

BHAGALPUR NATIONAL COLLEGE

(A Constituent Unit of Tilka Manjhi Bhagalpur University)

BHAGALPUR-812007



Phone: 0641-2501983

0641-245164

Fax: 0641:2501950

Ref. No.....

Date:.....

Code of Conduct for Employees

1. The Code of conduct of the employees of the University shall be prescribed by Statutes.
2. If an employee of the University joins a post or membership by election or otherwise of another institution on account of which work of the University suffers, such an employee shall be required to obtain prior permission and extraordinary leave for a definite period from the University.
3. No employee of the University shall engage himself in any trade, business, occupation or in any other work than that of his office without the previous permission of the Vice-Chancellor and in the event of his proceeding on leave without pay he shall not be entitled to receive any salary or allowances from the University Fund but in view of the nature of his duty in another institution he may or may not be allowed to earn any increment during the period. Such extraordinary leave shall be prescribed by Statute:
4. Provided that if an employee of the University is elected as a member of Central or State Legislature, he shall be deemed to be on special leave without pay for the entire period of his membership. The service condition of such an employee shall be duly safeguarded so that he may continue to earn increment in pay promotion, seniority and on completion of the term of membership resume his duties in the University:
5. Provided further that the membership of such an employee of the University body shall be deemed to have expired with effect from the date on which he has become a member of the Central or State Legislature.

Effect of detention.-

1. If any teaching or non-teaching employee of the University is detained in

custody under any law for a period up to 48 hours whether on a criminal charge or otherwise on security grounds, he shall with effect from the date of detention be deemed to have been suspended by the order of the appointing authority.

2. On being released from detention, he shall not be entitled for any remuneration other than the subsistence allowance for the period of suspension
3. Any employee proceeded against on a criminal charge or retained under any other law providing for preventive detention shall be deemed to be suspended for the period during which he is kept under detention in custody or undergoes the sentence of imprisonment, and shall not be permitted to draw "any pay or allowance for the said period other than subsistence grant payable according to principles contained in the Statutes, until the proceeding initiated against him is closed or as the case may be, he is released from the detention and permitted to resume duty The adjustment of his allowances for such periods shall be made according to the circumstances of the case. Full amount shall be paid only when he is acquitted or the detention is found to be unjustified by any competent officer.
4. An employee against whom a proceeding on a criminal charge is pending shall, by a special order to this effect, be kept under suspension during the period when he is not actually detained in custody or imprisoned (that is ,when he is released in bail), if the charge made against or the proceeding initiated against him is related to his status as an employee or in this manner may embarrass him in the discharge of his duties, as such or it involves the question of moral turpitude. The provisions aforesaid shall apply in respect of his pay and allowances.
5. Staff members must have to park their cycle/ motorbike in college parking.

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Code of Conduct for Principal

1. To ensure efficiency and effectiveness in the overall administrative responsibilities and assignments, the Principal should supervise and keep an eye on the management of the academic programmes and the general administration of the Institute.
2. The Principal should review the Institute's financial audited statements and plan the budgetary provisions.
3. The Principal has the power to enforce discipline at the Institute by taking all necessary measures as and when they become necessary.
4. The Principal should create the numerous college-level committees that are essential to the Institute's growth.
5. The principal ought to push faculty members to attend conferences, seminars, and workshops in order to stay current on new information.
6. The principal need to support instructors who write textbooks and publish research findings in reputable Indian and international journals, magazines, and periodicals.
7. The Principal is responsible for directing, leading, and coordinating the
8. This Code of Conduct should be reviewed by the Principal on a regular basis. As it sees fit to guarantee that this code of conduct complies with all applicable laws, meets or surpasses Institute standards and that any flaws in any of our other policies that are discovered through systems of monitoring, auditing, and reporting are removed or fixed.
9. The Principal is in charge of creating the Institute's academic programmes. The Principal is also in charge of calling meetings for any authorities, bodies, or committees as needed.
10. The Principal is responsible for making sure that the management's directives are strictly followed or, in some cases, carried out.
11. The principal should make sure that academic standards are upheld in order to foster ongoing development in students and help them become better

people and responsible members of the community. The Institute's development plans, both short- and long-term, should be properly processed and implemented through the appropriate authorities, bodies, committees, and members, according to the Principal's oversight.



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Code of Conduct for Students

1. It is expected of all students to follow the college's rules and regulations.
2. Students must follow the schedule in order to attend extracurricular activities and classes.
3. Student must have to come in class in proper college uniform.
4. Students have to park their cycle/ motorbike in college parking.
5. In accordance with university regulations, students are required to participate in at least 75% of the college's lectures and tutorials.
6. It is completely forbidden to use mobile phones in the auditorium, tutorial rooms, classrooms, or hallways.
7. According to university regulations, students who don't show up for class will be held and won't be permitted to take the internal test.
8. If a student misses more than a week of class, they must notify the teacher in charge of their absence.
9. Students who miss class due to extracurricular activities must inform to the concerned teachers and administration of the college.
10. Students are highly encouraged to attend all significant college activities
11. Both teaching and nonteaching staff members have rights and dignity that student are expected to respect.
12. If the applicant is sick, the application needs to be accompanied by a prescription and a medical certificate.
13. If the student remains absent for three or more days he/she will be de-enrolled from the colleges as per HEI, Bihar Govt. Rule.
14. If a student issued a book from the college library and did not returned it under given time period, he/ should have to give penalty as per rule of library.
15. In college campus consumption of tobacco, smoking or any kind of narcotics is strictly prohibited.