



**HAND BOOK OF CODES OF CONDUCT  
2018**

**BARBHAG COLLEGE  
KALAG: NALBARI: ASSAM  
PIN - 781351**

## **HANDBOOK OF CODE OF CONDUCT**

### **BARBHAG COLLEGE, KALAG, NALBARI**

This Hand Book contains codes of conduct for Principal, teachers, students and Governing Body which are extraneous to the Assam Service (Discipline and Appeal) Rules 1964 of Govt. of Assam and The Assam Provincialised Colleges and Assam Non-Govt. Colleges Management Rules 2001, and do not override anything contained in those two rules.

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#### **1. Introduction:**

Barbhag College was established in 1964 and situated in between the flood prone zone of Baralia and Pagladia river basin of Nalbari District of Assam. Initially it was started in kalag High School and Seow Nandan Giri was the founder principal. No other higher educational institution was available in the area before the establishment of this college. The College introduced Pre-University Arts stream at the beginning with the following subjects— English, Assamese, Political Science, Economics, Education and History. Later on two years Degree classes with English, Assamese, Political Science, Education, Economics and History were started in the year 1967.

After the introduction of 10+2+3 system of education 1986, Barbhag College also followed the same. The Science Stream was introduced at the degree level in 1995, which got Government affiliation in 2013.

#### **2. Policy Document of Code of Conduct**

- a) **Introduction:** Code of conduct is the guiding principle for all stakeholders of the college community to ensure a safe and secure environment. It is a set of norms followed by all the members of the institution for maintaining the ethical and professional standards of our institution.
- b) **Importance of Code of Conduct:** A code of conduct can support all members of the institution in general and helps in decision making process with structured guideline to follow. It reduces the chances of ambiguity and helps to run the institution smoothly. It guides all the stakeholders to do their function in a correct and transparent way.

- c) **Scope of Application of Code of Conduct:** The code of conduct applies to all members of Barbhag College community.
- d) Every member is responsible for to follow the code of conduct of the institution.
- e) Any violation of the code of conduct is subject to disciplinary action.
- f) Every employee is responsible to report if he/she has any knowledge about the violation of code of conduct to the committee.
- g) Every person has the right to inform about any incident of violation of the code without any threat of reprisal.
- h) Employees are made familiar with the code and prepare them to do work with truthfulness co-operation and civility in their work culture.
- i) Appropriate dress code is expected to be followed by the employees for the public image of the college.
- j) No employees are expected to harm the proper functioning and order of the college.
- k) This policy is not meant to prevent any members from respectful expression of their opinion within the academic context.

**d) Monitoring Committee:** (Paste the Screen shot of the Committee)

### **3. Code of Conduct for students**

Barbhag College has outlined the code of conduct for students to maintain the disciplinary policies of the institution. Its aim is to make an appropriate atmosphere of higher education within the institution. Following code of conduct of student are adopted by the college

- Students have to maintain strict discipline and good manners both inside and outside the college campus.
- A six day working schedule is followed from Monday to Sunday from 9.am to 4 pm. All the students have to present in the class on scheduled time.
- A non-transferable identity card duly signed by the principal is issued to each student. Every student must bring the identity card with him/her and a duplicate identity card is issued in case of loss, damage of the card on payment of identity card fee.
- A student who is awarded a scholarship must produce his/her identity card at the time of drawing scholarship money.
- A student should apply to the principal through the head of the concerned department within 15 days of admission for change of subject.
- No transfer certificate will be issued until all the dues and fees of the college are paid in full. After producing clearance certificate a student may be given transfer certificate.
- All the students are to appear in all the examination and academic activities which are conducted by the college authority during an academic session.
- There is an anti ragging committee in the college. Any student of the college can lodge a complaint verbal, written or over telephone against an offender.
- Any form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the Directives of the Supreme Court of India.

- The college student shall be formed as per Lyngdoh Committee recommendations approved by the Supreme Court of India.
- Misbehaviour towards girl or women or violence against members of the staff is to be considered as very serious cases of misconduct.
- Student representatives of the college in inter college events have to take prior permission from the concerned authority
- Smoking, drinking alcohol, tobacco, gutkha is strictly prohibited in the college campus.
- All the students should compulsorily attend the student's seminar, project presentations, of the concerned class in the entire session.
- No students are allowed to wander or gather in varanda, corridor or other surrounding places during teaching hours.
- Without uniform no student are allowed to enter the college campus.

#### **4. Code of conduct for Teaching and Academic Staff:**

[BASED ON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018] Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **5. Rules and Regulations For Teachers:**

##### **A. Academic and Administrative**

- i. Co-operate and assist in carrying out functions relating to academic work and administrative work.
- ii. Perform their duties relating to teaching, practical, seminar, group discussion, field study and research with dedication and commitment.
- iii. Participate in extension, co-curricular and extra-curricular activities including community service.
- iv. Teachers should manage their private affairs with the dignity of the profession.
- v. Teachers should try to uplift their professional knowledge through study and research.
- vi. Teachers should be member of professional organizations for academic improvement.

##### **B. Towards Students:**

- i. Teachers should perform their duties as Mentor/Mentees for the welfare of students.
- ii. Respect the right and dignity of the students.
- iii. Teachers should be impartial with students regardless of their religion, caste, political, economic, social characteristics.

iv. Teachers should be available to the students even beyond their class hours and help and guide students.

v. Inspire students to develop an understanding of our national heritage and national goals.

**C. Towards Colleague:**

vi. Maintain good and co operative manner towards fellow teachers

vii. Abstain from unsubstantiated allegations against colleagues to higher authorities.

viii. Render help and assistance to the fellow teacher in academic and professional matter.

**D. Towards Authorities:**

i. Obey with commitment the rules and regulations set by the authorities.

ii. Abstain from any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

iii. Co-operate and act with commitment to the activities directed by authority relating to administrative and any other policy matters.

**E. Towards Non Teaching Staff:**

iv. Teachers have to treats non teaching staff with respect and in co-operative manner.

v. Teachers should attend and response to joint meeting organised by the non teaching staff.

**F. Towards Guardians:**

i. Teachers try to keep contact with the guardians of the students and communicate with them about the progress and difficulties of the student.

ii. Teachers should play active role in arranging the teacher-perant meet in their respective department.

**G. Towards Society:**

i. Teachers should accept their profession as public service and keep knowledge of the neighbouring community for rendering inclusive education.

ii. Work for the improvement education in the community and strengthen the community's moral and intellectual life.

iii. Committed to perform the duties of citizenship, and shoulder responsibilities of public offices.

iv. Abstain from taking part in any activities, which have a propensity to promote feeling of hatred or enmity in communities, religions or linguistic groups.

v. Committed to work for National Integration.

**9. Code of Conduct for Governing Body:**

The college follows the Government of Assam rules and regulation with regard to governing body.

#### **10. Code of Professional Ethics For Principal:**

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

- He/she should lead the institution with inspirational and motivational value-based academic and executive leadership in respect of policy formation, management, optimization of human resources and concern for environment and sustainability of the institution;
- Maintain transparency, fairness, honesty, highest degree of ethics and decision making for the all round development of the College;
- Committed to manage and maintain the resources of the College with responsibility and efficiently for providing a beneficial working and learning environment;
- Promote the collaborative, co-operative work culture in the college, paving way for innovative thinking and ideas, thus enhance the quality of work culture, professionalism, satisfaction and service to the nation and society.
- Manage private affairs in keeping in mind the dignity of the profession and follow equal manners irrespective of caste, creed, religion, race, gender or sex in their professional endeavour.

#### **11. Code of Conduct for Librarian:**

[BASED ON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

- Discourage and not involved in plagiarism and other non ethical behaviour in teaching and research;
- Maintain good co-operative atmosphere towards the employee of library and other teaching and non-teaching staff.
- Committed to work and involve in all academic and non academic and co-curricular activities of the institution.
- Maintain equal considerations irrespective of caste, creed, religion, race, gender or sex in his/her professional endeavour.

#### **Code of Conduct for Non Teaching Staff:**

1. Every staff members employed in the institute shall discharge his/her duties efficiently and diligently as per the rules and regulations lay by the College authority.

2. All staff members should maintain the professional behaviour in the highest possible way.
3. All staff members should be punctual and discipline towards their work.
4. Confidentiality should be maintained with respect to all the records and other sensitive matters of the institution.
5. Every staff members should co-operate with students, colleagues and seniors.
6. All staff members should maintain the image of the institution through standards of dress, general courtesy etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff members should follow all norms and job details assigned by the authority from time to time with full dedication.
9. All staff members refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender / sexuality age/ marital status.

**Disciplinary proceedings:** Violations of code of conduct by the non teaching staff are subject to disciplinary action such as so cause notice, enquiry committee, suspension, termination etc or any other as per the competent authority.

*Compiled and drafted by: Internal Quality Assurance Cell (IQAC) Barbhag College July August 2018*



Principal /C & Secretary  
Barbhag College