



SOP for students of Bolpur College

Students of Bolpur College must obey the following directives

A) While entering college campus

- 1) It is mandatory to show identity cards at college gate before entering in the college.
- 2) Entering outsider & non-students in college is strictly prohibited.
- 3) Visitors with specific purpose must record their particulars in the register maintained at the college gate.
- 4) Students must be properly and decently dressed.
- 5) Cycles and bikes of the students must be orderly parked and locked in the parking place - behind the main building of the college.

B) Attending classes & other academic activities

- 1) Students must be punctual, regular in attending classes, tutorials, internal assessment/assignments.
- 2) They must sit properly in their respective classrooms and should not attract unnecessary attention of others.
- 3) If a professor is absent or unable to take class, students must sit in their classrooms and maintain silence so that not to disturb the other adjoining classes.
- 4) Students must not use mobile phone or any electronic gadget for their communication during the class.
- 5) Adapting any kind of malpractice such as cheating, copying, and exchange answer-sheets in examination is strictly prohibited.
- 6) Students must always consult noticeboard (Online and Offline) on a regular basis.
- 7) They must not loiter in the corridors of the College during class hours.
- 8) They must not scribble anything on the walls of black-boards, classrooms, washroom and College campus.

C) Maintaining Environmental Standard

- 1) Bolpur College is a smoking free campus. This policy not only apply to any materials or devices using tobacco but also applies to any other smoking processes including use of vaping devices, E-cigarettes, electronic nicotine delivery systems and any other similar devices or equipment and substance. These are prohibited in all areas where smoking is prohibited.

- 2) So, smoking, vaping, chewing guthka, consumption paan-masala or of any kind of drug is strictly prohibited and violating this rule attracts severe punishment.
- 3) Keep your Campus clean and green for improving environmental standard
- 4) The students are advised to participate in the activities of nature club to fulfil the objective

D) Library

- 1) Every student must apply for library membership and obtain library card. Only the registered members are allowed to use the library services.
- 2) Talking, using mobile phones in the library reading room is strictly prohibited.
- 3) Books are issued to students for one month. The books must be returned within specified date; or before their Semester form fill up.
- 4) The college library is fully automated and a number of services are available. Students are advised to use Wi-Fi connection inside the library to access online resources and for academic purpose only.

E) Scholarships and office works

- 1) A variety of Scholarships are available. Students are directed to keep informed themselves.
- 2) Girl students are advised to apply for Kanyashree Scholarship
- 3) Avail Education Loan through Student Credit Card facilities.
- 4) For information related to how to apply for scholarships and financial assistance, visit the college website and/or speak to the nodal officer (Teacher).
- 5) For any work visit the Office of the college

F) Cultural Richness

- 1) Bolpur College has a rich cultural tradition. To maintain its rich diversity efforts are made to explore talents among the students in cultural activities.
- 2) Students are encouraged to participate in various cultural activities taking place throughout the year. Contact Dr. Aditi Ghosal (9475097830), Dept of Philosophy, or write to aditighosalag@gmail.com. They are further encouraged to be a part of the Cultural Club of Bolpur College.

G) Sports, Gym and Health Club

- 1) The college conducts college sports and district sports on a regular basis. There are ample opportunities for games and sports. Interested students can join to the sports event of one's choice.
There is a well-equipped gym within the college premise monitored by a gym instructor. Students are encouraged to use the facilities of gym of Bolpur College. The gym is open on all working days and in working hours. Stay fit and be a part of the Health Club of Bolpur College

H) Ragging free & Sexual harassment free campus

- 1) Ragging in any form is strictly prohibited within the college campus including the departments, laboratories, canteen, gym, hostel, playground, corridors etc.

- 2) Ragging of any kind will attract disciplinary actions. To report against any kind of ragging activity, contact Dr. Mrinal Kanti Nayak (8918888693), Dept of Chemistry, or write to mk12nayak@gmail.com.
- 3) Disciplinary actions include cancellation of admission, suspension, rustication or expulsion from the Institute/ Hostel, filing FIR with the police and even collective punishment may be imposed where the persons involved are not identified.
- 4) Bolpur College campus strives to remain sexual harassment free campus. The college authority undertakes every effort to ensure that no case of sexual harassment takes place within the college campus.
- 5) Sexual harassment includes physical contact or advances, a demand or request for sexual favours, making sexually coloured remarks, showing pornography or asking if anyone wants to see pornography and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The college has an active Internal Complaint Committee (ICC). Contact Dr. Aditi Ghosal (9475097830) or write to aditighosalag@gmail.com for any cases of sexual harassment and strict action will be taken

I) Grievance redressal

- 1) The College Grievance Redressal Cell (CGRC) has been constituted as per directives received from University Authorities. All grievances of bona-fide students relating to the College shall first be addressed to the College Grievance Redressal Cell via the online portal along with necessary documents.
- 2) Students facing or not satisfied with any academic, infrastructural, administrative problems, may approach Dr. Aditi Ghosal, Nodal Officer (9475097830), or write to aditighosalag@gmail.com for an immediate action by an active anti-grievance cell of Bolpur College. The Grievance Cell will examine each complaint / instance and take action in accordance with the management policy.
- 3) Any type of Grievance of the students can be recorded by writing to the Principal or communicated to the Departmental Coordinator.

J) Other restrictions

- 1) There shall not be any social gathering, private trips, tribal meetings, programmes etc. in the college without prior permission of the principal.
- 2) Spitting inside the college campus, on the wall, stairs, floor, etc. is strictly prohibited. Defaulters shall be punished severely.
- 3) Students indulging in immoral activities, using of intoxicants, creating violent atmosphere, causing damages to the college's property, malpractices, etc. will face disciplinary action and are liable for expulsion.

**Principal
Bolpur College**