

DARRANG COLLEGE

TEZPUR-784001, DIST-SONITPUR, ASSAM

Policy on Code of Conduct



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Darrang College Policy on Code of Conduct

(Approved by the Governing Body of Darrang College vide Resolution No. G(B)/2023/9/9)

Darrang College, a premier educational institute of Assam was established in 1945. It is affiliated to Gauhati University and offers undergraduate courses in Arts, Science and Commerce and Post Graduate Courses in Botany, Zoology, Geography and Assamese. The College adopted the code of Professional ethics outlined by the UGC, *extracted from*

i. *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,* https://www.ugc.gov.in/oldpdf/regulations/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf.

&

ii. *Mulya Pravah 2.0 – Inculcation of Human Values and Professional Ethics in Higher Education institutions* <https://www.ugc.gov.in/MP2.aspx>.

CODE OF CONDUCT COMMITTEE

The code of conduct committee will monitor the implementation of code of conduct for students and staff which has been formulated and approved by the Governing Body of the College.

The Academic Council of the college will serve as the Code of Conduct Committee. The structure of the committee and the members are:

- I. Chairman: Principal of the College
- II. Members:
 - i. Vice Principal
 - ii. Academic Vice Principals
 - iii. Coordinator, IQAC

	Designation
Chairman: Dr Palash Moni Saikia	Principal
Members:	
1. Purnananda Pawe	Vice Principal
2. Pranabjyoti Das	Academic Vice Principal, Arts
3. Dr Lakshmi Roy	Academic Vice Principal, Science
4. Chandra Prabha Devi	Academic Vice Principal, Commerce
5. Dr Swapnalee Kakati	Coordinator, IQAC

Roles and Responsibility of Code of Conduct Committee:

- Displaying and circulating the Code of Conduct for the various stakeholders on campus through signboards, websites and handbooks.
- Reviewing the Codes at specific intervals.
- Monitoring adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
- Assisting the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
- Planning and organizing seminars, workshops and training programmes on human values and professional ethics for students, teachers, administrators and other staff in coordination with the IQAC.
- Plan and organize Induction programmes for new students and staffs.

Code of Conduct

1. Code of Conduct for Students

- i. Students must abide by Acts, Statutes, Ordinances, rules, policies, and procedures of the college and respect its ideals, vision, mission, cultural practices, and traditions.**
- ii.** Every bonafide student of the college must carry and wear his/her identity card at all times inside the college premises.
- iii.** College Uniform is compulsory. Without proper college uniform and valid I card no student will be allowed to enter the college premises.
- iv.** Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited. The college premise is a tobacco free zone.
- v.** Ragging in any form is strictly banned. Every student must abide by the college anti-ragging policy.
- vi.** Mobile phones are not allowed inside classrooms, except as and when asked by the teachers.
- vii.** Indulging in anti-institutional, anti-social, communal or immoral activities are strongly prohibited inside college campus and any violation will invite severe disciplinary action.
- viii.** Students should respect and care institutional properties. Damage to college properties will be considered as a punishable offence.
- ix.** Students should be punctual, disciplined, and regular in attending classes. Minimum 75% attendance is compulsory to appear in the final examination.
- x.** Students are expected to maintain the general cleanliness within the classrooms, laboratories and the campus.
- xi.** Playing cards, spitting and loitering are strictly prohibited inside the college & hostel campus and shall invite severe punishment/disciplinary action.
- xii.** Organizing meeting, collecting money for any purpose, circulating any notice or petition and pasting poster or notice with our prior written permission from the principal is strictly prohibited.
- xiii.** Students are expected to behave with dignity and courtesy with teachers, staff, and fellow students.
- xiv.** Students are required to check regularly the college notice board and website for all information's and announcements.
- xv.** Students must attend Independence Day and Republic Day celebration.
- xvi.** Students are expected to utilize the College Library and E-Learning resources.
- xvii.** Students are expected to attend the workshop, Seminars, Popular Talk, Celebration of National and International events.
- xviii.** Students are expected not to indulge in any unfair means during the examination.

2. Code of Conduct for Teachers

Teacher should:

- i) Adhere to a responsible pattern of conduct and demeanor 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 organisations and strive to improve education and profession through them;
- vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix) Co-operate and assist in carrying out the 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; and
- x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

Teachers and Students

Teachers should:

- i) Respect the rights and dignity of the student in expressing his/her opinion;
- ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- iii) Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii) Pay attention to only the attainment of the student in the assessment of merit;
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix) Aid students to develop an understanding of our national heritage and national goals; and
- x) Refrain from inciting students against other students, colleagues or administration.

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 making unsubstantiated allegations against colleagues to higher authorities; and
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

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;
- 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 their organizations in the formulation of policies of the other institutions and accept offices;
- v) 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;
- vi) Adhere to the terms of contract;
- vii) Give and expect due notice before a change of position takes place; and
- 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.

Teachers and Non-Teaching Staff

Teachers should:

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

Try to see through teachers' bodies and organisations, 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.

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;
- 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.

3. Code of Conduct for Administrative/Support Staff

The administrative/support staff would:

- i) Implement official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
- ii) Encourage the staff to maximize efficiency.
- iii) Create conditions that inspire teamwork.
- iv) Act timely to re-address genuine grievances.
- v) Maintain the confidentiality of records and other sensitive matters.
- vi) Cooperate and liaise with colleagues, as appropriate, to ensure that students receive a coherent and comprehensive educational service.
- vii) Care for the institute's property.
- viii) Facilitate a congenial environment.
- ix) Refrain from any form of discrimination.
- x) Not accept bribes or indulge in any corrupt practices.
- xi) Make every effort to complete the assigned work in a time-bound manner.

4. Code of Conduct for Principal

College Principal should:

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- iii. Act as steward of the College's assets in managing the resources responsibility,

- optimally, effectively and efficiently for providing a conducive working and learning environment;
- iv. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
 - v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
 - vi. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
 - vii. Manage their private affairs in a manner consistent with the dignity of the profession;
 - viii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
 - ix. Participate in extension, co-curricular and extra-curricular activities, including the community service.
 - x. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

5. Code of Conduct for Librarian

Librarian should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- iv. Participate in extension, co-curricular and extra-curricular activities, including the community service.