



BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P.O.-BALAGARH, DIST.-HOOGHLY, WEST BENGAL-712501

**HAND BOOK OF CODE OF CONDUCT
FOR
THE STUDENTS, FACULTIES AND NON-TEACHING STAFF**

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&
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PREAMBLE

Since inception, Balagarh Bijoy Krishna Mahavidyalaya upholds the ideal of “***Self Discipline is the Best Discipline***” and regarding the conduct of the faculties, students and office staff of the institution, the rules and regulations as stated in the Statutes of the University of Burdwan as well as the instructions/advisories given by the Government of West Bengal are ritualistically followed. However, in course of time a set of rules and regulations for the students are framed and thereafter those are published in the prospectus each year with necessary additions/alterations. Over the years, introduction of different new programmes and courses and induction of new faculties and supportive staffs and enhancement of students’ enrolment necessitated the framing of a comprehensive institutional code of conduct for all the stakeholders of the college under one cover but keeping faith upon the ideal of “***Self Discipline is the Best Discipline***” intact.

CODE OF CONDUCT FOR STUDENTS

1. Students are expected to strictly adhere to the timetable for attending lectures/tutorials/practical and other extra-curricular activities.
2. While the students are expected to attend maximum number of classes, they must not fail to attend at least 50% of the classes held in each paper (Course) otherwise as per the The University of Burdwan rules they will not be permitted to sit for the University Examination.
3. All students participating in sports & games events at any level (University, State, National or International) must have minimum required attendance as per University rules otherwise they will not be permitted to sit for the University Examination.
4. Students' attendance in different cultural, co-curricular and extracurricular functions and programmes organized by the college (Such as Foundation Day Celebrations, Independence Day Celebrations, Republic Day Celebrations, Anniversary Celebrations of Great Personalities, Celebrations of Different World Days, Annual Cultural Festival, PTSA Meeting, Annual Sports and Cultural Meets, NCC Programmes for NCC Students, NSS Programmes for NSS volunteers, Advanced Learners' Seminar etc.) is mandatory.
5. Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in different activities of the college.
6. Students not attending classes for more than four consecutive weeks must inform the Principal in writing or else their names shall be struck off the rolls of the College.
7. Application for leave is to be made in advance and submitted to the Principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
8. Students must carry their Identity card inside the campus.
9. Students must help to keep the campus neat and clean.
10. Use of Mobile phones in class rooms during lectures, laboratories, library and reading room is strictly prohibited.
11. Students must keep themselves updated on the notices/circulars displayed on the notice board and the college website.
12. Spitting, throwing bits of paper in the premises and any use of plastic/polythene below 40 microns in the campus are prohibited.
13. Consumption of alcohol and tobacco in any form by any body in the campus is strictly prohibited.
14. Students must not indulge in any kind of ragging or activities leading to harassment of any kind towards anybody in the campus.
15. Students must not behave with anybody in the class rooms/premises/campus in such a manner that may disturb the peaceful ambience in any way.
16. Students should make use of college library, reading room or engage themselves in indoor games in the common room and must not loiter in the college premises in the off periods.
17. Writing on walls, pillars, bath rooms, furniture or boards is strictly prohibited.
18. Though the college does not have any specific dress code, students are required to be properly attired in keeping with the dignity and decorum of the institution.

CODE OF CONDUCT FOR FACULTIES

1. All the members of the teaching staff should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
2. All the members of the teaching staff should deal impartially with students regardless of their religious, caste, economic, social and physical identity.
3. All the members of the teaching staff are expected to give particular attention to gender equity while dealing with students, staff and visitors.
4. All the members of the teaching staff should remain alert about their responsibilities for analyzing needs, prescribing and carrying out educational programs with updated knowledge of high quality and evaluating progress of students.
5. All the members of the teaching staff should act with honesty and integrity of their work.
6. All the members of the teaching staff should prepare a lesson/teaching plan, well in advance before commencement of the classes.
7. All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
8. All members of the teaching staff must mark their attendance as well as their hours of leaving the campus for the day in the biometric tool / sign regularly in the attendance register making relevant entries thereupon.
9. Apart from the usual duties associated with lecture/ practical/ tutorial/examination/evaluation, all members of the teaching staff are expected to perform administrative assignments, provide counselling to students and participate in extra/co-curricular activities whenever required.
10. Although the working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them, all members of the teaching staff must mark their attendance latest by 11.15 A.M. on all working days excepting on the days off.
11. Mentor-Ward System as far as introduced in the college must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
12. All the members of the teaching staff should avoid conflicts between professional and private interests, which could affect the professional ethics.
13. All the members of the teaching staff should respect the privacy of others and confidential information shared by the colleagues and students.
14. No member of the teaching staff should engage in such activities which adversely affect the qualities of professional ethics.
15. No member of the teaching staff shall engage in any political activity within the college campus.
16. No member of the teaching staff shall act in any manner that violates the decorum or morality within the campus.
17. All faculty members should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities in the college.
18. All members of the teaching staff are entitled to take leave as per rules. However, they should remain aware about their particular responsibility for completion of academic schedule.

19. All members of the teaching staff should enjoy their right to express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the enhancement of academic interest.
20. All members of the teaching staff are expected to respect the right and dignity of the students in expressing their opinion on academic and campus issues.
21. All members of the teaching staff should encourage students to improve their attainments, develop their personalities, inculcate scientific outlook, generate respect for physical labour, and embrace ideals of democracy, patriotism, peace and at the same time to contribute to community welfare.
22. Whenever there is any criminal complaint, action/proceeding lodged against a member of the teaching staff in any Police Station, Court or Forum- that shall have to be reported to the Principal by the concerned teacher himself/herself forthwith.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. The normal working period for those in the category of non-teaching staff shall be from 10.00 A.M. to 5.00 P.M. with one-hour lunch break on all working days.
2. All members of the non-teaching staff must join/attend the duty punctually every day.
3. All members of the non-teaching staff must mark their attendance as well as their hours of leaving the campus for the day in the biometric tool / sign regularly in the attendance register making relevant entries thereupon.
4. No member of the non-teaching staff of the college shall leave headquarter without permission of the Principal.
5. All members of the non-teaching staff should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
6. Every member of the non-teaching staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
7. All members of the non-teaching staff shall refrain from any verbal, non-verbal and/or physical misconduct in their interactions with students, other college staff, and visitors in the college.
8. All members of the non-teaching staff shall maintain their professional knowledge & skills updated for the proper discharge of duties assigned to him/her.
9. All members of the non-teaching staff shall deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
10. All the members of the teaching staff are expected to give particular attention to gender equity while dealing with students, staff and visitors.
11. All members of the non-teaching staff shall co-operate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand.
12. All members of the non-teaching staff should adhere to the Professional Ethics and Code of Conduct of the institution.
13. All members of the non-teaching staff should cooperate to maintain discipline and good habits in the office as well as college premises.

14. Any member of the non-teaching staff should not indulge in any anti-institutional activity and shall not promote, abet, assist or motivate any unhealthy activity.
15. All members of the non-teaching staff should avoid conflicts between their professional work and personal interest.
16. No member of the non-teaching staff shall ordinarily remain absent from work/ take leave without prior permission of the Principal.
17. Whenever there is any criminal complaint, action/proceeding lodged against a member of the non-teaching staff in any Police Station, Court or Forum- that shall have to be reported to the Principal by the concerned employee himself/herself forthwith.