



www.bakshirhatmahavidyalaya.ac.in
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BAKSHIRHAT MAHAVIDYALAYA

Estd: 2006

(Affiliated to Cooch Behar Panchanan Barma University)

P.O.: BAKSHIRHAT: DIST.: COOCH BEHAR :: PIN - 736131 (West Bengal)

Memo No-

Date-25/04/2026

CODE OF CONDUCT FOR THE STUDENTS OF BAKSHIRHAT MAHAVIDYALAYA

To uphold the reputation of the institution and to fulfil the mission and vision of the institution, the Code of conduct aims to create an egalitarian atmosphere conducive to the academic and cultural development of students. The students enrolled in this institution are expected to adhere to the stated conduct and cooperate with the college administration in enforcing the following rules and regulations.

- i. Students must be punctual and regular in attending classes, tutorials, tests and examinations.
- ii. 75% attendance must be maintained to appear for their semester exams.
- iii. Students must not enter or leave the classroom without permission of the teacher.
- iv. They must not impersonate during roll call or use any unfair means during examinations.
- v. Students must treat all the staff and fellow students with courtesy and respect.
- vi. They must maintain silence and order in academic buildings and avoid disrupting teaching, research, or administrative work.
- vii. They must not loiter or stand in corridors during class hours.
- viii. They must not invite outsiders or friends from other institutions to the college.
- ix. They must not paste posters, write on walls, or deface college property in any way.
- x. It is their duty to keep the campus clean and dispose of waste properly. Care should be taken to maintain the cleanliness of Toilets.
- xi. The College Campus is a plastic-free zone. Littering is strictly forbidden and anyone found littering will have to pay a fine to be decided by the Administration.
- xii. Any act of stealing, damaging or destroying college property will be dealt with severity.
- xiii. Students must be respectful towards our National Heritage, National Flag and National Song.
- xiv. Students must dress decently and display their identity cards visibly at all times within the campus.
- xv. Students are not allowed to use mobile phones within the campus during class hours. They must switch off their phones or keep them in silent mode.


Principal 25/04/2026

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xvi. Students should be careful and courteous while making any comments about college or individuals associated with the College.

xvii. Students need permission of the College authority before communicating with media representatives or inviting media persons on the campus.

xviii. Students need prior permission to record audio or video of class room lectures or actions of other students, faculty or staff. Students need prior permission to share audio and video clips of any campus activity with media.

xix. Ragging in any form is strictly prohibited in the institute.

xx. Students must avoid any kind of discrimination, whether physical or verbal, against someone based on their gender, caste, race, religion, or political affiliation; their colour; their region; their language; their disability; their sexual orientation; their marital or family situation; or any other characteristic.

xxi. Smoking, chewing tobacco products, consuming alcohol or drugs, or any other substances within the campus is strictly banned.

xxii. Students are expected to uphold academic integrity by properly acknowledging and citing the sources of ideas, results, materials, words, or codes of others.

CODE OF CONDUCT FOR THE PRINCIPAL

Principal of a college has got multifaceted roles and responsibilities as administrator, supervisor, custodian and inspirer. Being the academic and administrative head of the institution the Principal follows certain Code of Ethics as proclaimed by the University Grants Commission, Ministry of Human Resource Development and West Bengal Service Rules. In view of the mission and vision of the college the Code of Conduct for the Principal of Bakshirhat Mahavidyalaya is as follows:-

- i. Development of the institution and active participation in teaching-learning process of the institution.
- ii. Admission of students as per established norms and maintenance of discipline in the institution.
- iii. Supervision of curricular and co-curricular activities for integrated development of the students.
- iv. To protect the collective interest of all stakeholders and to improve the quality of teaching-learning in the interest of the institute.
- v. Provide equal treatment to all the stakeholders to avoid any discrimination regarding caste, creed, race, gender or religious identity.


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- vi. Build harmonious relationship between the college and local community in order to ensure spontaneous and prosperity of the institution.
- vii. To inspire and encourage the faculty members in personal and institutional academic development.
- viii. To take up different environmental issues for developing deeper understanding of the local ecosystem and take action for environmental conservation.
- ix. Upgrade the infrastructural facilities to enhance the quality of teaching-learning.
- x. Neutral in judgment, maintain transparency and accountability with honesty and discipline.

CODE OF CONDUCT FOR TEACHING STAFF

Being the employees of a state-aided general degree college in West Bengal, the teachers of this College should follow the code of conduct laid down in West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 along with the guidelines provided by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession.

- i. No Faculty member may engage in any activity that violates the law of the land.
- ii. No Faculty member must engage in private trade such as conducting Tutorial classes in private with intention to earn money.
- iii. Every Faculty member must discharge his or her official duties as per the direction of the competent authority and honour the hierarchy of the Reporting Order.
- iv. Teachers must commit himself/herself towards the responsibilities both as educator and mentor to the primary stakeholder.
- v. They should be present on all working days and be on time for all official duties.
- vi. Leave of absence must be properly applied for and duly permitted by competent authority to be considered bona-fide.
- vii. Every Faculty member must constantly update himself or herself in his/her discipline and be aware of innovative teaching methodologies to do full justice to the dissemination of the prescribed syllabus.


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viii. Every Faculty member must be aware of the ratio of advanced and slow learners in respective classes and modify the teaching methods to reach out to each group so that each student receives the best.

ix. Every Faculty member must exercise self-control, extend mutual respect, preserve dignity in dealing with competent authority, parents, guardians, primary stake holders, non-teaching staff and any other person who may approach them for official interaction.

x. The teaching faculties must behave with other people properly. Any kind of discriminatory behaviour on the basis of caste, creed, race, gender identity and religion and any kind of discrimination based on an individual's marital status, family status, personal beliefs, colour, language, sexual orientation, physical or mental disability etc. will not be allowed and tolerated.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- i. The Teaching support staff should be loyal and sincere towards the policies of the institution.
- ii. They should be honest and punctual towards their professional duty and should not involve in works other than College duties within college hours.
- iii. Any leave should be availed with prior intimation following institutional regulation.
- iv. They should not engage themselves in political or anti-secular activities.
- v. Should not show any ill-mannered, antagonistic, or rude behaviour towards their non-teaching colleagues, teaching staff, or students.
- vi. Should be responsible for the protection of college equipment and furniture.
- vii. Should not be under the influence of drugs or alcohol during office hours.
- viii. Should be respectful towards the confidentiality of certain matters like examination related documents or any other confidential documents of the college.
- ix. Should not show any biases towards gender, caste, or religion.
- x. Should work collaboratively with all teaching staff when required.

The purpose of this Code of Conduct is to provide all members of Bakshirhat Mahavidyalaya, PO- Bakshirhat Dist- Cooch Behar, PIN- 736131, West Bengal with a common set of guidelines to promote professionalism in keeping with the general aims of the institution, its identity, and missions. The aim of this Code is to provide a suitable environment for teaching, learning, and well-being of growing learners. With these objectives and aims, the members of Bakshirhat Mahavidyalaya are expected to observe a strong sense of professional ethics and service.


25/04/2020
Principal

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