

**HANDBOOK**  
**FOR**  
**CODE OF CONDUCT & PROFESSIONAL**  
**ETHICS**  
**2020**



MADHAB CHOUDHURY COLLEGE

Barpeta, Assam – 781301

Affiliated to Gauhati University

Accredited by NAAC with B+ Grade (2<sup>nd</sup> Cycle)

## **CONTENTS:**

- I. CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR PRINCIPAL**
- II. CODE OF CONDUCT FOR TEACHERS**
- III. GUIDELINES FOR HEADS OF DEPARTMENTS**
- IV. CODE OF CONDUCT FOR NON-TEACHING STAFF**
- V. CODE OF CONDUCT FOR STUDENTS**

## **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
- The Assam Provincialised Colleges And Assam Non-Government College Management Rules, 2001
- The Assam College Employees (Provincialisation) Rules, 2010

## **I. CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR PRINCIPAL**

The principal of the college should:

1. 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.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. 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.
4. Promote the collaborative, shared and consultative work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

5. Manage their private affairs in a manner consistent with the dignity of the profession and expected of by the community.
6. Ensure the proper functioning of scholastic, co- scholastic as well as extension activities, including the community service.
7. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor excluding the reservation policy provided by the government.
8. Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC.
9. Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the College.
10. Seeking and implementing ways and means to improve the financial health of the institution.
11. Exploring means and ways to establish tie-ups with external quality institutions/organizations, for qualitative growth of the institution.
12. Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework.
13. Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains.

## **II. CODE OF CONDUCT FOR TEACHERS**

Teachers of the college should:

1. A teacher of M.C. College should be dedicated to his core job of teaching. He must not engage himself/herself with any other job beyond his/her duties towards the college.
2. He should maintain cordial relationship with his colleagues. He should always be ready to engage himself in the corporate affair of the college, so that the affair of the college could be run smoothly.
3. The teacher should look after the physical, social, intellectual upliftment of the students. He should be committed to the overall development of the students. The teacher should

refrain himself from involving in personal matters of the students. If the students himself does not seek help from in this regard.

4. The teacher should always look maintaining discipline inside the campus and he should be always ready to help the authority in this regard.
5. Manage their private affairs in a manner expected of them by the community and in consistent with the dignity of the profession.
6. Continuously work for the professional growth through study and research as well as by participating in the professional meetings, seminars, conferences etc., towards the contribution of knowledge.
7. Participate in extension, co-curricular and extra-curricular activities, including the community service.
8. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
9. Identify and recognize the difference in capabilities among students and accordingly work to meet their individual needs.
10. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
11. Refrain from making unsubstantiated allegations against colleagues to higher authorities and inciting students against other students, colleagues or administration.
12. Refrain from engagement in any private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
13. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
14. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
15. There should be communications between teachers and the guardians regarding the performance of the students whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
16. Along with the above mentioned codes, the college teachers should strictly adhere to the rules and codes stipulated by Govt. of Assam and DHE time to time.

### **III. GUIDELINES FOR HEADS OF DEPARTMENTS**

HODs of all academic departments are expected to ensure that –

1. Healthy academic environment prevails in the concerned department.
2. Teaching plans are made by the teachers and should ensure proper distribution of the syllabus content in each semester/ year amongst the existing faculty members on a rotational basis.
3. All the classes are attended on time and should make arrangements for the classes whenever any faculty member is on leave, for the completion of the syllabus within stipulated time frame.
4. All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, group discussions etc are held on time and executed to the satisfaction of all concerned.
5. All educational field trips/ excursions/ educational tours are undertaken with prior permission of the Principal. All such activities shall be coordinated through a Teacher-in-Charge in compliance with all the necessary formalities.
6. Arrange for proper guidance, counseling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc.
7. Departmental Advisory Committee should review different academic and administrative issues and take necessary measures thereof for further improvement.
8. Teachers Progress Report/Diary should be updated on a regular basis all the departmental record books and files viz. File for all incoming and outgoing memos, Stock register, Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings, Departmental Library records, File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.), Copies of Home Assignments, Projects, Field reports, Register of Students' Exam Records and Results, File for Extension Activity documents, Students' progression records and all other relevant documents.
9. Confidential documents are to be kept under proper and safe custody.

10. There are efficient and reachable communication channel meant for student, academic and administrative related matters.
11. Respond promptly to any instruction/ directives received from any administrative controlling authority (ies) and provide various data to the IQAC as and when asked for.

#### **IV. CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. The non-teaching staff of the college should always present themselves in the office of the college in time.
2. Their attitude towards the students of the college should always be cooperative and helpful.
3. They should always be ready to engage themselves in the corporate affair of the college so that the authority can run the institution in a proper way.

#### **V. CODE OF CONDUCT FOR STUDENTS**

1. A student of M.C. College must maintain discipline inside the college campus. Any violation in this regard would be appropriately dealt with by the college authority.
2. They should always come to the college in prescribed college uniform.
3. Every student of M.C. College needs to be familiar with the Academic Calendar as well as rules and regulations of the college.
4. They should regularly attend the classes and 75% of attendance is mandatory towards their qualification to appear in the exam.
5. Appearance in Class Tests, Sessional Examinations and other co-curricular activities are mandatory.
6. Students should look after the properties of the college. They should take care that classrooms are clean and litter free. If otherwise, they should inform the authority immediately.
7. The students will not be allowed to organize any meeting etc. in the campus without the permission of the authority. Prior permission is a must to organize such type of events.
8. Formation of any organization inside the college is also prohibited without permission of the authority.

9. Organization of political meetings inside the campus is strictly prohibited.
10. Regarding mobile phones, students are required to keep their mobile phones in switch off mode inside classroom, library & laboratory. Mobile phones or other electronic gadgets should be kept in **SILENT MODE** inside the college campus under all circumstances.
11. Ragging is strictly prohibited inside the campus of the college. Any complain regarding ragging can be made through phone or personally to the in-charge of Anti-ragging Committee. Offence of ragging would be severely dealt with by the college.
12. All the course of the college are full time courses, anyone getting admitted in the college for a particular course will not be allowed to enroll himself in any other course during that period. Violation of this rule will result in expulsion from the course in which the student is enrolled.
13. Students are expected to actively participate and engage themselves in all sorts of departmental as well as institutional level activities & events that shall be held from time to time.
14. The entire college campus is a **NO TOBACCO ZONE**. Any student detected/ identified in possession of or engaged in the incidents pertaining to any intoxicating substances (drugs, alcohol, etc), tobacco products, chewing gums, spitting of tobacco products thereby causing staining of walls, floors, etc. inside the college campus shall be dealt with firmly by the college authority.
15. Students are expected to keep the college campus clean and dispose off the waste products in the designated dust-bins only.
16. All students are expected to participate in different Feedback Surveys that might be conducted from time to time which will be used for betterment of services and conditions and of the college as a whole.

\*\*\*\*\*