

# BALURGHAT B.Ed. COLLEGE

**Recognised by U.G.C. under Section 2(f) &12(B) and N.C.T.E.**

**Affiliated to the WBUTTEPA & West Bengal Board of Primary Education**

**Mangalpur, P.O.- Balurghat, Dist.- Dakshin Dinajpur, Pin- 733101**

Ref. No. ....

Date .....

**CODE OF CONDUCT  
(Students, Teaching and Non-Teaching Staff)  
Balurghat B.Ed. College**

1. All students must abide by institutional discipline and general and institutional codes of conduct.
2. All teachers, students and non-teaching staff present in the college are required to assemble for the Morning Prayer.
3. Students must come to college in college uniform.
4. All teachers, students and non-teaching staff must maintain punctuality and regularity in terms of arrival and departure norms of the college.
5. All non-teaching staff is required to remain in their own office with full responsibility to perform their duties as allotted to them.
6. No work or duty for the day shall remain incomplete.
7. Non-teaching staff are mandatorily required to remain updated with respect to all classroom position, electricity status, drinking water facility status, and campus hygienic status.
8. Teachers must follow the daily class routine and ensure their timely presence in the classroom.
9. Teachers must maintain classroom discipline to the best level.
10. Librarian must ensure all help and cooperation with the students to meet their needs.
11. Teachers must look after students problems and needs and if required bring to the notice of the Principal for redressal.
12. Loitering or gossiping in the corridor and/or in front of classroom is strictly proscribed.
13. Everybody (students, teachers and non-teaching staff) must carry their responsibility to prevent the misuse of power and water.
14. Non-teaching staff must ensure that toilets (urinal) are kept clean and hygienic.
15. No leave for both teaching and non-teaching staff is their absolute right.
16. Leave may be granted to them on humanity ground or on urgency ground and in normal situation leave may be granted on the basis of prior leave application.
17. Teaching and non-teaching staff must ensure the interest of the students.
18. Misbehavior is strictly forbidden.
19. Guardians of students must be respected.
20. The entire campus must be made learning friendly and eco-friendly and it is every bodies responsibilities.



*Principal*  
Principal  
Balurghat B.Ed. College