



HIRALAL BHAKAT COLLEGE

ESTD:-1986

NALHATI, BIRBHUM, WEST BENGAL, PIN.-731220

(Affiliated to the University of Burdwan and Re-accredited by NAAC)

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Ref. No.

Date:.....

Code of Conduct for Students, Teacher and Non-Teaching Staff for HBC

(Approved by IQAC, HBC)

Introduction: The Hiralal Bhakat College (HBC) has in place Code of Conduct for students, teachers, and other non-teaching staff for smooth functioning of the institution, in addition/conformity to the rules and regulations prescribed by the UGC/Ministry of Education/GOV. of India. HBC implements and monitors its Code of Conduct through various authorities such as Academic Council, Finance Committee, and Heads of the Departments and by constituting various related committees.

Code of Conduct for Students:

- A Student must carry his/her Identity card inside the college campus and should produce the same as and when asked for.
- A student must adhere to the timetable for attending curricular, co-curricular and extra-curricular activities.
- The students must be respectful towards all irrespective of cast, creed, religion and region.
- A student must treat all fellow students with humbleness and kindness.
- Every student must cultivate politeness in their conduct and speech.
- Harmful attitude, physical or mental injury caused by any member must not be retaliated by the student, but should be reported to college

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authorities (Principal, Department Heads).

- A student must fulfill the minimum required attendance for appearing for college/university examination.
- Students must help to keep the campus neat and clean.
- Smoking, alcohol, spitting and littering inside the college campus is strictly prohibited
- Use of Mobile phones during the lectures/in classroom is strictly prohibited.
- Students are expected to view notices/circulars displayed on the notice board/college website.
- Students should not misuse or make unauthorized use of the college property or property on the campus.
- Students should not indulge in ragging/harassment of any kind towards fellow students.

Code of Conduct for Teaching Staff:

- A teacher must perform his/her duties related to curricular, co-curricular and extra-curricular activities with conscientiousness and dedication.
- A teacher should discharge his/her duties efficiently and diligently as per the norms laid down by the College/Affiliating University from time to time.
- A teacher should believe in life-long learning norm and keep updating his/her knowledge and skills to equip himself / herself professionally to cope up with the ever-changing world.
- A teacher should co-operate with the administration in carrying out all academic responsibilities and activities including (but not limited to) supervision, invigilation and evaluation.
- Teachers should be punctual in attendance and in respect of his/her assigned duties.
- Teachers should refrain from taking part in political activities, strike or demonstration which is not in line with the ethics of teaching profession.
- Teachers should deal with the students justly and impartially irrespective of gender, caste, creed and religion.
- Teachers should be conscious of rules, regulations of the institution, and inculcate the same in their students.
- Teachers must complete the assigned syllabus in stipulated time.

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- Teachers should take the prior approval for leave from Principal/TIC and make the alternative arrangements for the lectures and practicals if/ where required.

Code of Conduct for Non-teaching Staff:

All non-teaching staff of the college is expected to comply with the following Code of Conduct, including behaving in a respectful way to uphold the College/University values at all times:

1. All employees of the College are required to discharge their duties effectively, diligently, and in accordance with the rules and regulations of the college/University.
2. Every employee must always act with the utmost professionalism and decorum when interacting with superiors, coworkers, and pupils.
3. Always conduct them in a way that supports the college's principles, morals, and reputation for excellence.
4. Be respectful and kind to everyone, and refrain from harassing or discriminating against anyone.
5. Follow and uphold privacy rules when gathering or keeping individual records.
6. Remain open to working with people, having candid conversations, and exchanging concepts, theories, and best practices.
7. Use College resources responsibly, and only for purposes authorized by College.
8. Each member of the staff is responsible for maintaining the college's assets. It should always be a top priority to keep the college campus tidy and clean.
9. No staff member should be absent from his/her duties without prior approval. In cases of illness or absence for medical reasons, a medical certificate that satisfies the Institute authorities must be produced within a week.
10. No Staff employed in the college shall be involved directly or indirectly in any trade or business.
11. No staff employed in the Institute shall engage himself/herself in any

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political activity on the cost of college services.

12. No employee of the College should engage in any type of actions that cause disrepute to the College / Affiliating University.



Coordinator, IQAC
Hiralal Bhakat College, Nalhati
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TIC
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Teacher-in-Charge
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