

Purash Kanpur Haridas Nandi Mahavidyalaya

Kanpur, Howrah

Code of Conduct



‘It is better to conquer yourself than to win a thousand battles.’

Gautama Buddha

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Code of Conduct for Students

- (1) Students must attend their classes regularly to be eligible for appearing in the University Examination. According to the University guidelines, students must have 75% attendance or above in each course for being eligible to appear in University Examinations. If attendance is above or equal to 60% but below 75% in each subject, non-collegiate fee is to be paid as per rules. Students having attendance below 60% for any reason whatsoever will be treated as Dis-collegiate and will be debarred from appearing the University Examination as per University protocol. No appeal in this regard will be entertained. (*vide CSR/64/17, CSR/3/18, CSR/06/2023 & CSR/44/23*)
- (2) If a student is absent for two weeks without prior permission/intimation, her/his name is likely to be struck of the register.
- (3) Science students who do not attend theoretical classes regularly shall not be permitted to attend practical classes.
- (4) Students must pass the college examinations for being sent up for University Examinations.
- (5) Absence in any internal examination may be considered with sympathy only on medical ground upon submission of a valid Medical Certificate and an Application to the HOI by the

student stating the ground for her/his absence countersigned by the guardian.

- (6) Students must wear and display visibly their Identity Cards during college hours inside the campus. In case of loss of Identity Card, a duplicate can be obtained only with the permission of the HOI and on payment of a fine of Rs. 50/-.
- (7) Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the college campus.
- (8) Any act of physical or verbal misconduct based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability is strictly prohibited.
- (9) College property, furniture, library books, etc. must be treated with due care.
- (10) Any kind of substance abuse is strictly prohibited inside campus.
- (11) Students are required to check the Notices uploaded on college website regularly to be aware of important announcements.
- (12) According to the Anti-Ragging Regulations of the Supreme Court, UGC as well as Central and State Government, indulging in or abetment of ragging is a punishable offence and may lead to expulsion from the college.



Code of Conduct for Academic Staffs

- (1) Every Academic Staff should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- (2) The Academic Staffs of the college will follow the guidelines of University Grants Commission, West Bengal Higher Education Department and the University of Calcutta.
- (3) The Academic Staffs will strictly adhere to the resolution of the Governing Body.
- (4) All the members of the teaching staff must be punctual for classes and should maintain the timings scheduled for other activities and events.
- (5) Every teaching faculty must sign regularly in the attendance register which is to be maintained by the HOI.
- (6) The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher as per UGC rules. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing mentoring to students and participating in extra-curricular activities and institutional support activities as required.

- (7) The working hours of a teaching staff will be primarily guided by class routine and any other additional duty assigned to them.
- (8) The Academic Staffs should strictly follow the Uniform Leave Rule proclaimed by the Government of West Bengal.
- (9) An Academic Staff should encourage students to improve their PO-CO attainments, develop their personalities and at the same time contribute to community welfare.
- (10) Every faculty member will deal impartially with the students regardless of their religion, caste, gender, economic identity and physical ability.
- (11) All the teaching staffs must refrain from any form of unlawful discrimination relating to religion, caste, ethnicity, gender, sexual orientation, age, marital status in their behaviour towards fellow-colleagues.
- (12) All members of the staff will refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.



Code of Conduct for Admin Staffs

- (1) Every Admin Staff should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- (2) The Admin Staffs of the college will follow the guidelines of University Grants Commission, West Bengal Higher Education Department and the University of Calcutta.
- (3) The Admin Staffs will strictly adhere to the resolution of the Governing Body.
- (4) All the members of the Admin Staff must be punctual at office.
- (5) Every Admin Staff must sign regularly in the attendance register which is to be maintained by the HOI.
- (6) All Admin Staff members should display the highest possible standards of professional behaviour.
- (7) The Admin Staffs should be disciplined towards their work.
- (8) Every staff member will maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

- (9) The Admin Staffs should strictly follow the Uniform Leave Rule proclaimed by the Government of West Bengal.
- (10) Every Admin Staff will deal impartially with the students regardless of their religion, caste, gender, economic identity and physical ability.
- (11) All the Admin Staffs must refrain from any form of unlawful discrimination relating to religion, caste, ethnicity, gender, sexual orientation, age, marital status in their behaviour towards fellow-colleagues.
- (12) All the Admin Staffs will refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.



Code of Conduct for Head of the Institution

- (1) The HOI should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- (2) The HOI of the college will follow the guidelines of University Grants Commission, West Bengal Higher Education Department and the University of Calcutta.
- (3) The HOI will strictly adhere to the resolution of the Governing Body.
- (4) The HOI will ensure the smooth conduct of academic activities, functioning of the college as per the UGC and CU regulations, and operation of various committees.
- (5) The HOI will co-ordinate all the faculty, administrative authorities and support staffs for their effective roles.
- (6) The HOI should empower all staff members and students to reach their maximum potential.
- (7) The HOI should be disciplined and punctual towards work.
- (8) The HOI will maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

- (9) The welfare of the students should be the highest priority of the HOI.
- (10) The HOI will deal impartially with the students and staffs regardless of their religion, caste, gender, economic identity and physical ability.
- (11) The HOI must refrain from any form of unlawful discrimination relating to religion, caste, ethnicity, gender, sexual orientation, age, marital status in their behaviour towards fellow-colleagues.
- (12) The HOI will refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.