



SURI VIDYASAGAR COLLEGE

(Govt. Sponsored & Constituent college of the University of Burdwan)

SURI, BIRBHUM, PIN – 731101, Ph. No. – 03462-255504

Website : surividyasagarcollege.org.in, e-mail : surividyasagarcollege1942@gmail.com

This Institution is Ragging Free

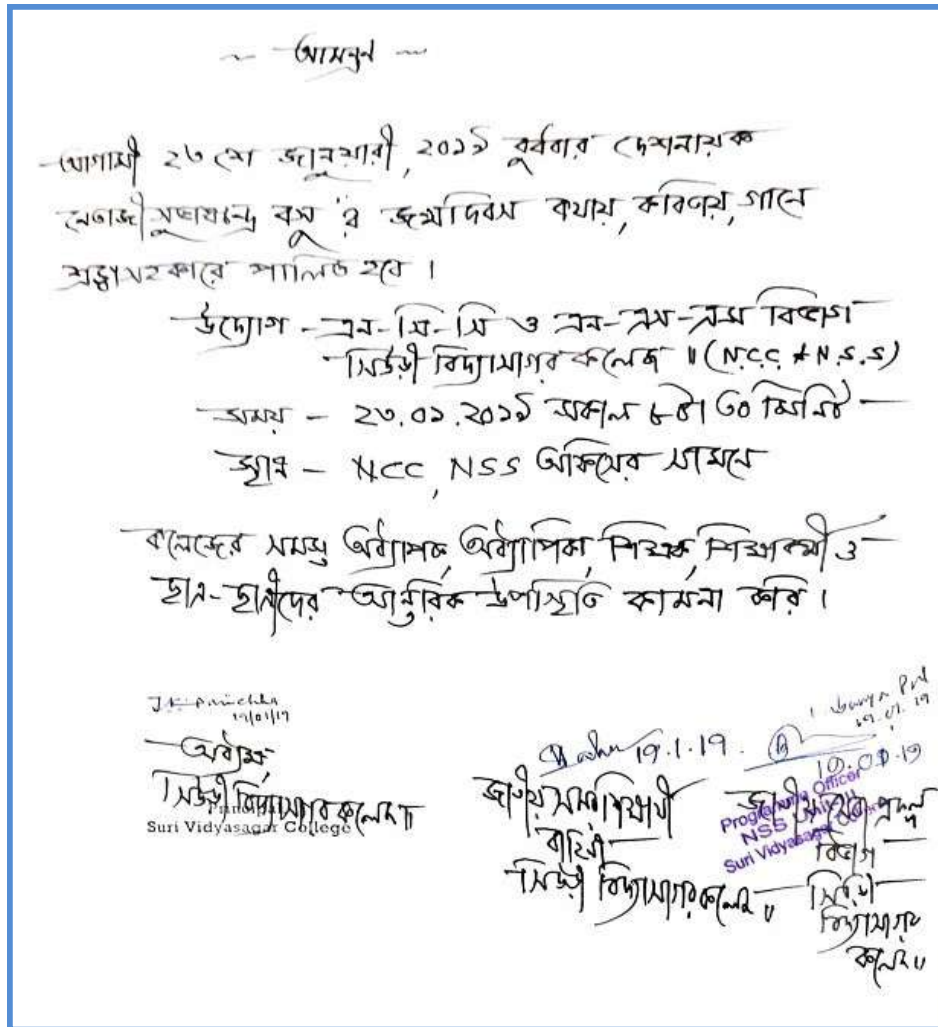
Institutional Efforts/initiatives in providing an inclusive environment

Suri Vidyasagar College organizes various cultural and academic events throughout the year to foster a sense of community, cultural awareness, and intellectual growth among its students and staff. The significance of these events is as follows:

Cultural Programs and Observances

1. 23rd January: Birthday of Netaji Subhash Chandra Bose

The college celebrates the birthday of Netaji Subhash Chandra Bose with cultural programs that advocate tolerance, peace, and harmony. This event honors the legacy of the freedom fighter and instills patriotic values among students.





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2. 26th January: Republic Day

Republic Day is marked with celebrations that promote national pride and unity. Cultural performances and speeches highlight the importance of the Indian Constitution and the nation's democratic values.

Suri Vidyasagar College
Suri, Birbhum

No.SVC/ 41/2020 **Notice** Date: 22.01.2020

College will remain closed on 23.01.2020 and 26.01.2020 on account of "Birthday of Netaji Subhas Chandra Bose" and "Republic Day" respectively. Celebration of the days along with 'Flag hoisting ceremony' will occur in college campus at 8:30 A.M. and 8:05 A.M. respectively. N.S.S. and N.C.C. Departments will organize the programme. All are requested to attend the programme.

J. Panichha
Principal, 22/01/2020
Suri Vidyasagar College
Principal
Suri Vidyasagar College

3. 21st February: International Mother Tongue Day

This day is observed to promote linguistic and cultural diversity. Programs emphasize the importance of preserving and respecting all mother tongues, fostering a sense of pride and cultural heritage among students.

4. 8th March: International Women's Day

International Women's Day at Suri Vidyasagar College focuses on discussing various gender issues. It aims to raise awareness about women's rights and gender equality, empowering female students and encouraging a more inclusive campus environment.



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5. 15th August: Independence Day

Independence Day celebrations include cultural programs that highlight the struggle for freedom and the importance of maintaining the country's sovereignty and unity. Students participate in patriotic performances and activities.

SURI VIDYASAGAR COLLEGE
SURI BIRBHUM

NO: SVC/15/397/18 NOTIFICATION DATE: 14.08.18

The College will remain closed on 15.08.18 on account of 'Independence Day'. The flag hoisting ceremony organized by NCC/NSS Unit of our college will be held at 8.30a.m.on the 15th August 2018 (Independence Day). All are requested to be present at the college premises to observe the programme.

Dr. Tapan Kr. Parichha
Dr. Tapan Kr. Parichha
Principal,
Suri Vidyasagar College
Principal,
Suri Vidyasagar College

SURI VIDYASAGAR COLLEGE
SURI BIRBHUM

NO: SVC/15/39/19 NOTIFICATION DATE: 14.08.19

The College will remain closed on 15.08.19 on account of 'Independence Day'. The flag hoisting ceremony organized by NCC/NSS Unit of our college will be held at 8.00 a.m.on the 15th August 2019 (Independence Day). All are requested to be present at the college premises to observe the programme.

Dr. Tapan Kr. Parichha
Dr. Tapan Kr. Parichha,
Principal,
Suri Vidyasagar College
Principal
Suri Vidyasagar College

SURI VIDYASAGAR COLLEGE (Govt. Sponsored)
NATIONAL SERVICE SCHEME [Unit-I, II & III]
Suri, Birbhum

Date: 12.08.2022

It is our immense pleasure to notify that NSS wing of Suri Vidyasagar College is going to organize a special campaigning programme on the occasion of the celebration of 75th years of independence of India ("Azadi Ka Amrit Mahotsav") along with the celebration of Independence Day on 15th August 2022. NSS is going to organize rally, inter-college essay competition, state level seminar, flag hoisting and cultural programme through out three days from 13th to 15th August, 2022.

In this great occasion we would like to invite all the respected teaching and non-teaching staff and all the students of Suri Vidyasagar College. This celebration will be completely successful with your active cooperation and participation. We shall be grateful to get all of you in the celebration of this great occasion.

Programme Schedule:
13.08.2022 – 8 A.M. – Prabhat Pheries.
14.08.2022 – 10 A.M-1.00 P.M. – State Level Seminar on Women Empowerment.
15.08.2022 – 8.00 A.M-10.00 A.M – Flag Hoisting, Prizes & certificates distribution of essay competition and cultural programme.

Saharjit Chakrabarti NSS Programme Officer U-I
Tilak Das NSS Programme Officer U-II
Manojit Ray NSS Programme Officer U-III
Dr. Tapan Kr. Parichha Principal
Suri Vidyasagar College
Principal
Suri Vidyasagar College





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Community Service and Health Awareness

6. Blood Donation Camps

Organized by the NSS (National Service Scheme) and NCC (National Cadet Corps) departments, these camps are held as needed, especially during blood crises. They promote social responsibility and the importance of contributing to community health and well-being.

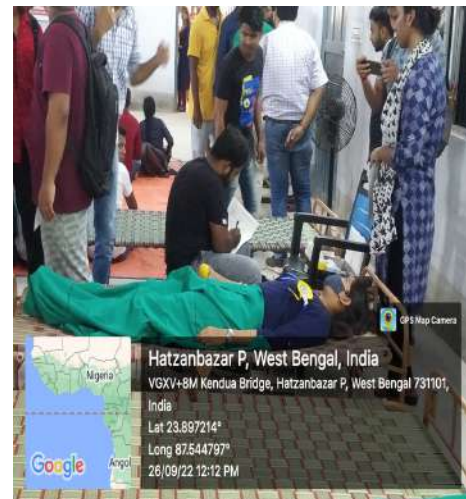
BLOOD DONATION CAMP
 on the occasion of 203rd Birth Anniversary of Pt. Ishwar Chandra
 Organized by: NSS (Unit-1, II, III) On 26th September 2022

Forq donors have donate blood. commensurate performance. do NSS representative to.

Dr. Tapas Kr. Parichal — J.S. Parichal 26/09/2022

Signature with other details of dignitaries & visitors

Sr	Name/Signature	Designation with dept.	Contact No.	REMARKS
1	Sikhanj Saha	Chief Aided college Teacher	7803803953	
2	Pradip Chakrabarty	Dept. of Chemistry, IIT	9434326454	
3	Kanishk K. Das	Asst. Prof. Chemistry	9976100101	Good work.
4	Dr. S. S.	Asso. Prof. Botany	9432161488	Dr.
5	Sanjib Mandal	Assistant Prof. Phys.	9732886778	Very good arrangement
6	Tanmay Mandal	Assistant Prof. of PP	9474533476	Responsible Good.
7	Dr. S. S.	Lecturer (Zoology)	9073862350	Good arrangement
8	Kanishk Chakrabarty	Asst. Prof. (Bio.)	8637932824	
9	Nandini Paul	SKCT	9434199157	
10	Suhrata Gupta	Associate Prof.	7001468887	
11	Nasiruddin Miah		8921193312	
12	Partha Maji		7583922123	
13	Kanishk Chakrabarty		83411796	
14	Sikhanj Saha	1st Sem	810042569	
15	Biswajit Mahanta	1st Sem	8391973403	
16	Suhrata Gupta	B. Com Hys	9073927896	
17	Bishnu Chakrabarty	1st sem	8509289181	
18	SK Injanam	1st sem	8897875280	
19	Sujoy Mahanta	1st SEM	964767418	
	Prof. K. Saha	Asst. Prof.	7708276449	Dr. S. S. Saha





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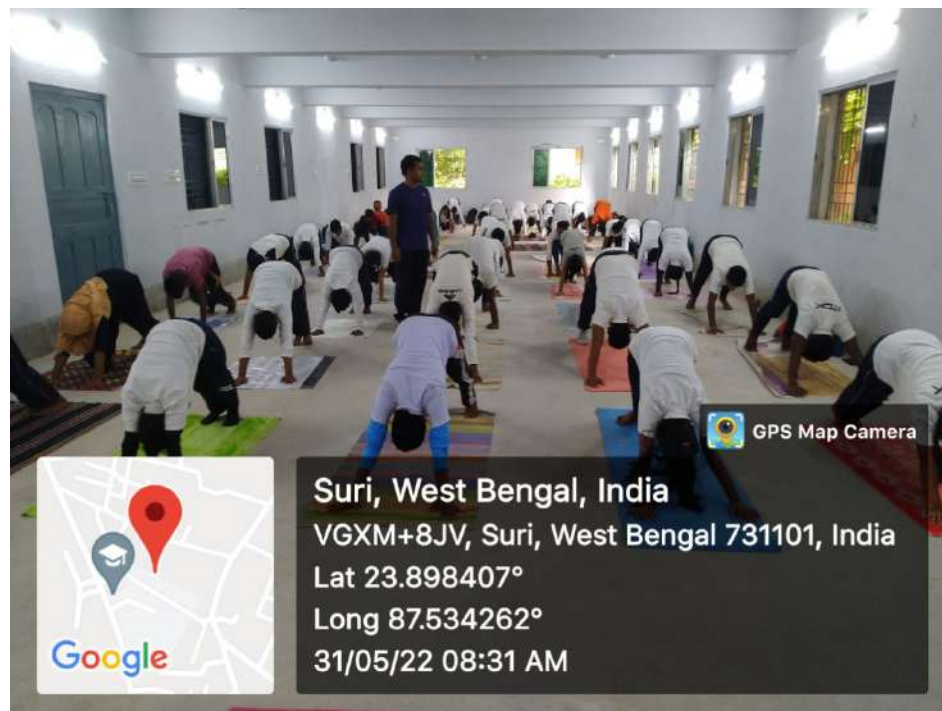
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7. 21st June: International Yoga Day

Celebrating International Yoga Day encourages students and staff to adopt a healthy lifestyle. Yoga sessions emphasize the benefits of physical and mental well-being, fostering a holistic approach to health.





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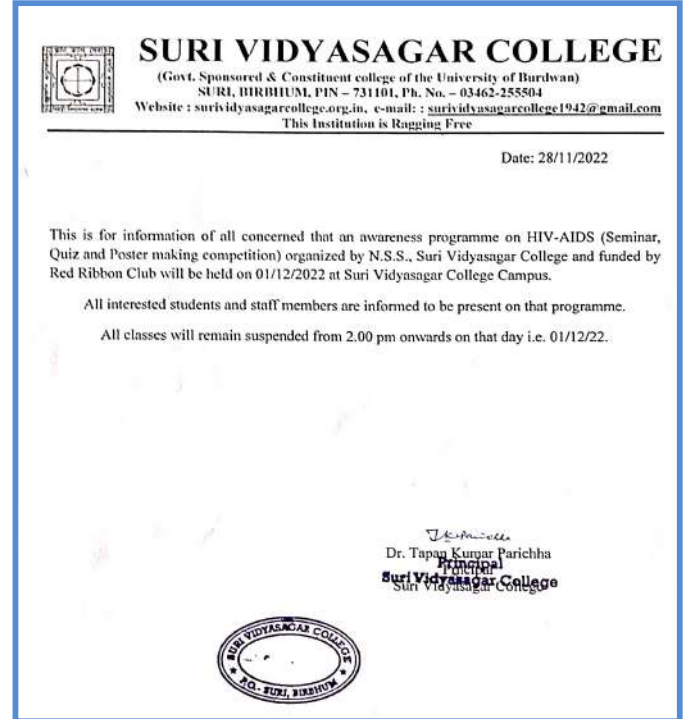
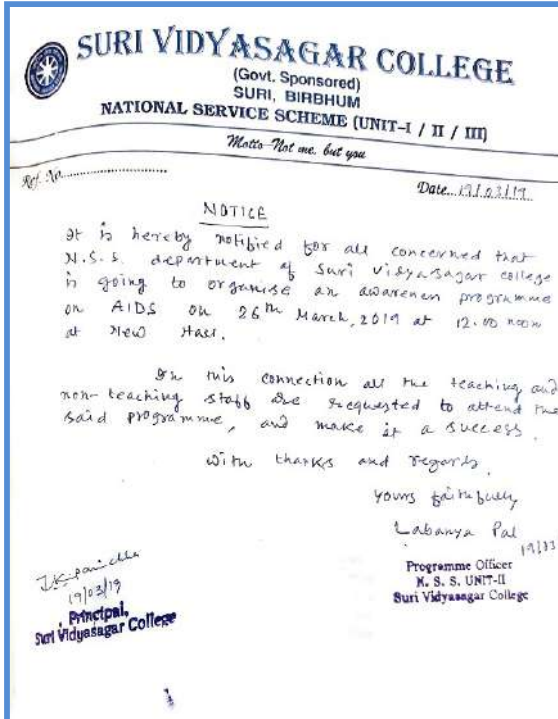
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8. HIV/AIDS Awareness Programs

The college conducts awareness programs about HIV/AIDS to educate students on prevention, treatment, and the social implications of the disease. These initiatives aim to promote informed health choices among the students.





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9. Thalassaemia Awareness Campaigns

Thalassaemia awareness campaigns are organized to inform students about the genetic disorder, its prevention, and management. These programs often include screenings and educational sessions to promote early detection and effective management of the condition.

Women Empowerment Initiatives

10. Women Empowerment Programs

Suri Vidyasagar College organizes programs aimed at empowering women by providing them with leadership opportunities, skill development workshops, and platforms to discuss issues such as gender equality, career advancement, and personal development. These initiatives strive to build confidence and independence among female students.

SURI VIDYASAGAR COLLEGE
SURI, BIRBHUM

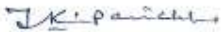
No: SVC/559 /19/15

Date:- 25.11.19

NOTICE

Classes will remain suspended today (30.11.19) from 12:00 noon due to workshop on “Gender Equity & women Empowerment”.

Students are directed to attend the same at Seminar room and staffs are requested to attend the same.


Dr. Tapan Kr. Parichha
Principal,
Suri Vidyasagar College


Suri Vidyasagar College



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Suri Vidyasagar College
Suri, Birbhum

No. SVC/ 548/19

22.11.19

NOTICE

An one day Workshop on Gender Equity and Women Empowerment organized by IQAC, Suri Vidyasagar College will be held on 30.11.2019 from 12 : 00 P.M. onwards at the Seminar Hall . All the respectable Faculty Members , Non Teaching Staff and Students of Suri Vidyasagar College are requested to attend the said Workshop.

SPEAKERS -

1. DR. SOMA MUKHERJEE,
BHASA BHAVANA, V.B.
2. DR. DHEEMAN BHATTACHARYA,
BHASA BHAVANA, V.B.

Tapan Kr. Parichha
Dr. Tapan Kr. Parichha
Principal,
Suri Vidyasagar College.
Principal
Suri Vidyasagar College



A seminar on Woman Empowerment in Pre and Post Independent India part of Celebration of Azadi Ka Amrit Mahotsav organized by NSS, Suri Vidyasagar College on 14/08/2022 from 11.00 am at Suri Vidyasagar College Campus.



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AZADI KA AMRIT MOHATSAV/SURI VIDYASAGAR COLLEGE/NSS/2022

One-day State Level Seminar on “Women Empowerment on pre and post Independent India”

Organized by

National Service Scheme (NSS), Suri Vidyasagar College, Suri, Birbhum

on 14th August, 2022

List of Registered Candidates

Sl No.	Name of Candidates [CAPITAL LETTER]	Department	Semester/ Designation	Contact Number	Signature	Signature after certificate Received
31	RUKSONA KHATUN	BENG.	V	9564919571	Ruksona Khatun	
32	SUNITA SALUI	BENG.	V	9832909874	Sunita Salui	Sunita Salui
33	ARPITA PAUL	BENG.	V	8250242903	Arpita Paul	Arpita Paul
34	SABANA KHATUN	BENG.	V	9883255293	Sabana Khatun	Sabana Khatun
35	TRIPTI KORA	BENG.	V	9732096023	Tripti Kora	Tripti Kora
36	GOPINATH CHATTOPADHYAY	BENG.	V	9593671367	Gopinath Chattopadhyay	
37	KAINAT ALI	BENG.	V	9883191210	Kainat Ali	Kainat Ali
38	PAYEL NANDI	BENG.	V	7363021232	Payel Nandi	Payel Nandi
39	SWAGATA MONDAL	HIST.	VI	7679760356	Swagata Mondal	Swagata Mondal
40	TRISHITA MONDAL	HIST.	VI	7679089322	Trishita Mondal	Trishita Mondal
41	ANKITA BANERJEE	HIST.	VI	8250472182	Ankita Banerjee	Ankita Banerjee
42	MILANJANA HALDER	HIST.	VI	9531535645	Milanjana Halder	Milanjana Halder
43	SANCHITA GHOSH	HIST.	VI	9641811047	Sanchita Ghosh	Sanchita Ghosh
44	ANANYA MAL	HIST.	VI	8597470517	Ananya Mal	Ananya Mal
45	KHADIJA KHATUN	BENG.	V	9832101430	Khadija Khatun	Khadija Khatun



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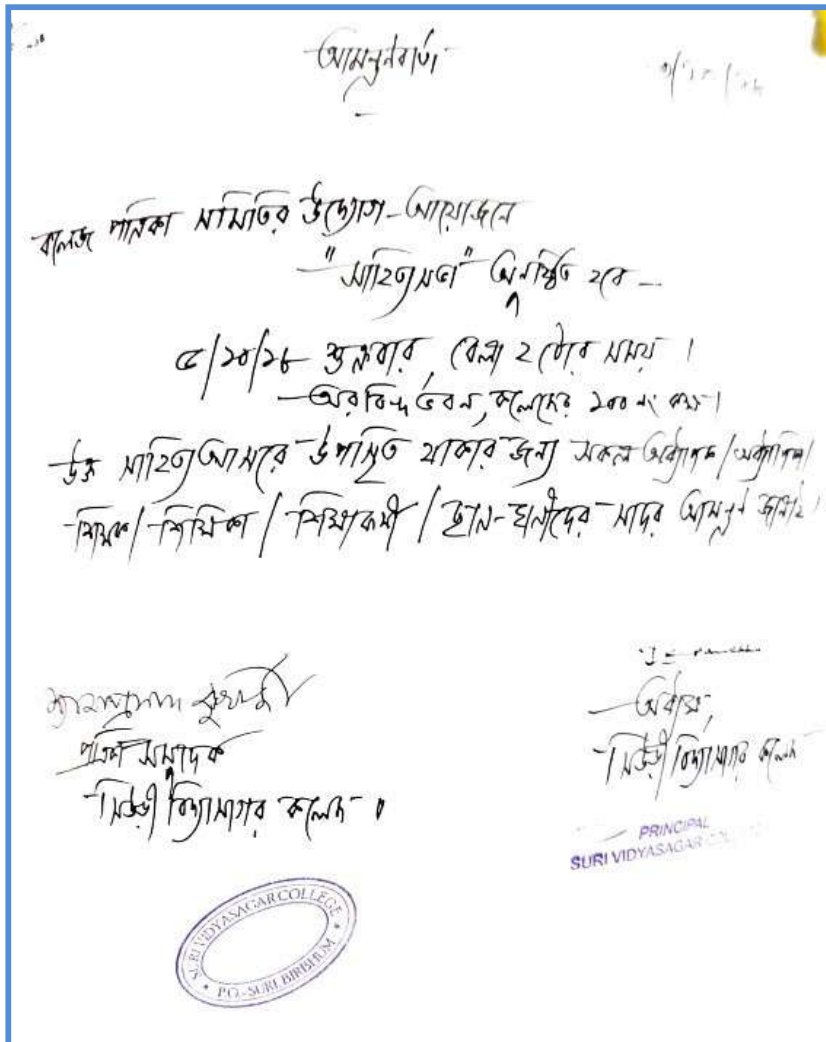
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Cultural and Extracurricular Activities

11. Cultural Programs and Workshops

Various cultural programs, including drama workshops, Teachers' Day celebrations, and the Annual Social Function, are organized to promote cultural consciousness and creativity. These events provide a platform for students to showcase their talents and engage in artistic expressions.



ଆମନ୍ତ୍ରଣ

୨୮/୧୨/୨୬

ସମସ୍ତ ଶାଳକା ମାତୃଭାଷା ଓଡ଼ିଆ-ଭାଷାକ୍ରମ
"ମାତୃଭାଷା" ଶିକ୍ଷଣ ଯତ୍ନ -

୧୨/୨୮/୨୬ ଅନୁଷ୍ଠାନ (ବିଷୟ ୨ ଘଣ୍ଟା ମଧ୍ୟମ) ।
- ଭବନ ବିଧି ବିଧାନ, କଲୋକ: ୧୦୦ ମି. ୧୨୫ ।

ଓଡ଼ିଆ ମାତୃଭାଷା ଓଡ଼ିଆ ଶାଳକା ଯାକାର ଜନ୍ମ ଯକଳ ଭବନ/ଉପାଦାନ/
- ବିଧାନ/ବିଧାନ/ବିଧାନ/ବିଧାନ-ସମ୍ପାଦନ-ମାତୃ ଭାଷା କ୍ରମ/୧

ଆମନ୍ତ୍ରଣ
ଶାଳକା ମାତୃଭାଷା
ଶିକ୍ଷଣ ବିଭାଗର କଲୋକ - ୧

PRINCIPAL
SURI VIDYASAGAR COLLEGE





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Sports and Physical Activities

12. Games and Sports Activities

Sports activities are an integral part of the college's curriculum, promoting physical fitness and character development. The Annual Sports Meet and participation in district and university-level competitions encourage teamwork, discipline, and a spirit of sportsmanship among students.

Suri Vidyasagar College
Suri, Birbhum

No: SVC/66/2020 Date:- 05.02.2020

NOTICE

This is for information of all that Annual Sports meet of our college will held on 06.2.2020 and 07.02.2020 at our college ground from 10 a.m. onwards. All are requested to be present and participate in the programme to make it a grand success.

Haradhan March
Teacher-in-Charge
Games & Sports
Suri Vidyasagar College.

Dr. Tapan Kr. Parichha
Principal,
Suri Vidyasagar College
Principal
Suri Vidyasagar College

<p style="text-align: center;">Principal, Suri Vidyasagar College Suri, Birbhum</p> <p style="text-align: center;">No SVC/66/2020 Date:- 05.02.2020</p> <p style="text-align: center;"><u>NOTICE</u></p> <p>This is for information of all that Annual Sports meet of our college will held on 06.2.2020 and 07.02.2020 at our college ground from 10 a.m. onwards. All are requested to be present and participate in the programme to make it a grand success.</p> <p style="text-align: center;"><i>Haradhan March</i> Teacher-in-Charge Games & Sports Suri Vidyasagar College.</p>	<p style="text-align: center;">SURI VIDYASAGAR COLLEGE SURI, BIRBHUM</p> <p style="text-align: center;">No: SVC/66/2020 Date:- 06.02.20</p> <p style="text-align: center;"><u>NOTICE</u></p> <p style="text-align: center;">(Day & Morning Section)</p> <p>This is for notification of all students that college is going to form teams for the following events to participate in Burdwan University sports meet 2019-20. Interested students are instructed to contact with Prof. Haradhan March of Computer science department for details within 14th August,19 positively.</p> <p><u>List of events</u></p> <ol style="list-style-type: none"> 1. Athletics (Men & women) 2. Football (Men) 3. Cricket (Men) 4. Badminton (Men & women) 5. Table-Tennis (Men & women) 6. Basketball (Men & women) 7. Volleyball (Men & women) 8. Kabaddi (Men & women) 9. Kho-Kho (Men & women) 10. Handball (Men & women) 11. Yoga (Men & women) 12. Chess (Men & women) 13. Weight lifting, Best Physique <p style="text-align: center;"><i>Dr. Tapan Kr. Parichha</i> Principal, Suri Vidyasagar College</p>
<p style="text-align: center;">Suri Vidyasagar College Suri, Birbhum</p> <p style="text-align: center;">No: SVC/66/2020 Date:- 24.01.2020</p> <p style="text-align: center;"><u>NOTICE</u></p> <p style="text-align: center;">(Day and morning sections)</p> <p>This is for information of all that Annual college sports meet will be held on 06.02.2020 and 7.02.2020 at our college ground from 10 a.m. onwards. Students are instructed to submit their name and event details, to prof. Haradhan March of Computer Science department, (Day) and Prof. Bappa Sanyal & Prof. Aditya Mondal of Physical Education department (Morning) within 10.02.2020 positively.</p> <p style="text-align: center;"><i>Haradhan March</i> Teacher-in-Charge Games & Sports Suri Vidyasagar College.</p>	<p style="text-align: center;"><i>Dr. Tapan Kr. Parichha</i> Principal, Suri Vidyasagar College</p> <p style="text-align: center;"><i>Haradhan March</i> Teacher-in-Charge Games & Sports Suri Vidyasagar College.</p>



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Code of Conduct and Guidelines

The college has established a comprehensive set of guidelines for students, parents, teachers, and non-teaching staff, which are detailed in the college prospectus and uploaded on the website. These include:

- **“Dos and Don’ts” for Students:** These guidelines are demonstrated and elaborated upon during the orientation program for newly admitted students to ensure proper conduct and discipline.
- **Code of Conduct for Teachers and Non-Teaching Staff:** Service rules include a code of conduct, and the Governing Body and Teachers Council are empowered to enforce these rules to maintain a respectful and productive educational environment.

By organizing these events and establishing clear guidelines, Suri Vidyasagar College aims to create a vibrant, inclusive, and disciplined academic community that values cultural diversity, social responsibility, and holistic development.

Code of Conduct for the Students of Suri Vidyasagar College

Suri Vidyasagar College has a standard Code of Conduct for the students. Students constituting the main part of the Teaching - learning programme, the College takes utmost care that they turn into morally and socially responsible National and Global citizens. Students are stipulated to abide by this Code of Conduct both on and off the campus. This helps to maintain the strict discipline of the college as well as the academic environment. The students must be made aware that unless they adhere to this Code of Conduct, the goal and vision of the Institution cannot be materialized. The code of conduct is described below in points:

- Students must be respectful to our National Flag, National Song/anthem and the constitution of India.
- Students must be respectful to our National Heritage.
- The students must practice polite and respectful behavior towards the Principal, teachers and non-teaching staff of the College. They should not use any kind of abusive language during interaction among themselves and also all the members of the college.
- Students should always try to refrain from any activities which may lead to the dishonor the Institution.
- Students will abide by the Rules framed by the affiliating University i.e., the University of Burdwan.
- Students will follow the protocol related to infectious and contagious diseases.
- Each and every Student must wear the Identity Card issued to him/her inside the College Campus.
- Student must read the guidelines or the rules related to ragging framed on the basis of the existing law of the central government. It is student's main duty to maintain the campus ragging free. Students are expected to co-operate the anti-ragging cell of the college as and when required.
- To maintain the cleanliness of the campus, student should co-operate the concern college staff, NCC and NSS Cell.
- The students should nurture their opinions free from caste, creed and religion. It will make the campus congenial for healthy bondage among all free from narrow notions

based on caste, creed and religion.

- The Prospectus of the college is reflected in the college website and students are expected to go through the websites regularly and follow all the rules of college and the university.
- Students are asked to follow the notice boards regularly to get information regarding commencements of classes, Library use, Laboratory works and other related works.
- Students must try to preserve the College property such as furniture, laboratory equipment, glassware, library books etc. carefully.
- Students are expected to wear decent dress within the College Campus and outside.
- Students are not allowed to use cell phones and other electronic gadgets in general during class lectures and practical classes inside the classrooms / laboratories. Use of cell phones is strictly prohibited in the examination hall. However, electronic gadgets may be used with prior permission of the class teacher in the class room for learning process only.
- Students should take care of their personal belongings. Authority is not responsible for any loss of personal property.
- Students must inform their guardians regarding Parent-Teacher Meetings when notified by the College.
- Students of the College are expected to participate in college activities like Seminars, Workshops, Training programmes, Certificate Courses etc. They should also be present during observation of Independence Day, Republic Day and other Commemorative events. Their active participation in college events e.g. Annual Sports, Fest, programmes organized by NSS and NCC Cells, and other cultural functions will be highly appreciated.
- Students must take note that the college campus and the library is under CCTV surveillance.

Code of conduct for the Teachers of Suri Vidyasagar College

Goal of Education

The primary purpose of education is to develop skills and create knowledge for the advancement of the society. Higher education is meant to make leaders and good citizens who are well aware of the great tradition of India and who possess a basic scientific temper and are committed to the ideals of patriotism, democracy, secularism, socialism and peace as per the principles enshrined in the preamble to the constitution.

Objective of the Code of Conduct

The objective of this Code of Conduct (here in after the Code) is to provide all the employees at Suri Vidyasagar College, Suri with a common set of guidelines to encourage professionalism in keeping with the general aims of the college, its identity, and missions. This Code is intended to bring about as suitable an environment as possible for teaching-learning activities, especially conducive to the learners. With these goals and objectives, the teachers of Suri Vidyasagar College are expected to observe a strong sense of professional ethics and service delivery to meet the following ends.

The Code of Professional Ethics

The acceptance of teaching as a calling involves the implied obligation to follow the ideals of this age-old great profession. The society expects a lot from a teacher. Every teacher should introspect to see whether there is any hiatus between his precepts and practice.

Teachers should:

- Follow a responsible model of conduct in accordance with the standard of the community and manage their private lives in a manner in line with the dignity of the profession, especially so with the advent of online digital social media communications.

- Pursue persistent professional growth through study and research.
- Perform their duties through lectures, tutorials, practical and seminars with commitment.
- Help in carrying out functions with regard to educational assignments of the college and the university, such as : assisting in appraising application, advising and counseling students and cooperating in the smooth running of college and university examinations, including supervision, invigilation, and evaluation.
- Express unprejudiced and constructive opinions by partaking in professional meetings, seminars, workshops and conferences with a view to contributing to the world of knowledge, keep active membership of different professional organizations and endeavour to increase professional credibility through them.
- Participate in extracurricular activities, including community service.

Teachers in Respect of the Learners:

Teachers should:

- Allow the students to enjoy the freedom of expression, deal justly with them irrespective of their religion, caste, political, economic, social and physical characteristics and eliminate all forms of discrimination.
- Accept the difference in aptitude and capabilities among the students and cater to their individual needs.
- Encourage the students to strive for accomplishment, develop personality, self esteem, academic excellence, and serve the community at the same time.
- Instill students scientific temper, ideal of democracy, patriotism, peace and respect for hard work.
- Be affectionate and respectful in their interactions with the students and not belittle them constantly and instead employ affirmative methods of corrective discipline.
- Pay more attention to the attainment of the student in the assessment of merit.

- Make themselves available to the students even beyond their class hours and help and guide them without any ill intention of financial gain.
- Abstain from inciting students against other students, colleagues and administration.

Teachers in relation to Colleagues and Authorities

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated, and speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from allowing considerations of gender, caste, creed, and culture in their professional pursuits.
- Discharge their professional responsibilities in alignment with the existing rules and regulations.
- Avoid undertaking any other employment or commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of institutional policies by accepting responsibilities as members of various committees formed for such purposes and discharge their duties, which such committees may require of them.
- Cooperate with the authorities for the betterment of the college.
- While availing themselves of leave, teachers should keep in view their respective responsibilities for completion of academic schedule.

Teachers and Non-teaching Staff

Teachers should give the non-teaching staff their due respect and treat them as colleagues and equal partners for the accomplishment of academic and administrative duties of the institution.

Teachers and Guardians

Teachers of all the respective departments should maintain contact with the guardians of their students, send reports of their performance to the guardians whenever needed

and meet the guardians at the college and collect feedback from them for mutual exchange of ideas, which are beneficial for the institution.

Teachers and Society

Teachers should:

- Try to impart better education in the society and strengthen the moral and intellectual values of the same.
- Be aware of the social issues and take part in such activities as would be useful for the progress of the society and hence the country in its entirety.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Not behave in ways which tend to promote feelings of hatred or enmity among different communities, religious and linguistic groups and actively work for National Integration.
- Be sensitive to gender discrimination and encourage equal opportunities to all sections of the community. All stakeholders are advised to behave respectfully and with consideration, with members of all genders.
- Reach out and help compassionately the differently abled persons in need.
- Avoid hurtful statements, meant to injure the sentiments of fellow teaching staff, since each member, even in a personal capacity, represents the institution, their public statements should reflect the mottoes of the institution.
- Devote to inculcate such values that will lead to the creation of responsible, dutiful, and socially aware citizenry. All teachers will be expected to contribute to the upholding of these mottoes as the college is dedicated to caring for the environment.

Code of Conduct for the Non-Teaching Staff of Suri Vidyasagar College:

All Government of West Bengal staff should follow the Code of conduct stipulated by the State Government. Following are Codes of conduct of non-Teaching support staff as stipulated by the Suri Vidyasagar College, West Bengal.

- The Non-Teaching staff must respect and follow college policies.
- They had to be honest and maintain punctuality in their professional duties. Moreover, they should not get involved in duties other than those stipulated by the college during office hours.
- No leave should be availed of without prior intimation following the regulation of the college.
- They cannot engage themselves in anti-secular activities.
- They should not misbehave with their non-teaching colleagues, teaching staff, or students.
- They should be protective of college equipment and furniture.
- They should not be under the influence of drugs or alcohol during college hours.
- They should maintain the confidentiality of certain matters like examination-related documents or any other confidential documents of College etc.
- They should not be biased against anyone for their gender, caste, or religion.
- They should approach other teaching and non-teaching staff if any confusion arises rather than taking actions on their own.