

# **Handbook of Code of Conduct**



**Science College, Kokrajhar**

Kokrajhar, BTR, ASSAM, INDIA-783370

# **CODE OF CONDUCT FOR GOVERNING BODY**

## **Code of Conducts:**

**The Governing Body has to follow all the rules and regulations as mentioned in “The Assam Non-Government College Management Rules”.**

# CODE OF CONDUCT FOR STUDENTS

## Code of Conducts:

Each bonafide student is expected to be acquainted with the code and guidelines as stipulated below and any amendments that might be incorporated from time to time as per requirement and necessity-

### CONDUCTS WITHIN THE COLLEGE CAMPUS:

- i) Every student shall behave towards every individual inside the campus in a way that is expected from a well-educated citizen.
- ii) Wearing of proper college uniform and display of valid identity cards is mandatory to enter the college premises during working days/ hours.
- iii) Students are expected to participate actively in all sorts of departmental as well as institutional-level activities/ events that shall be held from time to time.
- iv) **RAGGING** of newly admitted students is **STRICTLY PROHIBITED** and shall be dealt with a firm hand, under the existing penal provisions. **If any incident of ragging comes to the notice of the college authority, the student (s) involved in ragging shall be given the liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/ her from the college.**
- v) No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc. during their presence inside the campus. Offensive behaviour (including eve-teasing), violent behaviour, skirmishes, protests, clashes, damage to institutional property, and indulging in other unruly acts inside the campus shall be deemed to be acts of insubordination and shall be dealt with in a firm manner. Exemplary punishment will be awarded to students found to be involved in violent acts or incidents which may range from debarring from attending classes, filling up examination forms, and in extreme cases may lead to rustication.
- vi) The entire college campus has been declared a **NO TOBACCO ZONE**. No student shall be in possession of any intoxicating substances (drugs, alcohol, etc), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to the consumption of tobacco, and spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority.
- vii) The entire college campus has been declared a **NO PLASTIC ZONE**. The use of plastic items below the standard accepted norms is strictly prohibited.
- viii) Waste products must be disposed-off in the specific dustbins only.

- ix) All educational field trips/ excursions/ study tours shall be undertaken with the prior permission of the principal. All such activities shall be coordinated through a Teacher-in-Charge.
- x) Organization of political meetings inside the campus is strictly prohibited.
- xi) Students should not crowd inside the office premises so as to cause hampering in the normal discharge of duties by the office staff. For fee payment and submission of admission/examination forms, students must queue in an orderly manner in the specified space.
- xii) All students are expected to participate in different Feedback Surveys that might be conducted from time to time.
- xiii) Use of cell phones is prohibited within the college campus. Usage of cell phones is allowed within the Girls' and Boys' Common Rooms with restriction. Cell phones must be kept in the SILENT MODE under all circumstances within the college campus.
- xiv) Students are expected to actively contribute towards their respective Departmental Wall Magazines/ Departmental News Letters (if any)/ the annual College Magazine.
- xv) Students shall attend their classes at the time specified in their respective daily class routines.
- xvi) 75% attendance in each subject is mandatory for every student for appearing in the final University/ Council examinations.
- xvii) Appearance in Class Tests, Sessional Examinations, as well as other co-curricular activities is mandatory.
- xviii) Classes if not held at the proper time must be immediately brought to the notice of the Head of the Department/Principal
- xix) Every student shall be a member of the Departmental WhatsApp Group, where academic and other important information shall be uploaded from time to time by departmental administrators/authorities
- xx) Students are expected to browse through the departmental Notice Boards and the WhatsApp Groups on a regular basis for necessary updates by departmental administrators/ authorities
- xxi) Students must adopt statutory precautions inside the laboratories so as to minimize damage to equipment, apparatus, instruments, specimens, models, containers containing hazardous chemicals, etc. and to reduce other health hazards to self and others
- xxii) Students must strictly follow all instructions and guidelines prescribed by the teachers in charge of the practical classes and laboratory bearers.

### **CONDUCT WITHIN THE GIRLS' HOSTEL CAMPUS:**

- a) **RAGGING is STRICTLY PROHIBITED. Reported cases of ragging incidents shall be dealt with a strong hand as per the prescribed law**
- b) Boarders must positively enter the hostel premises on or before 6.00 p.m.
- c) Boarders must be available/ present for evening assembly sharp at 6.00 p.m.
- d) Every boarder must STRICTLY maintain the entry and exit register

- e) Visiting hours for guests are between 3.00 p.m. to 5.00 p.m.
- f) Compulsory study hour period for all boarders.
- g) Meal timings must be **STRICTLY** maintained. If any boarder misses the meals during the scheduled timings, it will not be provided later.
- h) Overnight stay outside the hostel is not permissible otherwise than on specific/ emergency circumstances and with the prior permission of the Hostel Superintendent
- i) Any male person, even belonging to the family members of the boarders, is not permitted to enter the hostel premises
- j) Mess dues should be paid within 1st week of every calendar month.
- k) Annual admission to the hostel is compulsory
- l) Fans and lights are to be switched off and water taps turned off when not in use
- m) Strict decorum must be ensured in the dining halls and other common areas
- n) Use of electrical appliances such as room heaters, immersion rods, iron, stove, etc. is **STRICTLY PROHIBITED** in the rooms. Any of these forbidden items if found, will be confiscated and an appropriate fine realized from the users.
- o) Use of intoxicating substances like narcotic drugs, alcohol, cigarettes, pan masala, etc by the boarders is **STRICTLY PROHIBITED**
- p) Clean and decent dresses must be worn within the hostel complex. Short/ vulgar dresses are **NOT** allowed outside the rooms.
- q) Cleanliness in the hostel premises is mandatory. Boarders shall keep their rooms neat and tidy and also dispose of the garbage in a proper manner.
- r) Responsibility for keeping care of personal belongings lies with the individual boarders. Valuable items must be kept under proper lock and key. Hostel authorities shall not be responsible for any loss or damage of personal belongings.
- s) Hostel Superintendent is authorized to check the belongings of any boarder without prior information, for ensuring the safety, security, and overall well-being of the inmates
- t) Hostel properties subject to damage will have to be appropriately replaced at the earliest by the boarder causing the damage; otherwise, the damage amount will be realized from the caution deposit
- u) Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken
- v) All forms of misconduct, misbehaviour, disobedience, insubordination, and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution
- w) The Hostel Superintendent may be approached anytime by any boarder for any sort of problem or guidance.

### **CONDUCT OUTSIDE THE COLLEGE CAMPUS:**

Students must practice acts of self-discipline and restraint in all public places so as not to tarnish the name of their *alma mater*.

# **CODE OF CONDUCT FOR TEACHERS**

## **CODE OF CONDUCT FOR TEACHERS**

All the teachers must adhere to the guidelines provided in the Assam Government Service Rules (Director of Higher Education) and the UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient, and communicative by temperament and amiable in disposition.

- As teaching is a profession to educate, a teacher should be committed to the interests of the students, towards the specific needs of each student.
- Teachers should conform to the ethos of his/her profession and act in a dignified manner. Teachers should keep in mind that society has entrusted them to take responsibility for their children.
- Teachers should behave in society by preserving moral and ethical values.
- Teacher should manage their private affairs in a manner consistent with the dignity of the profession;
- The teacher must maintain the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- Teachers should respect the rights and dignity of the student in expressing his/ her opinion;
- Teachers should deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Teachers should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

- Teachers should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Teachers should inculcate among students scientific temperament, the spirit of inquiry, and ideals of democracy, patriotism, social justice, environmental protection, and peace.
- Teachers should pay attention to only the attainment of the student in the assessment of merit.
- Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Teachers should aid students to develop an understanding of our national heritage and national goals.
- Teachers should refrain from inciting students against other students, colleagues, or administration.
- Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest;
- Teachers should refrain from undertaking any other employment and commitment, including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- Teachers should cooperate in the formulation of policies of the institution by accepting various offices and discharging responsibilities that such offices may demand;
- Teachers should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
- Teachers should co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking.
- Teachers should help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.
- Teachers should try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, and their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

# **CODE OF CONDUCT FOR LIBRARIAN**

## **CONDUCTS FOR LIBRARIAN**

- a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- d) Participate in extension, co-curricular and extra-curricular activities, including community service;
- e) Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in their professional endeavour.



# **CODE OF CONDUCT**

## **FOR**

### **HEAD OF THE DEPARTMENTS**

#### **CODE OF CONDUCTS FOR HEADS OF DEPARTMENTS**

**HODs of all academic departments are expected to ensure that –**

- i) Healthy academic environment prevails in the concerned department
- ii) Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- iii) Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements
- iv) All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- v) Arrange for proper guidance, counselling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counselling sessions, etc
- vi) Departmental meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof.
- vii) IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book are updated on a regular basis.
- viii) Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.) (viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications.
- ix) Register of Students' Exam Records and Results (xii) File for Extension Activity documents.
- x) Proper records of students passed out and their progression to higher education (xiv) Stockpiling of records as soft copies (photos, videos and documents).
- xi) Confidential papers are kept under proper and safe proper custody.
- xii) All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups

- xiii) Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- xiv) Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

# **CODE OF CONDUCT**

## **FOR**

### **PRINCIPAL**

#### **CODE OF CONDUCT FOR PRINCIPAL**

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer, and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) along with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Director of Higher Education (Government of Assam). These codes of conduct are applicable, in general, for College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal are laid down underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and everyone can perform freely and give their best for the all-round development of the institution.
3. To institute, nourish, and enforce equal treatment to all the stakeholders in the College so that there remains no scope for any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of the Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of the college campus.)
7. To initiate and propagate the spirit of welfare within all sections of human resources attached directly or indirectly to the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.

9. To create an environment conducive to research-oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold, upkeep, and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.
12. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices may go on without any disturbance.
13. To promote and maintain harmonious relationships of the College with the adjoining society and also to promote its sense of responsibility towards society.

# **CODE OF CONDUCT FOR SUPPORT STAFF**

## **CODE OF CONDUCT FOR SUPPORT STAFF**

Being the employees of the Government of Assam, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

### **1. Professional Conduct**

- a) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- b) Each of them should perform the duties he/she has been assigned, sincerely and diligently as well as with accountability.
- c) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- d) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he / she engage himself / herself in any trade or business within college premises.
- e) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- f) They should not engage in remarks or show any kind of misbehavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **2. Workplace Conduct**

- a) They should be punctual as their timely presence is required daily for the commencement and smooth functioning of college activities.
- b) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- c) No support staff should be under the influence of drugs or alcohol during office hours.
- d) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- e) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.

- f) The support staff should show no discrimination on basis of gender, caste, language or religion.

### **3. Professional Relationship**

- a) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner toward the students.
- b) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an institution depends upon mutual goodwill and trust.
- c) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- d) The Support Staff are the first to come into contact with the guardians of students during admission and examinations. They must keep in mind the fact that their behaviour reflects the image of the institution. They should thus interact patiently and politely.

#### **Non-teaching staff of the college are expected to –**

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day-to-day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics

#### **Non-teaching staff shall –**

- Be punctual in attending day-to-day routine works
- Execute and complete the allotted tasks to the satisfaction of all concerned
- Maintain harmonious and cordial relationships with all colleagues
- Behave in a manner that would not demean the institutional reputation
- Work towards earning the trust, honour and respect from one and all
- Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time