



HANDBOOK OF CODE OF CONDUCT

Charaibahi College, Morigaon, Assam

Compiled and drafted by:

Internal Quality Assurance Cell (IQAC), Charaibahi College, August 2018

**HANDBOOK
OF
CODE OF CONDUCT**
Charaibahi College, Morigaon, Assam

This Hand Book comprises codes of conduct for Principal, teachers, students and Governing Body that is based on Assam Service (Discipline and Appeal) Rules 1964 of Govt. of Assam and The Assam and Provincialised Colleges and Assam Non-Govt. Colleges Management Rules 2001, and do not overrule anything contained in those two rules.

- 1. Introduction**
- 2. Policy Document of Code of Conduct**
- 3. Code of Conduct for Students**
- 4. Code of Professional Ethics for teachers**
- 5. Code of Conduct for Governing Body**
- 6. Code of Professional Ethics for Principal**
- 7. Code of Professional Ethics for Librarian**
- 8. Code of Conduct of Non-Teaching Staff**

1. Introduction:

The Charaibahi Collge was established on 16th August, 1990 and it is located in the greater charaibahi region of Morigaon district. It is 15 km far away from district headquarter. The institution is affiliated to Gauhati University and was provincialized in 1st January, 2013 by the Government of Assam. The institution is a purely arts degree college. The college introduced the B. A. course at the beginning by following the subjects- English, Assamese, Economics, Political Science, History and later Geography and Education were introduced.

2. Policy Document of Code of Conduct

a) **Introduction:** Code of conduct is a set of guiding principle that all members of the college community must adhere to it in order to maintain a secure environment. All members of the organization must abide by these guidelines in order to uphold the moral and professional standards of the organization.

b) **Importance of Code of Conduct:** A code of conduct can benefit all members of the organization as a whole and help in decision-making by providing clear guidelines. It lessens the possibility of ambiguity and aids in the efficient operation of the institution. It directs all stakeholders involved in the process to carry out their duties in an ethical and transparent manner.

c) **Scope of Application of Code of Conduct:** The code of conduct applies to all members of Charaibahi College community.

d) Every member of the College is responsible for to follow the code of conduct.

e) Any violation of the code of conduct is subject to disciplinary action.

f) Every employee is responsible to inform the committee if he/she becomes aware of any violation of the code of conduct.

g) Every employee has the right to report any incident of violation of code of conduct without fear of retaliation.

h) The code is familiarized to employees, who are then prepared to carry out their work in an environment of cooperation, truthfulness, and civility.

i) Employees are expected to dress appropriately in order to maintain the public image of the college.

j) No employees are expected to damage the proper order and functioning and of the college.

k) This policy is not intended to prevent members from expressing themselves respectfully within the academic context.

d) Monitoring Committee:

Chairperson- Dr. Kamal Ch. Nath, Principal, Charaibahi College

Convenor - Sri Madharam Kakati, Vice Principal, Charaibahi College

Members - Sri Biresh Kumar Deka

Dr. Chakradhar Deka

Dr. Bijoy Kumar Nath, Coordinator, IQAC, Charaibahi College

Dr. Shikhamoni Deka, Assistant Professor, Charaibahi College

Dr. Bandana Boruah, Assistant Professor, Charaibahi College

3. Code of conduct for students

In order to uphold the college's disciplinary procedures, Charaibahi College has established a code of conduct for students. Its goal is to create a suitable environment for higher education within the institution. The college has established the following student conduct code.

- Students must maintain strict discipline within and outside of the college campus and adhere to strict rules of conduct.
- 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 schedule time.
- Each student of the college is issued a non-transferable identity card duly signed by the principal and every student must bring the identity card with him/her. In case of loss, damage of the card, a duplicate identity card is issued on payment of identity card fee.
- In case of scholarship, at the time of drawing scholarship money, student must produce his/her identity card.
- A student who wants to change his/her subject should apply to the principal through the head of the concerned department within 15 days of admission.
- A transfer certificate won't be issued until all college dues and fees have been paid in full. A transfer certificate may be granted to a student when they present their clearance along with library clearance certificate.
- All exams and academic events held by the college administration during an academic session must be attended by all students.
- The college has a functioning anti-ragging committee. Any college student may file a complaint against an offender verbally, in writing, or over the phone.

- The college Student Union shall be formed as per Lyngdoh Committee recommendations approved by the Supreme court of India.
- Violence against staff members or inappropriate behaviour against girls or women are both considered highly serious cases of misconduct.
- Student representatives of the college in inter college events have to take prior permission from the concerned authority.
- Smoking, consumption of alcohol, chewing tobacco and gutkha in the college campus is strictly prohibited
- All students must attend the student seminar and project presentations of the relevant class throughout the session.
- No students are allowed to roam or gather in varanda, corridor or other surrounding places during teaching hours.
- Students must wear their uniform to enter the college.

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 MAINTANANCE 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 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. Cooperate and assist in carrying out academic and administrative tasks.
- ii. They devote themselves fully to their roles in teaching, practical work, seminars, group discussions, fieldwork, and research.

- iii. Take part in extension, co- curricular and extra- curricular activities as well as community service.
- iv. Teachers should manage their personal affairs with the appropriate respect for their profession.
- v. Teachers ought to try to increase their professional knowledge of their field through research and study
- vi. Teachers should be a member of professional organizations for academic development and improvement.

B. Towards Students:

- i. Teachers should carry out their duties as Mentor and Mentees for the welfare of students.
- ii. Teacher should respect the rights and dignity of the students.
- iii. Teachers should be impartial with students regardless of their caste, creed, religion, economic, political and social characteristics.
- iv. Even outside of scheduled class times, teachers should be ready to assist and guide the students.
- v. Teacher should inspire and motivate the students to develop an understanding of our national heritage and goals.

C. Towards Colleague:

- vi. Maintain a friendly and cooperative attitude toward fellow teachers.
- vii. Abstain from making unsubstantiated accusation against fellow colleagues to higher authorities.
- viii. Help and assist the fellow teacher in academic and professional matter.

D. Towards Authorities:

- i. Obey the rules and regulations with commitment set by the authorities.
- ii. Avoid taking on any other jobs or commitments, such as private coaching or tuition, that could conflict with their professional duties.
- iii. Participate in and carry out with dedication the administrative and other policy-related actions directed by authority.

E. Towards Non-Teaching Staff:

- iv. Teachers have to be respectful and cooperative with non-teaching staff.
- v. Teachers should attend and response to joint meeting called by the non-teaching staff.

F. Towards Guardians:

- i. Teachers should try to be contact with the guardians of the students and make them aware about the progress and problems of the students.
- ii. Teachers of each department should arrange the parent-teacher.

G. Towards Society:

- i. For the purpose of providing inclusive education, teachers should accept their work as a public service and keep knowledge of the neighboring community.
- ii. Work to improve the quality of education in the community and to boost the moral and intellectual life of the community.
- iii. Teacher should be committed to perform the duties of citizenship, and shouldering the responsibilities of public offices.
- iv. Avoid participating in any activities that have the potential to foster feelings of hatred or enmity in communities, religions, or linguistic groups.
- v. Committed to work to promote National Integration.

9. Code of Conduct for Governing Body:

The college adheres to the rules and regulations of the Government of Assam with regard to governing body.

10. Code of Professional Ethics for Principal:

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

- He/she should lead the institution with inspirational and motivating value-based academic and executive headship in terms of policy formation, management, optimization of human resources and concern and care for environment and sustainability of the institution.
- Maintain transparency, honesty, fairness, , highest level of ethics and decision making for the overall development of the college.
- Committed to responsibly and effectively managing and maintaining the College's resources in order to create a beneficial working and learning environment.
- Encourage a cooperative, collaborative work environment in the college which will open the door for innovative and creative thinking and new ideas, and thus improve work quality, the professionalism, job satisfaction, and service to the community and country.
- Manage private affairs with the dignity of the profession in mind, and follow equal manners in their professional endeavours regardless of caste, creed, religion, race, gender, or sex.

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 MAINTANANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

- Encourage to avoid plagiarism and other unethical practices in teaching and research activities.
- Maintain a good co-operative and positive atmosphere with the employee of library and other teaching and non- teaching staff of the institution.
- Devoted to contributing to and participating in all academic, non-academic, and extracurricular activities at the institution.
- Maintain equal considerations in his/her professional endeavour regardless of caste, creed, religion, race, gender or sex

Code of Conduct for Non -Teaching Staff:

1. Every employee of the institute shall carry out their tasks effectively and diligently in accordance with the guidelines laid by the College authority.

2. All staff members should maintain the professionalism in the highest possible way.
3. All staff members of the institution should be punctual and discipline towards their work.
4. Confidentiality should be maintained with reverence regarding all the records and other sensitive matters of the institution.
5. Every employee of the institution member should respect the rights and opinions of others.
6. All staff members should uphold the image of the institution through standard of dress code, general courtesy etc.
7. Each employee should adhere strictly to all rules and job details set forth from time to time by the authority.
8. All employees abstain from all forms of harassment and illegal discrimination based on existing legislative norms regarding gender, sexuality age, and marital status.

Disciplinary proceedings: Violation of code of conduct by the teaching and non- teaching staff may result in disciplinary action such as show cause notice, enquiry committee, suspension, termination etc. or any other as determined by the competent authority.

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