



Estd: 1944

Banwarilal Bhalotia College

Constituent college of the **KAZI NAZRUL UNIVERSITY**, Asansol
(GOVT. SPONSORED **U G & P G** College)
ASANSOL - 713303, WEST BENGAL
(INDIA)

PREAMBLE

The governing body, teaching staff, non-teaching staff, and all other staff members and stakeholders of Banwarilal Bhalotia College (hereafter referred to as the "College") are governed by the fundamental principles and practices embodied in this Handbook. Every individual has a responsibility to uphold their rights as well as this Code of Ethics and Conduct (hence referred to as the "Code"). Therefore, we recommend everyone become acquainted with this Code.

JURISDICTION

The College has full authority over the behaviour of everyone connected to it, including any instances of misconduct, including ragging, whether they occurred on campus or had anything to do with college activities. Additionally, the college has the right to deal with off-campus behaviour that transgresses the definition of student conduct and discipline in this rule, treating it as though it took place on campus.

Included in this area, but not limited to:

- Violations of the College's Sexual Harassment Policy against other students of the Institute
- Physical assault, threats of violence, or actions jeopardizing the safety of any person, including other students
- Possession, use, or distribution of weapons, explosives, or destructive devices off-campus
- Illicit manufacture, sale, or distribution of prohibited substances like drugs or alcohol
- Conduct that negatively impacts or causes a nuisance to the off-campus community surrounding the College.



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Code of Conduct for Students

All applicants and current students must sign an undertaking, which must be countersigned by their parents, pledging to follow the College's rules regarding conduct. Among the rules are:

- a) Regular attendance and completion of studies at the College.
- b) Students must wear the photo-identity card provided by the college as long as they are in the college premises.
- c) Loitering in the corridors, near classrooms, examination halls, offices or any other place in the college where such activities might cause disturbance, is strictly prohibited.
- d) Smoking or consuming any sort of intoxicant inside the college premises is strictly prohibited.
- e) At least 75% of classes must be attended, failing which a student will not be allowed to write examinations under the CBCS. In case a student does not maintain the said attendance percentage due to medical or any other valid reason, he/she must appeal for exemption in writing, providing adequate evidence.
- f) Students must pay due respect to their teachers, non-teaching staff, and seniors in college. They are expected to maintain cordial relation among themselves.
- g) During examinations or class tests, the sanctity of the procedure must be maintained. Any misdemeanor, including cheating, will be considered as serious offence.
- h) Illegal activities of any kind, in contravention of law, are strictly prohibited.
- i) The college welcomes people from all religions, castes, creeds or communities. Thus, an atmosphere of harmony must be maintained. Students must inculcate in themselves a nationalistic spirit in the true sense of the term, learning to accept and respect differences among their peers and other stakeholders in college.
- j) Respecting College property and refraining from disruptive activities.



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Additionally, there are guidelines that students must follow regarding mobile phone usage, social media behaviour, filming lectures or events, using mobile devices, and media interactions.

The disciplinary committee will conduct a thorough investigation into any potential code violations that could result in disciplinary action for a student and recommend any required corrective measures.

Policy Elements

The Code of Conduct is a requirement for all College personnel to follow while carrying out their tasks. This Code is not a guide to obligations, privileges, or Instead, it outlines what the institution anticipates from all parties in their efforts to uphold and advance its educational excellence. The following are the main elements of the Code:

- **Adherence to the law:** Employees are required to abide by all environmental, safety, and fair dealing regulations, reflecting moral and responsible conduct in all interactions with the College.
- **Respect at work:** Employees should treat colleagues with respect and uphold the equal opportunity principle in all facets of their employment.
- **Respect for all:** Stakeholders are advised to be considerate of India's diversity in terms of gender, caste, creed, and language. All societal groups should be encouraged to have equal access to opportunities.

If they match the admissions requirements, person with disabilities is welcome to enrol as students at the College. The facility is entirely designed to fulfil their unique demands. All parties involved should act in a way that is inclusive of the disabled.



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• **Protection of College property:** Staff members are expected to treat all physical and intangible College property with the utmost respect.

Professionalism: It is crucial for all employees to act with honesty and professionalism at work.

• **Conflict of interest:** Employees should abstain from any financial, personal, or other interests that might interfere with their capacity to carry out their responsibilities.

• **Fellow Feeling:** Workers should promote a welcoming and cooperative atmosphere while abstaining from disruptive behaviours.

• **Communication:** It is encouraged to have open lines of communication with coworkers, superiors, and team members.

• **Benefits:** Employees should take care of any welfare services provided by the institution and should not abuse any employment benefits.

• **Concern for the Environment:** The College is committed to protecting the environment. The College encourages its stakeholders to help save the environment by using as little plastic as possible in addition to having a green campus. Similar to this, the college urges all of its stakeholders to prevent trash and encourage cleanliness on campus.

Water is valuable. All parties are urged by College to save water. It promotes water recycling and rainwater harvesting.

College requests all stakeholders to avoid misuse of electricity. It always encourages led based light systems, power saving ceiling fans and solar power based electricity for the college



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Code of Conduct for Principal

The Principal of the College must exemplify honesty, fairness, objectivity, support, protection, and adherence to the law. Additionally, the Principal is expected to:

- Develop a policy and plan to execute the vision and mission of the College.
- Foster Industry-Institution interaction and promote research and development activities.
- Ensure staff and students are well-informed about and comply with the College's rules, policies, and procedures.
- Communicate recommendations and information to the authorities.
- Oversee and educate the administration, taking remedial actions based on stakeholder feedback.
- Undertake qualitative and quantitative work for the College's welfare.
- Encourage student ideas and provide a supportive environment.
- Administer fair disciplinary actions for faculty, non-teaching staff, and students.
- Empower all staff and students to reach their full potential.

Code of Conduct for Teachers

Teaching is a noble profession that influences students' character and future. Teachers are expected to:

- Uphold the honor and dignity of the teaching profession.
- Provide innovative and quality education to students.
- Be impartial and treat all students equitably.
- Interact with students in a friendly manner.
- Abide by the College's rules and regulations.
- Prioritize student safety and wellbeing.
- Collaborate with fellow teachers.
- Foster positive relationships with parents and stakeholders.



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- Act as counselors and facilitators, guiding and encouraging students' learning.
- Demonstrate the highest integrity and strong leadership skills.

Code of Conduct for Other Employees

Non-teaching staff are expected to exhibit the following traits:

- Punctuality in reporting to duty and remaining on duty during College hours.
- Strict adherence to the College's laws and regulations.
- Respect for the hierarchical structure in the Administration.
- Upholding honesty, integrity, and fairness in all activities.
- Practicing self-discipline and positively interacting with staff, students, and the public.
- Safeguarding official secrets and avoiding misuse or misappropriation of college funds.
- Seeking official approval or sick leave before being absent from duty.
- Abstaining from social networking sites during working hours.

Code of Conduct for The Governing Body

The College shall be governed by a regularly constituted Governing Body or administrator, following the norms of the affiliating university, the Kazi Nazrul University. The Code of Conduct for the Governing Body includes:

- Obligatory adherence to decisions and resolutions made by the Governing Body.
- Approval of the College's mission, strategic vision, and academic plans.
- Monitoring the College's performance and ensuring quality assurance.
- Compliance with statutes, ordinances, and provisions regulating the College, including those from statutory bodies like the UGC and the affiliating University.

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- Maintaining character, transparency, and a positive image.
- Avoiding personal use of college property.
- Utilizing College employees' services for the College's benefit with proper communication through the Principal.
- Resolving any defamatory employee behavior by informing the relevant authority in writing.
- Respecting each other's opinions and encouraging open discussion.

In conclusion, it is the duty of every individual to contribute to the enrichment of Banwarilal Bhalotia College and establish it as a pioneering institution in India.



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