



# **HANDBOOK OF CODE OF CONDUCT**

**P.N. DAS COLLEGE**

**SANTINAGAR, PALTA  
P.O. BENGAL ENAMEL  
NORTH 24 PARGANAS  
PIN 743122**

Website: <https://pndascollege.in>

## Vision and Mission of the Institution:

**Vision:** Vision of the institute is to achieve excellence while remaining faithful to its commitment to the empowerment of the weaker sections of the society through knowledge that equips and enlightens.

### **Mission:**

- To equip and empower students, especially from displaced (consequent to the Partition of the nation) and socio-economically backward families with updated knowledge, competence and creativity to face global challenges.
- To impart value based and value added education to breed a set of socially responsible and self-confident citizens for the future.
- To educate the pupils from socially and economically backward community and to enlighten them with the idea of and pride in the rich cultural tradition of our nation.
- To evolve innovations in teaching-learning, research and extension activities to achieve national standards.
- To promote women's education and eradication of illiteracy.
- To generate consciousness of our national heritage, culture and value system along with a rational, scientific temper well aware of issues related to human rights and environment.
- To realize the constitutional goal of equity through education to all, irrespective of caste and creed.

### **Strategic Plan of the Institution:**

Implementation of e-governance in all areas and conducting regular Academic and Financial Audit



### **Code of Conduct for the Head of the Institution:**

The Head of the Institution should be committed to the overall development of the Institution.

The Head of the Institution should work for achievement of the vision and mission of the Institution.

The Head of the Institution should work for effective implementation of the resolutions adopted by the Governing Body.

The Head of the Institution is responsible for implementing the relevant orders from the Department of Higher Education and the affiliating University.

The Head of the Institution should work for the welfare of all members of the staff and the students.

The Head of the Institution should work towards participative management and involve all stakeholders in the development of the Institution.

### **Discipline and Conduct of Teachers:**

All teachers of the institution should devote themselves to the fulfillment of the vision and mission of the institution.

They should abide by the rules and regulations of the Institution.

All teachers should carry out the duties, with which they are entrusted by the Head of the Institution, with due diligence.

No teacher should abstain himself/herself from college without prior intimation to the Head of the Institution.

Teachers should engage in Research and Extension activities.

Teachers must upgrade themselves through participation in various Faculty Development Programmes.

Teachers should ensure that each pupil, irrespective of caste, creed, economic and linguistic background is given equal opportunity to learn in an inclusive environment.

Teachers should conduct regular evaluation of students and ensure utmost transparency in assessment.

N.B. Conduct and Discipline for employees of affiliated colleges as well as procedures for application for and availing of leaves, as laid down in the West Bengal State University First Statutes - 2014, shall also be applicable.



### **Discipline and Conduct of Non-Teaching Employees:**

All members of the staff should devote themselves to the fulfillment of the vision and mission of the institution.

All members of the staff should abide by the rules and regulations of the Institution.

Every member of the staff should carry out the duties, with which he/ she is entrusted by the Head of the Institution, with due diligence.

No member of staff should abstain himself/herself from college without prior intimation to the Head of the Institution.

N.B. Conduct and Discipline for employees of affiliated colleges as well as procedures for application for and availing of leaves, as mentioned in the West Bengal State University First Statutes - 2014, shall also be applicable.

### **Discipline and Conduct of Students:**

The student should be regular in classes and complete the course in due time.

Students must carry their Identity Cards and show them at the time of entry in the college campus.

Students should not indulge in any misconduct inside or outside the campus.

Students should not use mobile phones in the college premises.

Students should handle the college property with care.

Students must maintain general cleanliness of the classrooms, common rooms and the college.

Loitering and shouting in the corridor during class hours is strictly prohibited.

The college is declared a Plastic Free Zone and use of plastic inside the campus is strictly prohibited.

Smoking or consumption of tobacco products, like paan, gutkha, etc. is strictly prohibited in the campus.

Parking of cycles, bikes is not allowed outside the Parking Zone.

Students are directed not to indulge in Ragging and report the same immediately to the authority if and when any such incident occurs.

Any grievance should be reported to the Grievance Redressal Cell.

The students are required to participate in all academic, cultural and extra-curricular activities.



Students are requested to check the notice board and the college website regularly.

Students should attend the college library and look up the Learning Management System in the website to obtain learning resources.

Students should pay due respect to the Principal, teachers and staff members of the institution.

.....



**Principal**  
**P.N. Das College**  
Palta, Bengal Enamel, N. 24 Pgs.