendance may avail of such facilities. Collections for such requirements should take care of the expenses of the faculty accompanying. Parents need to give written permission to their wards that they approve such activities and that they are available for emergencies.
 - 12.1. All the collections made for activities organized in the name of the college will have to be with approved budget and due authorization. It will be audited by the internal auditor prior to submission to the office of the Bursar.
 - 12.2. No college business can be transacted on holidays or during vacations.
 - 12.3. All the furniture and other property of the college need utmost care. Any damage caused to the college must be compensated.
 - 12.4. Any negative publicity by any one which defames the college, any student or any faculty will incur suspension in view of investigation and further action.

12.5. On their way to and from college students must behave in a disciplined manner. Any behaviour that may bring disrespect to the college is considered a serious offence and the students will be penalized.

12.6. Any dispute that may arise between the members of the college family shall be settled through democratic process wherein the final decision shall be that of the management communicated by the Principal/Rector. Any dispute of a legal nature must be within the jurisdiction of Darjeeling District only.

MISCONDUCT

I. General

1.1 Misconduct is a wilful action or omission on the part of an employee which goes against the objectives and interests or requirements of the College community.

1.2. These acts or omissions could be summed up under the following list which is illustrative and not exhaustive.

- a) Neglect of duty by way of sleeping on duty, or lax behaviour and attitude towards time.
- b) Want of diligence in the performance of duty, or violation of the orders of the lawful authority.
- c) Irregularity in attendance, taking leave without sanction.
- d) Insubordination
- e) Moral delinquency affecting the discipline, moral standards and reputation of the College.
- f) Theft or causing damage to property, fraud
- g) Going on strike or instigating to strike
- h) Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the College premises without prior written permission from the competent authority.
- i) Using indecent language or making false allegations.
- j) Unauthorized collection of money, carrying on any kind of business in the College premises.

- k) Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
 - l) Violation of confidentiality or giving information to unauthorised persons.
 - m) Non-acceptance of a College notice at the registered address of the employee.
 - n) Inflicting corporal punishment on students.
 - o) Any other act or omission that in general understanding would be detrimental to the objectives of the College.
 - p) Smoking/consumption of alcohol or any addictive substance within the premises or vicinity of the establishment or just prior to resumption of duty;
 - q) Not submitting the regular (weekly, monthly, bi-annual/annual) record or works and reports about students
- 1.3 The College has the right to impose penalties or call for disciplinary action after assessing the gravity of misconduct.

2. *Penalties*

2.1. Minor penalties may include Censure, or Recovery of damage or loss incurred by the College from the individual, or Suspension from duty without pay for a period not exceeding seven days. 2.2. Major penalties may consist of (a) Withholding of increment (b) Compulsory termination of service (c) Dismissal. The application of the above penalties shall be decided by the Competent Authority.

3. *Disciplinary Authorities*

3.1. The Secretary on behalf of the Governing Body, shall be the Disciplinary Authority in respect of all acts of misconduct which warrant only minor penalties as defined above. He shall refer all actions proposed to be taken, to the Governing Body, and the Governing Body shall advise the Secretary as to the action to be taken against the delinquent staff/faculty member.

3.2. The Governing Body shall appoint a Disciplinary Committee consisting of Principal/Vice Principal/HoD/Non-teaching staff and a Lady Faculty Member in respect of all cases of misconduct, which warrant imposition of a major penalty as defined above. The Disciplinary Committee shall act also through the Grievance Redressal Cell in ordinary and extra ordinary matters of complaints concerning the staff. The Grievance Redressal Cell consists of 2 senior lay staff, one being a lady, one senior religious staff and a nominee of the appellate Founder Body. 3.3. The Founder Body shall be the Appellate Tribunal in respect of all cases where a major penalty is sought to be imposed against a member of the staff. The Founder Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, modify or set aside any decision of the Governing Body. In which case:

3.4. The Founder Body shall appoint an Investigative Team consisting of:
a) One representative of the Governing Body.

- b) One representative of the aggrieved staff member.
- c) One person not connected with either of the two above mentioned categories of whom one shall be a lady member, to be appointed by the Founder Body, preferably a person having discharged magisterial or judicial functions or who has been engaged in Civil Service, who will also act as Chairman of the Investigative Team. The decision of Investigative Team will be considered by the Founder Body by vote and shall be final in regard to the imposition of major penalties.

4. Procedure for Imposing Minor Penalties

4.1. No order imposing any of the minor penalties specified above shall be imposed except after:

- a) The staff member has been informed in writing by the Secretary/Jt. Secretary of the College of the action proposed to be taken against him/her. The letter to be sent by the Secretary/Jt. Secretary of the College will be accompanied by allegations on the basis of which action is proposed to be taken. The concerned staff member will have to make his/her representation to the Secretary/Jt. Secretary of the College against the action proposed to be taken, within one week from the date of receipt of the notice from the Secretary/Jt. Secretary of the College and s/he shall also intimate as to whether s/he wishes to be personally heard in respect of the allegations against him/her.
- b) The Secretary/Jt. Secretary has considered the representation, if any, of the concerned member of the staff, and has granted him/her a hearing, if so desired. c) The Secretary/Jt. Secretary has, thereafter, submitted a report to the Governing Body.

4.2. The Governing Body shall consider the report submitted by the Secretary/Jt. Secretary in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the concerned member of the staff.

4.3. The Secretary/Jt. Secretary shall proceed to impose such penalty as he may be advised by the Governing Body. The staff member thus penalised, however, is free to appeal to the Founder Body as provided earlier. The decision of the Governing Body shall be final in respect to Minor Penalties.

5. Procedure for Imposing Major Penalties

5.1. No order imposing on a staff /employee any of the major penalties specified herein except after holding an enquiry in the manner hereby prescribed.

5.2. The Secretary shall submit a report to the Governing Body in case of serious misconduct by a member of the faculty/staff/employee which may warrant the imposition of a major penalty or penalties, specified above. On consideration of the said report, the Governing Body may direct the Secretary/Jt. Secretary to issue a charge-sheet to the concerned member of

the staff/employee. In such case, the Governing Body shall appoint an Investigation Team to conduct the enquiry against the delinquent.

5.3. The staff / employee shall be supplied with a copy of the charge-sheet or/and charges together with a statement of the allegation on which they are based.

5.4. S/he will be required to submit to the Secretary of the Governing Body within seven days of the receipt of the charges and allegations, a written statement in his/her defence and also state whether s/he desires to be heard in person.

5.5. The Investigation Team will conduct the Enquiry considering the charge-sheet and written statement of the staff/employee, if any, and giving him/her a hearing, if so desired.

5.6. The Investigation Team will prepare a Report on the Enquiry with their findings on each of the charges together with reasons and he/she will send the Report to the Secretary/Jt. Secretary of the Governing Body.

5.7. The Governing Body will be at liberty to either accept or reject the Report and may order a fresh Enquiry on either the full or partial aspect of the charges.

5.8. The Governing Body will take steps as are considered fit and proper on the basis of the findings of the Investigation Team. If a penalty is to be imposed, the staff /employee may be called upon by the Governing Body to show cause within 10 days concerning the quantum of the penalty.

5.9. On receiving the cause shown, if any, or after 10 days from the second show cause notice served to the concerned staff/employee, the Governing Body will proceed to impose such penalties, as it thinks fit. The staff/employee thus penalised may, however, prefer an appeal against such order of penalty in the manner provided below. During this process, if the act was a public scandal, the defaulter may be kept under suspension from duties.

6. Appeal

6.1. Appellate Tribunal - Founder Body

a) A Staff/Faculty/employee against whom an order proposing to impose any of the penalties referred to above has been passed, may prefer an appeal to the Founder Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.

b) After considering all aspects of the case, including the submission made by the concerned staff member, the Governing Body and the Investigation Team, the Founder Body as

the Final Appellate Tribunal shall pass such orders as it thinks fit and proper and its decision shall be final.

6.2. Final Appellate Tribunal

- a) If by reason of any decision of the Founder Body, acting as Appellate Tribunal, a staff member is subjected to any of the major penalties specified herein, s/he shall have the right to prefer a further appeal to the Final Appellate Tribunal.
- b) Any such appeal must be filed with the Final Appellate Tribunal, through the Secretary of the College within 15 days of the date on which a copy of the order of the Appellate Tribunal is communicated to the member. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if any appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.
- c) The Final Appellate Tribunal may on application made in this regard, call for the records of the case from the Founder Body, the Governing Body, the Secretary of the College and shall also afford an opportunity of hearing to the concerned staff /employee.
- d) After considering all aspects of the case, including the submission made by the concerned staff member, and the Investigation Team, the Founder Body as the Final Appellate Tribunal shall pass such orders as it thinks fit and its decision shall be final.

7. Bar on Representation by Legal Practitioners

7.1. No legal practitioner shall be allowed to represent either a staff /faculty/employee or the Governing Body of the College in the disciplinary and appellate proceedings as described above.

7.2. The representation shall be made by the person concerned and the authorized representative of the Governing Body.

8. Suspension

8.1. The Secretary of the College may, in cases involving gross misconduct, indiscipline or negligence of duties, place a staff/employee under suspension pending further action by the Governing Body and the same must confirm or annul the action taken by the Secretary, within 15 days.

8.2. The Secretary of the College, on the instruction of the Governing Body, shall place a staff/employee of the College under suspension in the following cases:

9.4. The Founder Body shall appoint a committee with due legal consultations and the decision of the Body shall be binding to settle the matter.

Ramprasad Mitra
Principal

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PRINCIPAL
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- a) Where an Enquiry against him/her is contemplated or where such an Enquiry is pending.
- b) Or, where a case against him/her in respect of any criminal offence involving turpitude is under investigation or on trial.
- c) Any form of publicity that goes against the institution in media or in any other mode.
- d) Any injury done to students: physical, moral or emotional.

e) Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.

8.3. Every order of suspension shall be reported, for information only to the competent Government/University Authority

8.4. A staff/faculty/employee placed under suspension shall be entitled to receive from the College a monthly subsistence allowance in the following manner:

- a) During the first two months of the period of suspension at the rate of fifty percent of his/her total emoluments.
- b) If there is a delay on the part of Governing Body beyond two months in arriving at a decision, the subsistence allowance will continue to be paid at the rate of seventy five percent of his/her total emoluments until the Governing Body of the Institute communicates its decision to the staff/employee concerned.
- c) If the member takes up any other paid employment during the period of suspension, s/he shall not be entitled to any subsistence allowance for the period he/she is thus otherwise employed.
- d) If the staff/faculty/employee is exonerated from all charges, all arrears of pay and allowances will be paid to him/her for the total period of suspension, after adjustment of the subsistence allowance paid.

9. Grievances

9.1. A grievance is a genuine complaint an employee may have against the college with regard to the work or benefits due to him/her.

9.2. A grievance is to be presented in writing to the grievance redressal cell; if the matter needs further consideration, the same shall be forwarded to the Governing Body who will recommend the action to be taken.

9.3. If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him/her to the Founder Body.



Salesian College

UGC Certified College of Excellence (CPE)

Accredited by NAAC with Grade 'A'

Affiliated to University of North Bengal

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&

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Email: principal@salsiancollege.net

POLICY ON ETHICS

Salesian College always upholds integrity, honesty and transparency. The College believes that all members of its community have the right to study or work in an environment that is safe, secure and supportive. It confirms the right of every member to have learning and working environment that is free from discrimination and harassment. To ensure the ethical conduct, a policy on Ethics is constituted by the institution. The purpose of this policy is to clarify the standards of behaviour that are expected of all students, teaching and non-teaching staff, Governing Body and the officials, employed by or contracted to the college in performing their duties. It envisages that every community member contributes to the development of a respectful environment by behaving in acceptable ways and by discouraging offensive behaviour of others. The Policy ensures fairness and consistency in all matters relating to conduct.

The Policy states that the institution shall:

1. Ensure the proper deportment of the officials, employees and students by constituting a Code of Conduct.

2. Entrust the Principal, the Vice Principals and Deans to monitor and analyse the actualization of the Code of Conduct
3. Constitute a Monitoring Cell to track and evaluate the comportment of the students in tune with the Code of Conduct
4. Publish the Code of Conduct in the College premises and in the College Website
5. Arrange to organize Orientation Programmes, Training Sessions and Invited Talks to inspire the college community to comply with the stated code.
6. Offer guidance to the College Community on standards of integrity and conduct.
7. Foster an environment that reflects the institution's commitment to enhance every experience for the greater good, as well as the value of Excellence to drive quality through accountability.
8. Inspire officials and faculty to promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.
9. Motivate officials and faculty to act with transparency and impartiality to make sound unbiased, decisions in order to avoid any conflict of interest.
10. Enforce strict rules regarding students who will be subject to disciplinary action up to and including suspension or expulsion from the college if they engage in serious misconduct.
11. Encourage faculty to be aware of and comply with the legislation and regulations related to their ways of carrying out their duties and to conduct themselves in a manner consistent with those policies
12. Impose that the breaches of college policies, including the Code of Conduct, may result in disciplinary action up to and including termination.

S/d



Principal

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