



HAND BOOK OF CODE OF CONDUCT

- STUDENTS
- TEACHERS
- NON-TEACHING & SUPPORT STAFF.
- .PRINCIPAL.
- GOVERNING BODY.
- . LIBRARIAN

SILAPATHAR TOWN COLLEGE

P.O +P.S-SILAPATHAR, DIST-DHEMAJI, ASSAM

PIN -787059

PREPARED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC).

SILAPATHAR TOWN COLLEGE.

SILAPATHAR, DHEMAJI, ASSAM.



Preface

This Handbook indicates the standard procedures and practices for college staff, teachers and all the students enrolled in the college. All the students, college staff and teachers must know that it is incumbent upon them to abide by this Code of Conduct, the rights, responsibilities including the restrictions. All the students, college staff and teachers are requested to be well conversant with this Code, which can also be reviewed on the official website of the college.

I. CODE OF CONDUCT FOR THE COLLEGE STUDENT:-

This Institute has formulated code of conduct to improve overall development of students and Teachers by creating effective Teaching-learning atmosphere. It promotes the Professional behaviour and Academic integrity. The reputation of institute depends on the academic performance as well as behaviour of the students. Our motto **"SELF DISCIPLINE IS THE BEST DISCIPLINE"**. The purpose of this code of conduct is to make the students, Teachers, Departments/Cells/ Committee familiar about the rules and regulations of the College and to progress towards the achievement of the Mission and Vision of the College.

"SELF DISCIPLINE IS THE BEST DISCIPLINE"

All Students are expected to observe rules and regulations to enable the smooth working of the College and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore, all Students of Junior and Senior of the College are introducing the following code of conduct which must be followed by every Students of the College.

- (i). Classes start from 9.00 a.m. and may continue up to 4.30 pm on all the six days of a week.
- (ii). No student shall leave the premises before the College timing without the prior permission of HoD(s)/Class Teacher(s).
- (iii). As per Affiliating University, 75% attendance is mandatory to appear in semester and end examination.
- (iv). Every Student of the college must wear the College prescribed Uniform and Valid Identity Card issued by the College with their recent photograph affixed bearing the signature of the Principal.

- (v). only urgent/ important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
- (vi). No Student allows keeping fashionable/ unusual cool/coloured hair style.
- (vii). Enables snacks/ beverages (DRINKS) are not allowed inside the College.
- (viii). Ragging is an offence. Ragging is strictly prohibited in the College campus/ Premises. Any student/ students involved in such activities will be immediately expelled from the College.
- (ix). If any student/ students is/ are affected by the ragging in the College premises or Outside of the College , he/she they must inform immediately to the Principal/Anti- ragging Committee's Convener.
- (x). Consuming Alcohol, Guthkha and Smoking is strictly prohibited in the premises and out of the college.
- (xi). every students help to keep college premises/campus/ class room and desk-chair clean and neat, everyone must dustbin for Garbage.
- (xii). No student Spite in College premises/ campus or in class room.
- (xiii). College premises are under CCTV surveillance, everyone must follow the disciplinary manners in College premises/ campus/ Class room.
- (Xiv). during the **conduct of Lectures, students should not loiter in and around the College Premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.**
- (xv). Use of mobile Phones in the Classrooms, **library area etc is strictly prohibited**
- (xvi). No friends/ Guests/ Visitors/ any outsider shall be allowed with the students in the College premises/Campus as well as in class room.
- (xvii). Students should make use of College library and must not loiter in the **College Premises** whenever they have a free-period.
- (xviii).Any student who damage the reputation of the College in any way is liable to be expelled. Offenders shall be liable to face legal action.
- (xix).For any kind of misbehaviour with Teachers/ administrative/ support staff or creating disturbances in the College premises/ in class room by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
- (xx). Students are allowed to conserve electricity and water. They must switch off lights and fan when they leave the classroom, Study room of library & Computer Lab.
- (xxi). Furniture in the class rooms should not be moved or displaced.

- (xxii). Students must take proper care of all the College property. Any damage done to the property of the College by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the College and will be considered a punishable offence.
- (xxiii). Writing on walls, bathrooms and furniture or white board is strictly prohibited.
- (xxiv). In the event of continued poor performance in internal tests and poor class attendance by any student, the Principal has the Authority to withhold permission for him/her to appear the University examination.
- (xxv). Any types of malpractices is strictly prohibited in Unit Test/ College/University Examination.
- (xxvi). No function/program/ birth day in the College campus/ class room without prior permission of the Principal.
- (xxvii). To celebrate any Western cultured day (Like Friendship day/ Valentine day) by the Students in college premises is strictly prohibited.
- (xxviii). Students are prohibited from doing anything inside or outside the college that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to college directly or indirectly.
- (xxix). In case of any kind of problem or need of medical emergency in the College, Student should report to the Principal/HoD(s) convener of Medical & First aid Committee of the College for help them/her solve their problem.
- (xxx). each student should park his/her vehicle at the parking of the College.
- (xxxi). A student may not know provide false information or make misrepresentation to any College, office. In addition, the forgery, alteration or unauthorized possession or use of college documents records or instruments of identification forged or fraudulent communications are prohibited.

II. CODE OF CONDUCT FOR TEACHING STAFF.

Education builds the nation or the collapse of education is the collapse of a nation. It is aptly quoted by **Dr. Nelson Mandela** that '*Education is the most powerful weapon which you can use to change the world*'. Teachers are builders of any Nation as they are the pillars and strengths of any education system from time immemorial. They have the unconditional obligation of moulding the students constructively thereby lending their hands in the growth and development of human resources. Teaching was treated as responsibility and social commitment but not as a profession in the past. But now it is also considered as a profession as the transformation has taken place in this field as in any other field due to globalization.

Hence, as in any other profession, we have to outline the code of professional ethics to teachers. Their role in the higher education is of paramount importance as they are educating the students in their teens that are under the influence of biological transformation due to hormonal changes, day to day radical changes in the society, peer pressure and parental pressure. They have a greater responsibility of making the students skilled to be placed after the completion of the degree and motivate them to pursue higher education. Faculty of the college are also subject to guidelines laid down by UGC and the UGC guideline directs any teachers to be honest, unbiased, committed and whoever adopts teaching as a profession assumes the obligation to conduct himself/herself by following the ideals of the profession. A teacher is constantly under the scrutiny of students and society at large. This Code of Professional Ethics is an effort to make the teachers self-regulatory, provide direction and maintain dignity and integrity of the teaching profession

(i). TEACHERS AND THEIR RESPONSIBILITIES:

- Every faculty member should work within the **Institutional policies** and practices so as to satisfy the vision and mission of the college.
- Code of conduct for teaching is mainly governed by the **Director Higher Education** department, Government of Assam /UGC/MHRD, as well as **University of Dibrugarh Acts** statues, ordinance and service rules.
- All faculty members should prepare a lesson /course / **teaching plan**, well in advance before commencement of the classes accordingly the **academic calendar** providing by the **affiliating University**.
- Mentor –Ward system must be followed by every **teacher and the teachers should take** proper care of their group of students by guiding, motivating, **counselling and monitoring them**.
- Mentor-Mentee system must be effectively implemented. **Teachers shall monitor** the respective group of students who are attached to them.
- Teachers should be good counsellors and Facilitators. **They should help**, guide, encourage and assist the students to ensure that the **Teaching-Learning Process is effective** and successful. Value based education must be their motto.
- Teachers should carry out other academic, **co-curricular and organizational** activities that may be assigned to them from time to time.

- Shall discharge the duties in such a way that the teacher should be regarded as a role model by students and society. A teacher gets utmost respect in the society, his/her behaviour in the college and society shall not damage the image of the profession and the institution and hence shall adopt perfect mannerism inside the campus and off-campus.

(ii). PUNCTUALITY AND ATTENDANCE:

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
- Prior permission should be obtained for reporting late in the morning or leaving early, without detriment to their duties.
- Teachers should sign the attendance register while reporting for duty as well they should entry and outing in proper time in the biometric machine.
- Teachers should remain in the campus till the end of the College hours.
- No member of staff shall engage in any political activity within the College campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timing scheduled for other activities and events.
- Every Faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus

(iii). PUBLICATION OF RESEARCH PAPERS & BOOKS AND PARTICIPATION IN RESEARCH PROJECTS, SEMINARS, CONFERENCES, FACULTY DEVELOPMENT PROGRAMMES, SHORT-TERM COURSE ORGANIZES BY THE UGC-HRDC, OTHERS INSTITUTIONS AND NGO(s) ETC.:

- Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- Teachers are encouraged to take up Research projects.
- Teachers should attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.

- Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

(IV). GENERAL RULES:

- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers are expected to attend Departmental academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations etc without fail.
- HODs are responsible for all the college properties **belonging** to their department. It is their responsibility to keep them clean and in working **order**. Any loss or damage to their property (like, tables, chairs, lab equipments, and electrical **appliances**) must be reported to the Principal in writing immediately. It is their duty to extract **work from the** Non-Teaching staff in keeping the Department clean & tidy.
- No teacher should involve himself/ herself in **any act of moral** character on his / her part which may cause impairment or bring discredit to the **institution or Management**.

(V). TEACHERS AND GUARDIANS:

Teachers should:

- (i) Try to see through teachers bodies and organizations, **that institutions maintain contact with the** guardians, their students, send reports of their performance **to the guardians whenever necessary** and meet the guardians in meetings convened for **the purpose for mutual exchange of** ideas and for the benefit of the institution.

(vi). TEACHERS AND NON-TEACHING STAFF:

- (i). Teachers should treat the non-teaching staff as **colleagues and equal** partners in cooperative undertaking within every educational institution.
- (ii). Teachers should help in the function of joint staff-**councils covering** both teachers and the non-teaching staff.

III. NON-TEACHING STAFF CODE OF CONDUCT:

Non-teaching Staff should abide by the guidelines laid down by the Higher Education Department, Government of Assam and rule and regulations provided by the UGC in time to time.

- Shall maintain punctuality.
- Shall attend the students' grievances and act immediately.
- Shall not conduct any activity which will damage the image of the institution.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the students towards damages, as per the direction of the Principal of the college, the amount should be handed over to, for deposit in the College account.
- To display notices, mark sheets, attendance sheets etc. pertaining to the students.
- Involvement in curricular, co-curricular and extra-curricular activities.
- Shall support principal in all the administrative work.
- Shall abstain from sexual harassment which attracts stringent punishment. Shall respect and honor the dignity of women staff.
- Any other duties assigned by the Principal from time to time.

IV. CODE OF CONDUCT FOR PRINCIPAL

Principal of any institution is a patron, custodian, supervisor, teacher, and administrator, guide and so on and plays a pivotal role in the inclusive development of the institution. He/ she have a greater responsibility than any other staff. As a Academic and Administrative Head of the Institution, principal is liable to follow certain code of ethics in his conduct as proclaimed by UGC and MHRD as well as DHE of Assam.

The Principal Should:-

- Be a dynamic and democratic leader.
- Monitor all the activities of the college efficiently and effectively.
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.

- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Keep the co-ordination in all college works.
- Assessing reports/Academic dairy/Teaching plan/ Plan of action and action taken reports of teachers/ head/ directors/ Co-ordinators.
- To assess the Feedback forms of the various stakeholders and take proper action for rectifying the issues.
- Observance and implementation of directives issued by Government/UGC/ Director of Higher Education Department/University and other concerned authorities.

V. CODE OF CONDUCT FOR GOVERNING BODY

The members of Governing Body should-

1. DUTIES

- Support the aim and objectives of the College, showing it highest loyalty, and act in good faith in its interests. Each member should also act honestly and diligently in promoting the interests of the College and its students in the wider community.
- Have regards to the responsibilities given to the Principal in the Articles of Governing, e.g. implements the decision of the Governing Body and to manage the College's affairs within the budgets and framework fixed by the Governing Body.
- Work together so that Governing Body and the Principal perform their respective roles effectively.
- Work cooperatively with other Teachers, Support staff for the benefit of the College as a whole and not for any improper purpose or for personal motive.

2. COLLECTIVE RESPONSIBILITY:-

- **Acknowledge** that differences of opinion may arise in discussion of issues at the meetings, but **a decision** of the Governing Body, even when it is not unanimous, is a decision taken by the **Governing Body** collectively and each individual President has a duty to stand by it, whether or not he/she was present at the meeting when the decision was taken.
- Adopt internal audit and risk management processes which enable members to be satisfied that the financial and other affairs of the institution are being conducted fairly, transparently, efficiently and effectively.
- Not to misuse the resources of the institution, or personal or commercial information held by it, for personnel gain or that of any other person.

3. SKILL, CARE & DILIGENCE:

- A member of the Governing Body should, in all his/her work for the College, exercise such skill as he/she possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when members act as agents of the College, e.g., when functions are delegated to a committee of Governing Body or chair. Members should be careful to act within the terms of reference of any committees on which they serve.

VI: CODE OF CONDUCT FOR LIBRARIAN:

- To prepare and issue Library cards to students and staff.
- To follow up return of books issued to students and staff members.
- To maintain Fine collection register and instruct students to deposit the fine.
- To receive international journals & magazines and highlight important articles & news.
- To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- To maintain the day wise records of visits of faculty members in library.
- Display of cuttings of newspapers on education /social matters on notice board.
- To ensure discipline of the students in the library.
- Regularly under take binding of books which are damaged.
- Any other matter assigned by Principal from time to time.
- To take care of biometric requirement.
- Any other duties assigned by the principal from time to time.

CORE VALUE OF THE COLLEGE:-

- *Mutual trust, team work, easy sharing of knowledge, skill and resources to create a vibrant society.
- * We appreciate, respect and promote the perspectives, rights and dignity of each individual.



(Dr. Dandiram Pegu)
Co-ordinator
IQAC, Silapathar Town College
Silapathar

Silapathar Town College
Date.....



(Dr. Dibya Doley)
Principal i/c
Silapathar Town College
Silapathar

Silapathar Town College
Date.....