

NORTH KAMRUP COLLEGE BAGHMARA



CODE OF CONDUCT HANDBOOK

Principal, North Kamrup College, as in any other Provincialised colleges in Assam, is the Head of the Institution and the Administrator of the College. The UGC recommended CODE OF PROFESSIONAL ETHICS which indicates the CODE OF CONDUCT of Teachers and Other Academic Staff in Universities and Colleges which is equally applicable for the teachers and Principals drawing UGC scale of pay.

The UGC recommended the CODE in "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 2010", No. F.3-112009, dt.30 June,2010, and published in THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 [Part III-Sec-4]. The relevant parts of the recommendations, as ADAPTED FOR TEACHERS OF NORTH KAMRUP COLLEGE, are detailed below:

CODE OF CONDUCT OF TEACHERS:

A. TEACHERS AND THEIR RESPONSIBILITIES:

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 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.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour as expected of them by

the community;

- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

B. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion, (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics, (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs, (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare, (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace; Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason, (vi) Pay attention to only the attainment of the student in the assessment of merit,
- (vii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward,
- (viii) Aid students to develop an understanding of our national heritage and national goals,
- (ix) Refrain from inciting students against other students, colleagues or administration.

C. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated
- (ii) Speak respectfully of other teachers and render assistance for professional betterment

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

D. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) 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, (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities; co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand (iii) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices; co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- (vi) Should adhere to the conditions of contract
- (vii) Give and expect due notice before a change of position is made
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

E. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a 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.

F. TEACHERS AND GUARDIANS

Teachers should:

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.

G. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

CODE OF CONDUCT OF ADMINISTRATOR/ PRINCIPAL :

Principal, North Kamrup College, as in any other Provincialised colleges in Assam, is the Head of the Institution and the Administrator of the College. The UGC recommended CODE OF PROFESSIONAL ETHICS which indicates the CODE OF CONDUCT of Teachers and Other Academic Staff in Universities and Colleges which is equally applicable for the teachers and Principals drawing UGC scale of pay. The UGC recommended the CODE in "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" 2010, No. F. 3-712009, dt. 30 June, 2010, and published in THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 [Part III-Sec-4]. The relevant parts of the recommendations, as ADAPTED FOR PRINCIPAL/ ADMTNTSTRATOR OF NORTH KAMRUP COLLEGE, are detailed below:

CODE OF CONDUCT OF ADMINISTRATOR' PRINCIPAL :

A. PRINCIPAL AND HIS/HER RESPONSIBILITIES:

Principal is constantly under the scrutiny of his/her students, teaching and non-teaching Staff and the society at large. Therefore, Principal should see that there is no incompatibility between his/her 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 post further requires that he/she should be calm, patient and communicative by temperament and amiable in disposition.

Principal should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of him/her by the community
- (ii) Manage his/her private affairs in a manner consistent with the dignity of the profession
- (iii) Express free and frank opinion by participation at meetings, seminars, conferences etc. towards the contribution of knowledge
- (iv) Maintain active membership of institutional organizations and strive to improve education and profession through them
- (v) Perform his/her duties and work conscientiously and with dedication
- (vi) Co-operate and assist

in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision and evaluation; and (vii) Promote and participate in extension, co-curricular and extra-curricular activities including community service.

B. PRINCIPAL AND THE STUDENTS

Principal should:

- (i) Respect the right and dignity of the student in expressing his/her opinion
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- (v) Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- (vii) Pay attention to the attainment of the student in the assessment of merit
- (viii) Make himself/herself available to the students
- (ix) Aid students to develop an understanding of our national heritage and national goals
- (x) Refrain from inciting students against other students, teachers against other teachers or administration.

C. PRINCIPAL AND COLLEAGUES (TEACHERS)

Principal should:

- (i) Treat other members of the institution in the same manner as he/she himself/herself wishes to be treated
- (ii) Speak respectfully of other colleagues and render assistance for professional betterment
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

D. PRINCIPAL AND AUTHORITIES:

Principal should:

- (i) Discharge his/her responsibilities according to the existing rules and adhere to procedures and methods consistent with his/her position in initiating steps through institutional bodies and/or

professional organizations for change of any such rule detrimental to the professional interest of the colleagues

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with his/her institutional responsibilities

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand

(iv) Co-operate through his/her organizations in the formulation of policies of the other institutions and accept offices (v) Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the position (vi) Should adhere to the conditions of contract (vii) Give and expect due notice before a change of position is made (viii) Refrain from availing himself/herself of leave except on unavoidable grounds.

E. PRINCIPAL AND NON-TEACHING STAFF:

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

F. PRINCIPAL AND GUARDIANS

Principal should try to see that the institution maintains 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.

G. PRINCIPAL AND SOCIETY

Principal should:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices

(v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT OF NON-TEACHING STAFF (EMPLOYEES)

Non-teaching Staff of North Kamrup College comprises of employees of the College who are posted in the General Section, Accounts Section, Central Library and Laboratories as Assistant(s). Members of this non-teaching staff will be referred hereunder as “Employees”. Code of Conduct of Employees is a set of principles that reflects the way of carrying out day to day tasks, beliefs and institutional culture of the persons involved in it. It sets forth core values, shared responsibilities, commitments, and general guidance about the expectations of the institution’s Code of Conduct of Employees gives emphasis on sustained commitment to ethical practices. The College expects all employees to comply with the Code of Conduct at par with all other Rules, Regulations and aspirations of the institution, the state and the nation.

Code of Conduct for Non-teaching Staff (Employees), North Kamrup College

Employees should:

- (i). Recognize that service in educational institution is a public service, strive to help the public in official matters related to education and work to improve education in the community and strengthen the community's moral life.
- (ii). Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National integration.
- (iii). Be ethical and responsible when dealing with students, colleagues, team members and supervisors, teachers, guardians, visitors and others; communicate openly with all.
- (iv). Comply with all Service Rules, environmental, safety, fair dealing laws and all laws, whether local, national or regional.
- (v). Follow descent dress code and personal appearance guidelines.
- (vi). Be punctual when coming to and leaving from work.
- (vii). Be professional and complete time-bound works efficiently.
- (viii). Maintain work environment free of coercion, discrimination, and harassment.
- (ix). Conform to equal opportunity policy in all aspects of work, performance evaluation and interpersonal relations.
- (x). Stay away from all forms of substance abuse as well as the use or distribution drugs and alcohol while at work.
- (xi). Treat College property, whether material or intangible, with respect and care.
- (xii). Maintain and preserve accurate and reliable records of general, academic, financial and service matters of all involved- institution, teachers and other employees and students.
- (xiii). Protect and maintain the secrecy and confidentiality of confidential records and information.
- (xiv). Avoid situations involving an actual or potential situation conflict of interest and which may raise doubt about Employees, integrity.

(xv). Never accept briberies for the benefit of any external or internal person/ party.

Remember that disciplinary action may be taken against the employee who repeatedly or intentionally fails to follow the code of conduct; legal action may also be taken in cases of corruption, theft, embezzlement or other unlawful behaviour.

CODE OF CONDUCT FOR STUDENTS

All bona-fide students are expected to be conversant with the code and guidelines as stipulated below and any amendments that might be incorporated from time to time as per requirement and necessity

- Every student shall be familiar with the Academic Calendar of the college (uploaded in the college website)
- Every student shall behave towards every individual inside the campus in a way that is expected from a good educated citizen
- Students shall spend each and every working day inside the college campus in a meaningful way

1. CONDUCT WITHIN THE GENERAL COLLEGE CAMPUS AREA:

- **College Uniform:** The design and style of the uniform must be formal.
 - Boys:** Pale Yellow shirt and Black trousers are to be worn. Jeans trousers and shirts are not permitted.
 - Girls:** Pale Yellow Kurta, Black Salwar, Black Dupatta. Dokhona (for Bodo students) in the same colour. Jeans and leggings are not permitted.
- **Students' Identity Card:** Every student is issued an identity card at the time of admission.

The card, which is non-transferable, contains information about the holder, viz. name, session, class, roll number, subject combination, etc. It also contains a passport sized photograph of the student, duly endorsed by the Principal. It is mandatory for every student to carry the identity card with him/ her so that it can be produced whenever necessary.

- **RAGGING 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 liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/ her from the college.

- The entire college campus has been declared as a VIOLENCE INTOLERANCE ZONE. No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc. during their presence inside the campus. Offensive behavior (including eve-teasing), violent behavior, 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 of examination forms and in extreme cases may lead to rustication.
- 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 consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority. Any student detected/ identified to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves.
- The entire college campus has been declared a NO PLASTIC ZONE. Use of plastic items below the standard accepted norms is strictly prohibited. Waste products must be disposed off in the designated dust-bins only
- All educational field trips/ excursions/ study tours shall be undertaken with prior permission of the Principal. All such activities shall be coordinated through a Teacher-in-Charge who shall obtain from each student an undertaking in a standard format before the start of the activity.
- Organization of political meetings inside the campus is strictly prohibited

2. CONDUCT WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOMS:

Students shall attend their classes at the designated time as specified in their respective daily class routines

- 75% attendance in each subject is mandatory for every student for appearing in the Term-end University/ Council examinations
- Appearance in Class Tests, Sessional Examinations and other co-curricular activities is

mandatory, as notified and held from time to time

- 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

3. CONDUCT INSIDE THE EXAMINATION HALLS:

- All examinees are expected to maintain decorum inside the examination halls and strictly follow all disciplinary instructions as printed in cover page of the University/ Council answer scripts and other oral/ printed instructions communicated/ provided by the invigilator (s)
- Examinees should NOT bring any book/ loose paper/ mobile phones/ headphones/ electronic calculators and other electronic devices inside the examination hall, except the ADMIT CARD, REGISTRATION CERTIFICATE and required stationery materials and hard boards.
- Examinees must hand over the answer-scripts to the invigilators on duty at the end of their examination and on no account should leave it on their allotted desks.



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