

বেঙ্গল
ফাইন আর্টস
কলেজ



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Bengal Fine Arts College

Founded in 1979 by Debnarayan Debnath

A Degree College affiliated to Indira Kala Sangit Vishwavidyalaya and recognised by U.G.C

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CODE OF CONDUCT

Rules and regulations of the college and students discipline

- Our students are expected to come to the college in neat, clean and simple clothes. They must conform to the high standards of modesty maintained by the institution. They are expected to hold values, be polite and courteous, respect and greet seniors and authorities both inside and outside the campus.
- Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.
- Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the principal. They are not permitted to go out during lunch break. (Total duration of break is maximum 30 minutes per day)
- The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so.
- They should wish all the teachers irrespective of their departments.
- Strict silence should be maintained during class hours in the Classrooms, Library, Studios, Examination halls and in the College premises.
- All lost property should be brought to the Principal's office.
- Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.

- Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.
- Students are not permitted to entertain the visitors in the college during the working hours.
- Student should not enter the office room, staff room, library, or store room without permission.
- Monthly tests and Internal examinations are part of curriculum and students should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
- Eve-teasing is strictly prohibited & eve-teasers will be dismissed from the college.
- Ragging in any form inside or outside the college campus and hostel is banned. Senior students found indulging in ragging junior students will be dismissed from the institution.
- According to guidelines provided by U.G.C. and University, students found guilty of participation or abetment in ragging will be subject to severe punishment ranging from cancellation of admission to a fine up to Rs.25000 and rigorous imprisonment up to 3 years.
- Students and/or their guardians are not allowed to send or upload any news/photographs/videos or any kind of information regarding college affairs on behalf of/against the college or college foundation society, into any social media like Facebook, twitter, Youtube etc. or any press media. In this case, student may be show-caused or rusticated without notice.
- Students-movement for any college affairs are also a cognizable/punishable offence.

- **Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.**
- **Students who do not follow the college rules and regulations will be expelled /rusticated from the college.**

Candidates for New Admission

Candidates wanted to be admitted in the college are advised to properly visit/inspect/ investigate the infrastructure of the college, before admission into any course run by the college.

Special Request to Parents/Guardians

- **Parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc..., of their wards.**
- **Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They should follow the students' progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes.**

Studio/Workshop Rules

- Silence should be maintained inside the workshop/studio.
- Playing games and chatting are prohibited.
- Students should work only in their assigned equipments (Desk, Easel, Locker, Board etc.) and they are responsible for the same given.
- Chewable items are prohibited inside the studio.
- If a student damages any of the equipment i.e., the expense will be collected from him/her.
- Students should get permission while entering & leaving the studio during class hour, even for extra time work.
- Students should get permission to use electronic media (except mobile/smartphone) inside the working space.
- Students should bring their art mediums and other required materials without fail.
- Scribbling on the walls or tables/desk is not permitted.
- Equipments should be re-arranged properly before leaving the studio.

College Library Rules:

- The library is kept open on all the working day for all the students and staff. The library will remain closed on all holidays.
- Students and staff should make entry in the library register before entering the library with their college ID card.
- Students will be entitled to read / study the books, there is no options to borrow or handover to the other student.
- In case of a group of students a constant guide/teacher must be present in library throughout the study time with them. If it is a single student, he/she must take special permission from their class/subject teacher or the librarian, and he/she must keep the ID card to the librarian until the end of study for the same day.
- ID card is not transferable / exchangeable.
- The librarian can recall / check any book at any time even if the student is reading that.
- Absence from college will not ordinarily be accepted to enter in the library
- Reference books will not be given without constant presence of teacher/librarian .
- Students are expected to use all the books with care. If a book is lost or damaged, the student has to replace the book or pay double the cost of the book.
- All marking, underlining or annotating of books whether already soiled or not is forbidden. Every book will be examined and if it is found damaged, the matter will be reported to the principal for disciplinary action.

- The last student using a book shall be held responsible for all effects which he/she did not point out at the time of his/her taking it.
- Strict silence and decorum should be observed in the library. It is the duty of the librarian to bring to the notice of the principal if any student is damaging the books, talking or making noise or coming to the library improperly dressed or misbehaving.
- All complaints and suggestions should in the first instance be made to the librarian who will, if necessary, refer them to the principal.
- Students are not allowed to bring any printed matter/ books or files inside the library from outside.
- The librarian's decisions are final in the matter of issue, taking photographs, Xerox/photocopy of the books.

Student ID card

- The student ID Card will be issued/updated on the starting of each semester.
- The student ID Card is for identification purposes only. Each student is mandatorily responsible for the use of his/her student ID Card in the College premises, University Exam, in any other academic activity/event or participation in co-curriculum activities held inside/outside the campus.
- The student ID Card is not transferable to any other person. Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use of any other person.
- The student ID Card must be presented at the request of an authorised person of the Institute. Any student refusing to provide the same may invite disciplinary action against him/her.
- Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly including severe disciplinary action against him/her. Fraudulent use of the student ID Card may also result in criminal charges and/or civil proceedings as deemed fit.
- A student who has lost his/her student ID Card, must report the same to the Principal/Class teacher of the college as soon as possible to invalidate the issued card and apply for a replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any unauthorised use of that card.
- Replacement of student ID Card due to loss, damage, theft or change in name will attract a charge of Rs100 per card as determined by the Institute.
- Student ID Card is Institute's property. Students must have to return their ID Cards to the Institute for cancellation upon withdrawal / termination or successful completion of studies.
- Upon completion or cessation of studies, the student must no longer use the student ID Card for proof of his/her student status for any purpose.

Attendance and Leave of Absence

- No student will be allowed to absent herself/himself from the college without prior permission from staff concerned and Principal.
- Anyone who is not present in the class when attendance is taken will be marked absent.
- Students have to obtain parent's signature preferably from father in the leave letter.
- The absence of one hour or more in a session will be marked as absent for half a day. They will be allowed to attend the class only after the half day leave is sanctioned by the teacher concerned and the principal.
- The students should not absent themselves particularly when the college works on Saturdays, if necessary.
- In case of absence due to unforeseen cause, application for leave must be submitted as soon as possible, and never later than the first day of return to the college.
- If a student takes leave because of sickness he/she has to submit a medical certificate signed by a registered doctor. He/she should submit it on the first day as soon he/she comes to the college after leave.
- Medical certificate submitted late, will not be considered.

- If a student takes sudden leave for more than three days he/she will not be allowed into classroom, unless he/she meets the principal along with his/her parents.
- No leave will be granted for monthly tests and examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.
- Students are instructed to strictly follow the format of the leave letter given by the class teacher.
- No student should absent herself/himself on the first and last working day of the college, before or after vacation.
- The students should earn at least 75% of attendance to appear for university exams.
- List of the percentage of monthly attendance will be displayed on the Notice Board at the end of every month
- Enmasse leave by students or abstaining from classes for whatever reason will be strictly viewed by the college and will be reported to the University.

Tests / Examinations

- There will be Continuous Internal Assessment (CIA) and an External examination in each semester. In addition to the above periodic tests will also be conducted in all subjects.
- Tests/examinations will not be deferred or anticipated to suit individual conveniences.
- Perfect order and discipline should be maintained during tests and examinations.
- Continuous Internal Assessment (CIA) Parameters

Class-work	-	10 Marks
Attendance	-	10 Marks
Behaviour	-	5 Marks
<u>Out-door Sketch</u>	-	<u>5 Marks</u>
Total	-	30 Marks

- Internal & External marking system per semester

Course	Marking	Subject	Maximum marks %	Minimum Marks %
BFA (Bachelor of Fine Arts) Foundation, Painting and Sculpture	Internal	Theory	30	10
		Practical, Project & Exhibition	30	12
	External	Theory	70	23
		Practical, Project & Exhibition	70	28

Submission / Display / Exhibition

- Students of any subject should submit their complete works at the scheduled day of submission. They are supposed to submit/show their work within the date of submission with neat presentation.
- Monthly display will be held in respective classes only. Responsible students will request principal and other staffs to present in display at least one hour before of the presentation program.
- Exhibition of the semester works will be held only in the allotted space and time. In general no request of changing / exchanging the space will be allowed once the scheduled time and particular space is allotted.
- Art works for annual exhibition are supposed to finish one week before the day of selection. No request for incomplete or poor-presented work will be entertain for selection.
- Students are expected to be clear about the presented works and ready to explain about their art-works.
- Students those are showing/exhibiting/presenting their art-works, should stay ready with written concept note and a PDF soft file of those works.
- No students are allowed to show their old works or a work that is already submitted in the previous submission.
- Students those are absent on the date of submission / display will not be allowed to exhibit on the other date. In this case 20% of the marks will be deducted from the Class Work.

“Education is not about loading your mind with information, but about making it capable of razor-sharp perception, capable of knowing life in its full depth and dimension.”

