



PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist:- Burdwan, Pin No-713513

Mob. No. 8617647363

Email :- purbasthalicollege@gmail.com, Visit Us : www.purbasthalicollege.com

Code of Conduct for Students

- ❖ Students should maintain discipline in the campus and their conduct should be satisfactory.
- ❖ Students are expected to attend the lectures regularly as per the time table of the college.
- ❖ All the students should carry identity card issued at the time of admission during college hours, including in examination and in all college functions and activities. The students may be required to produce their identity cards whenever required.
- ❖ They are expected to maintain a minimum attendance of 75% in all the subjects so as to be deemed eligible to sit for the examinations.
- ❖ They are expected to read all the notices displayed on the notice-boards as well as visit the college website regularly.
- ❖ They are expected to show mark of respect to their teachers, staffs of the college and the Principal.
- ❖ They are not expected to loiter in the institute premises.
- ❖ They should not indulge in ragging practices.
- ❖ They should not indulge in taking any items of drugs including alcohol and tobacco in the institute premises.
- ❖ No society or association should be formed in the institute and no outsider should be invited to address a gathering without the prior permission of the Principal.
- ❖ They are expected to take proper care of the institute's property. Any damage done to the property of the institute in the form of breaking the table, bench, desk, furniture, or any other things, or disfiguring the walls is a punishable offence.

B. S. Chatterjee
Principal
Purbasthali College
Parulia, Purba Bardhaman.
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Code of Conduct for Faculty Members

- ❖ Faculty members must adhere to the regulations and guidelines set forth by the University of Burdwan and the Department of Higher Education, Government of West Bengal.
- ❖ They should maintain academic integrity and uphold the highest standards of ethical conduct in teaching, research, and administrative duties.
- ❖ Faculty members must prioritize the academic success and well-being of students, providing support, guidance, and mentorship as needed.
- ❖ They are expected to promote diversity, equity, and inclusion in all aspects of their work and interactions within the academic community.
- ❖ Faculty members should respect the confidentiality of student and institutional information, ensuring privacy and security at all times.
- ❖ They must refrain from engaging in any form of discrimination, harassment, or misconduct, fostering a safe and inclusive learning environment.
- ❖ Faculty members should engage in scholarly activities, research, and professional development to enhance their expertise and contribute to the advancement of knowledge.
- ❖ They are responsible for maintaining accurate records and documentation related to their teaching, research, and administrative responsibilities.
- ❖ Faculty members must comply with all relevant laws, regulations, and policies governing their professional conduct and responsibilities.
- ❖ They should collaborate with colleagues, departments, and external stakeholders to promote interdisciplinary collaboration and academic innovation.
- ❖ Faculty members should demonstrate professionalism, respect, and civility in all their interactions with students, colleagues, staff, and the community.
- ❖ Faculty members should participate actively in institutional governance, committees, and decision-making processes to contribute to the effective functioning of the college.
- ❖ They are expected to uphold the reputation and values of the institution through their actions, behaviors, and representation in public and professional contexts.

B. S. S.
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- ❖ Faculty members must maintain open communication channels with students, colleagues, and administrators, addressing concerns and grievances in a timely and constructive manner.
- ❖ Faculty members must strictly adhere to government regulations regarding private tuitions and coaching classes, ensuring compliance with all applicable rules and guidelines set forth by the authorities.
- ❖ All faculty members are required to follow statutory provisions regarding the enjoyment of leave, including providing prior intimation, obtaining permission, and adhering to designated leave durations as stipulated by the governing regulations.
- ❖ All faculty members must refrain from engaging in any form of unlawful discrimination based on class, caste, gender, and sexuality.
- ❖ Faculty members are strictly prohibited from engaging in verbal, non-verbal, or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors. The college maintains a zero-tolerance policy towards sexual harassment, ensuring a safe and respectful learning and working environment for all.

B. Bose

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Code of Conduct for Non-Teaching Staff

- ❖ Non-teaching staff members must adhere to the regulations and guidelines set forth by the University of Burdwan and the Government of West Bengal Higher Education Department.
- ❖ They should maintain professionalism, integrity, and respect in their interactions with students, faculty, colleagues, and the broader community.
- ❖ Non-teaching staff members are expected to prioritize the efficient and effective delivery of administrative support, and services to facilitate the smooth functioning of the college.
- ❖ They must uphold confidentiality and discretion regarding sensitive information related to students, faculty, staff, and institutional matters.
- ❖ Non-teaching staff members should promote a culture of inclusivity, diversity, and equity in the workplace, fostering a welcoming and supportive environment for all.
- ❖ They are responsible for maintaining accurate records, documentation, and financial transactions in accordance with institutional policies and procedures.
- ❖ Non-teaching staff members must comply with all relevant laws, regulations, and policies governing their roles and responsibilities.
- ❖ They should communicate openly, transparently, and courteously with students, faculty, colleagues, and supervisors to address inquiries, concerns, and requests.
- ❖ Non-teaching staff members must refrain from engaging in any form of discrimination, harassment, or misconduct in the workplace.
- ❖ They should participate in professional development opportunities to enhance their skills, knowledge, and effectiveness in their roles.
- ❖ Non-teaching staff members are expected to maintain a clean, safe, and orderly working environment, adhering to health and safety regulations and protocols.
- ❖ They should collaborate with colleagues and supervisors to identify areas for improvement and implement solutions to enhance organizational efficiency and effectiveness.
- ❖ Non-teaching staff members must manage institutional resources responsibly, avoiding waste, misuse, or unauthorized use of college property and equipment.


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- ❖ They should demonstrate flexibility, adaptability, and a willingness to contribute to the overall goals and mission of the college.
- ❖ Non-teaching staff members are encouraged to report any concerns, violations, or incidents of misconduct to appropriate authorities or supervisors in a timely manner.
- ❖ All non-teaching staff members are required to follow statutory provisions regarding the enjoyment of leave, including providing prior intimation, obtaining permission, and adhering to designated leave durations as stipulated by the governing regulations.
- ❖ All non-teaching staff must refrain from engaging in any form of unlawful discrimination based on class, caste, gender, and sexuality.
- ❖ All non-teaching staff are strictly prohibited from engaging in verbal, non-verbal, or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors. The college maintains a zero-tolerance policy towards sexual harassment, ensuring a safe and respectful learning and working environment for all.


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