

DHAKUAKHANA COLLEGE, DHAKUAKHANA

LAKHIMPUR, ASSAM- 787055

(Affiliated to Dibrugarh University, Dibrugarh)

## HAND BOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal, Teaching  
Staff&Non-teaching Staff)

Prepared by

INTERNAL QUALITY ASSURANCE CELL(I.Q.A.C.)

DHAKUAKHANA COLLEGE, DHAKUAKHANA

LAKHIMPUR, ASSAM- 787055



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## **The Institution at a Glance:**

Dhakuakhana College, situated at the town Dhakuakhana, a sub-divisional head quarter of Lakhimpur District, Assam, has glorious journey with its mission to offer higher education to the aspirants of this economically disadvantageous region. To materialize the dreams of the forgoers of the culturally rich society, this college was established on 25<sup>th</sup> July, 1966 by way of public donations, and since its inception, this college has been playing a major catalytic role in socio-cultural transformation and imprinting several success stories in its history. The college was reaccredited by NAAC in 2016 with Grade-B and celebrated the glorious golden jubilee in the year 2016-17.

Situated in a campus of fifteen acres on the northern bank of the river Charikoria, presently this co-educational institution has twelve full-fledged departments offering Honours course in the Undergraduate level. It offers courses from Higher Secondary to Undergraduate level in both Arts and Science streams. It is equipped with a pool of facilities, viz., ICT enabled class rooms, Language Lab, Digital Class room, well equipped science laboratories, digital library, separate girls' and boy's hostel, etc. harbouring a club of near about 1,500 students annually. The peaceful eco-friendly environment of the college campus, blessed with a green scenic beauty and blown refreshing air of the river bank, make the atmosphere favourable for a conducive teaching-learning environment.



(Dr. J.N. Sut)

Principal  
Dhakuakhana College

**Principal**  
**Dhakuakhana College**  
**Dhakuakhana**

# DHAKUAKHANA COLLEGE, DHAKUAKHANA

DIST: LAKHIMPUR, ASSAM-787055

(Affiliated to Dibrugarh University, Dibrugarh)

The institution works with a clear vision & mission

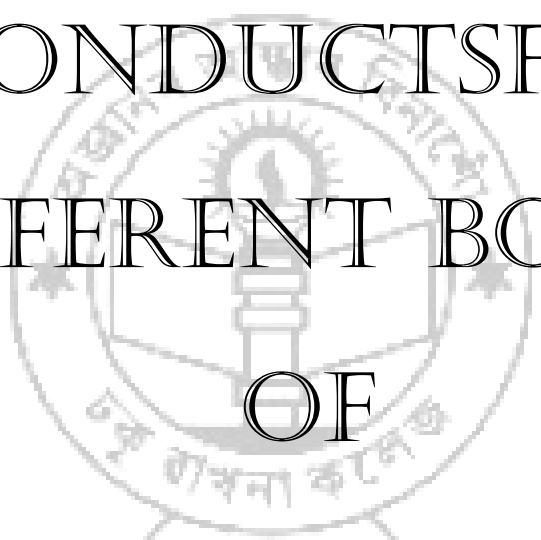
## Our Vision is: -

“To work on the socio-cultural upliftment through Higher Education and to strive for academic excellence, community mobilization and empowerment of unprivileged sections, and to uphold local culture and heritage and deepen democratic and national ideals.”

## Our Mission is: -

- To promote Learner Centric Programmes for development of literary and cultural activities along with meaningful exercise of curricular activities.
- To promote leadership qualities.
- To awaken the sense of unity, national-integrity and environmental awareness.
- To promote Games and Sports and creative activities.
- To promote extension activities through different forums and means.

CODE OF  
CONDUCTS FOR  
DIFFERENT BODIES  
OF  
THE COLLEGE



### **Definitions:**

In these rules, unless there is anything repugnant in the subject or context;

- (a) “College” means a Provincialised Colleges and Non-Government Colleges;
- (b) “Constitution” means the Constitution of India;
- (c) “Director” means the Director of Higher Education, Assam;
- (d) “Governing Body” means the body constituted under Rule 3;
- (e) “Governor” means the Governor of Assam;
- (f) “Management” means the body or group of persons administering the affairs of a college including academic affairs relating to the assets and liabilities of the College in fair manner within the framework of established financial and administrative principles of the state Government from time to time;
- (g) “Colleges” means colleges for imparting Higher education in the post senior Secondary courses, established and situated in Assam by any Central or State University of Assam and receive the occurrence of the State Government;
- (h) “President” means President of the Governing Body.
- (i) “State Government” means the Government of Assam;
- (j) “Secretary” means the Secretary of the Governing Body;

### **CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR GOVERNING BODY:**

(Based upon: Assam Non-government College Management Rules & Assam College Employees (Provincialisation) Rules, 2001)

Legislations for provincialisation of services of employees of the non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam

- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)

- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)
- ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005 (22.12.2005)
- ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005 (10.05.2010)
- ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010 (15.11.2010)
- ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2012 (02.05.2012)
- ASSAM PROVINCIALISED COLLEGES AND ASSAM NON-GOVERNMENT COLLEGE RULES, 2001 (22.08.2017)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)
- GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/51, DATED 30.08.2013
- GOVT. OF ASSAM NOTIFICATION NO. AHE.452/2013/6, DATED 19.09.2013
- DHE LETTER NO. G (B) AC/95/2015/13, DATED 30.08.2016
- GOVT. OF ASSAM NOTIFICATION NO. AHE.371/2017/22, DATED 18.08.2017
- GOVT. OF ASSAM NOTIFICATION NO. AHE.812/2017/28, DATED 28.06.2018 & DHE MEMO NO. DHE/ PA/ GB/ MISC/ 4/ 2018/ 2, DATED 03.07.2018

**Extract from THE ASSAM PROVINCIALISED COLLEGES AND ASSAM NON-GOVERNMENT COLLEGE RULES, 2001 (22.08.2017)**

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below –

CONSTITUTION OF THE GOVERNING BODY:

Every College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body.

#### COMPOSITION OF THE GOVERNING BODY:

The Governing Body shall consist of:

(a) One President- who shall be an eminent person from the field of Education. He shall be appointed by the Director of Higher Education. He shall be a non-political person. He should not have contested any election including panchayat/municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/membership to any political party.

He shall have a term of five (5) years and shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing.

(b) One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;

(c) The Vice-Principal – Member Ex-officio.

(d) Two Members to be nominated by the affiliating University concerned- they shall have a term of three(3) years. They shall however continue beyond this period till new persons are nominated by the University.

(e) Two guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three (3) years or till their ward is a student of the college whichever is earlier.

(f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one (1) year from the date of constitution of the Governing Body:



Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.

(g) One member from the non-teaching staff to be elected by the non-teaching employees of the college annually from the date of constitution of the Governing Body.

(h) Except in cases where is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one (1) year.

(i) Local MLA as a permanent special invitee.

(j) Librarian- Member Ex-Officio.

- ❖ The minimum number of members of the Governing Body shall be ten and shall not exceed fourteen.
- ❖ The President of the Governing Bodies of Colleges shall be an eminent person from the field of Education.

#### TENURE OF THE GOVERNING BODY:

The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record his views with reason thereof through a speaking order for the purpose.

#### TAKING OVER THE MANAGEMENT OF A NON-GOVERNMENT COLLEGE:

In the event of mismanagement of the affairs of a College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered

necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

#### ACCOUNTABILITY OF THE GOVERNING BODY:

The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the upkeep of the assets of the College and management of its academic affairs. The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self-appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal.

#### SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR:

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

#### RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY:

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

#### RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE:

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

## DISQUALIFICATIONS:

Any member, who abstains from more than 4 (four) consecutive meetings of the Governing Body without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds:

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral depravity he becomes incapable of acting as such;
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

## VACANCY ON THE GOVERNING BODY:

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the appropriate authority as stated in Rule 3 who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

## MEETING OF THE GOVERNING BODY:

(1) The Governing Body shall meet at least once in every four months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with prior consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

#### PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY:

(1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceedings Book.

(3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

#### PRESIDING OVER THE MEETING:

All the meeting of the Governing Body shall be presided over the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting.

#### QUORUM:

At least seven members of the Governing Body shall form a quorum of the meeting.

#### SECRETARY TO MAKE CORRESPONDENCE:

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the GoverningBody.

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

#### GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS:

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. Government shall be the Appellate Authority/Forum in case of grievances.

Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

#### DUTIES OF THE GOVERNING BODY:

In general, the following are earmarked as duties of a Governing Body in respect of Colleges:

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College;
- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies.
- (v) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam;

- (viii) to submit annual report with statistics in respect of the enrolment of students streamwise, subject-wise, result, teaching days held, performance of teachers in an academic session, to the Director and to the affiliating University concerned;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College;
- (x) except scholarship money and students' union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of College funds.
- (xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director;
- (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.
- (xiv) To decide on the quantum of tuition fee and any other fund to be charged from the students.

#### GROUPS OF SUSPENSION OF GRANTS-IN-AID:

Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of proceeding financial year, may attract stoppage of Grants-in-Aid by Director *suo-moto*, after the expiry of 30th June, every year:

Provided that on failure in respect of maintenance of consistent academic achievements by a particular Non-Government College as a whole of a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

## OTHER SANCTIONS OF THE GOVERNING BODY:

The Governing Body is authorized –

- (i) to determine the general scheme of the studies of the College, suggest to approval of the affiliating University concerned provided that there is no financial liability for Government;
- (ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff;
- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- (iv) to grant fee remission under rules;
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc. and
- (vi) to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the college.

## SUBMISSION OF ANNUAL ACCOUNT:

The secretary of the Governing Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.

## INTERPRETATION:

If any question arises relating to the interpretation of these Rules the decision of the State Government shall be final.

## **Presiding over the meeting**

The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to

preside over the meeting. In the Principal Rules, in Rule 16, for the existing provisions, the following shall be substituted, namely – Quorum – At least seven members of the Governing Body shall form a quorum of the meeting.

In the Principal Rules, in Rule 18 –

- (i) in the first paragraph, for the letters, words, figure and brackets “Rs. 50,000/- (Fifty Thousand)”, the following letters, words, figure and brackets shall be substituted, namely – “Rs. 1,00,000/- (one lakh)”
- (ii) In the proviso, in the first line, after the word “concerned” and before the words “the Governing Bodies”, the following shall be inserted, namely – “who are not brought under deficit system of grants-in-aid”

In the Principal Rules, in Rule 19 –

- (i) In clause (iv), for the existing provisions, the following shall be substituted, namely – “to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies”
- (ii) For clause (x) the following shall be substituted, namely – “except scholarship money and students’ union fund all other funds of the College shall be jointly operated by the Secretary and the President. Where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.

In the Principal Rules, in Rule 21 –

- (i) In clause (v) in the last line, after the words “Classes” the word “Examination” shall be inserted
- (ii) After clause (v) the following new clause (vi) shall be inserted namely “to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College”.

**Extract from THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010**



**Method of Recruitment:**

Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.

**Assessment of Vacancies:** Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories;

**Direct Recruitment:**

All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/ Departmental Promotion Committee duly constituted; General Procedure for Promotion: The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List. The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion; The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;

**Selection Committee/ Departmental Promotion Committee:**

(A) Committee for selection of candidates for appointment on direct recruitment of teachers and librarians shall consist of the following:

- (i) President of the Governing Body – Chairman Committee.
- (ii) Head of Department (Concerned) – Member
- (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) – Members
- (iv) Secretary of the Governing Body – Member Secretary.
- (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

(B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following:

- (i) President of the Governing Body – Chairman
- (ii) Secretary of the Governing Body – Member Secretary
- (iii) Two heads of Department to be nominated by the President, Governing. Body – Member

(C) Departmental Promotion Committee for all posts shall consists of the following:

- (i) President of the Governing Body – Chairman
- (ii) Principal of the College – Member Secretary
- (iii) One senior most Head of the Department of the College – Member Transfer:  
There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.

**Authority for acceptance of Resignation/ Voluntary Retirement:**

The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement,

**Residual power of Appointing Authority:**

The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

**Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/52, DATED 05.11.2014 & DHE LETTER NO. G (B) MISC. 147/2014/18, DATED 29.11.2014**

In partial modification of the earlier O.M. No. AHE. 331/2008/33 dated 09.07.2009, the following terms and conditions are added and modified regarding constituting the structure of the Governing Bodies of Colleges. Henceforth (1) (i) Retired Principal from a College shall not be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed since his/her date of retirement. (ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement. (2) President of Governing Body of a College who have completed 5 years shall not be considered to be nominated as President of Governing Body for the second continuous term.....

**Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/2, DATED 23.04.2015 & DHE LETTER NO. G (B) AC/95/2015/3, DATED 27.04.2015**

...all Financial Transactions of Provincialised colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges....

**Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/5, DATED 11.08.2015**

.....further clarified that where the Principal of the college and GB President are cosignatories in the financial matters of the colleges, both the President and the Principal will be jointly and severally responsible and accountable for all cases of financial dealings so conducted....

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

[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]

PRINCIPAL should:

- 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;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extracurricular activities, including the community service.

- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings
- Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution
- Monitoring and coordinating the assigned duties and tasks of the various inhouse wings towards their optimum performance in the assigned domains
- Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC
- Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework
- 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
- Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution
- Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff
- Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution
- Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution

- Ensuring the institutional fringe area development through judicious utilization of institutional resources
- Seeking and implementing ways and means to improve the financial health of the institution
- Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis

### **CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)**

#### **FUNCTIONS OF IQAC:**

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC STRATEGIES OF IQAC

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR TEACHING STAFF  
(including HODs)**

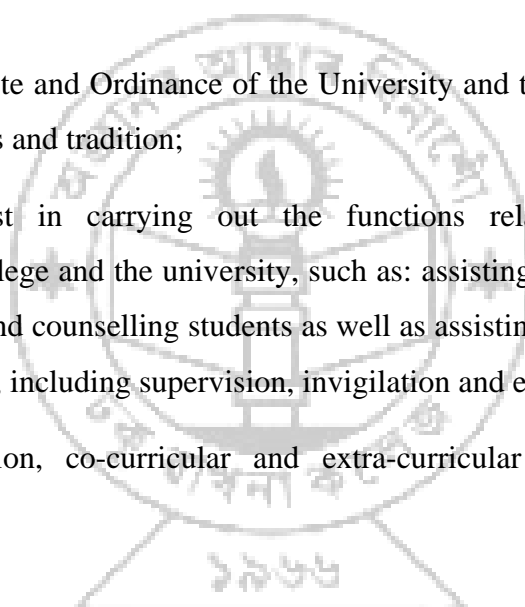
[Based upon UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018]

**I. 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 teacher should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other nonethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- 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
- Participate in extension, co-curricular and extra-curricular activities, including the community service.



## **II. TEACHERS AND STUDENTS:**

Teachers should:

- Respect the rights and dignity of the student in expressing his/ her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;



- Inculcate among students- scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration

### **III. TEACHERS AND COLLEAGUES:**

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

### **IV. TEACHERS AND AUTHORITIES:**

Teachers should:

- 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 organisations for change of any such rule detrimental to the professional interest;

- 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;
- Co-operate through their organisations 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 the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- 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

#### **V. TEACHERS AND NON-TEACHING STAFF:**

Teachers should:

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

#### **VI. 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.

## VII. TEACHERS AND SOCIETY:

Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- 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;
- 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. It shall be the moral responsibility on the part of every member of the teaching staff to:
- Execute diligently every co-curricular, extra-curricular and administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time
- Act as good counsellors and facilitators to their students, so as to inspire and assist them in fulfilling their desired dreams, goals and overall expectations from the department in particular and the institution in general
- Strive continuously for academic advancements and innovations both at the individual as well as institutional levels
- Update on a regular basis with the latest developments of knowledge in their respective fields of knowledge and to propagate and disseminate the same amongst their students
- Maintain the confidentiality of certain classified documents and information, both academic and administrative
- Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time

- Strive to be a role model not only amongst the students but also amongst peers and colleagues

## **GUIDELINES FOR TEACHERS**

### **A. ACADEMIC:**

- Daily Routine Classes should be attended on time as far as practicable
- Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time framework
- Lesson Plans should be made at the beginning of every semester/ year
- Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments
- Make use of both departmental as well as central library facilities for maximum academic use

### **B. ADMINISTRATIVE:**

- Entries in the Daily Class Monitoring Diary should be made on a day-to-day basis

- Should assist the HOD in executing various departmental administrative works as and when asked for
- When appointed as invigilators
  - (i) must report to the OC/ AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination
  - (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices
  - (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees
  - (iv) must refrain from all sorts of gossip with the fellow invigilators
  - (v) must immediately cater to the needs of the examinees viz. drinking water, additional sheets, medical assistance, etc.
- Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

#### **GUIDELINES FOR HEADS OF DEPARTMENTS:**

HODs of all academic departments are expected to ensure that –

- Healthy academic environment prevails in the concerned department
- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements

- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learnerfriendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc
- Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines
  - (i) to be held in the first week of every month to review different academic and administrative issues and
  - (ii) to take necessary measures thereof
- IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis
- Departmental records are kept in order in properly designated files, viz.
  - (i) File for all incoming memos
  - (ii) File for all outgoing memos
  - (iii) Stock register
  - (iv) Student Attendance Registers
  - (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings
  - (vi) Issue Register
  - (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.)
  - (viii) Copies of Home Assignments
  - (ix) Copies of Field Reports
  - (x) File for Leave Applications
  - (xi) Register of Students' Exam Records and Results
  - (xii) File for Extension Activity documents

(xiii) Proper records of students passed out and their progression to higher education

(xiv) Stock piling of records as soft copies (photos, videos and documents)

- Confidential papers are kept under proper and safe proper custody
- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

### **CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR LIBRARIAN**

[Extract from 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]

LIBRARIAN should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

## **CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR NON-TEACHING STAFF**

Non-teaching staff of the college are expected to –

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics

Non-teaching staff shall –

- Be punctual in attending day to day routine works
- Execute and complete the allotted tasks to the satisfaction of all concerned
- Maintain harmonious and cordial relationships with all colleagues
- Behave in a manner that would not demean the institutional reputation
- Work towards earning the trust, honour and respect from one and all
- Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time

## **FUNCTIONING GUIDELINES FOR IN-HOUSE WINGS**

- The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall normally function for a period of 1(one) year, effective from the date as mentioned in the appointment letters/ notice declaring the constitution/ formation
- The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall work in close coordination with the Internal Quality Assurance Cell (IQAC) of the college
- The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall meet at least once in every month (if possible) or at the most once in two (2) months, to discuss about the status/ progress of ongoing works and also to decide upon the course of future works



- Proceedings and resolutions of all meetings conducted shall be clearly hand-written (or typed and pasted) in the official register provided, along with signatures of all members of the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units
- Copies of all resolutions adopted by the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units will have to be submitted to the Coordinator, IQAC, on a quarterly basis, both as hard copies and soft copies for being uploaded in the institutional website
- All members of different in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- The Chairperson, IQAC (Principal) reserves the right to dissolve and reconstitute any in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or replace any member there from if he/ she is satisfied enough that any particular in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or any concerned member has failed to perform in consonance with the desired expectation level
- The Chairperson, IQAC (Principal) reserves the right to extend the term of any working in-house Board/ Cell/ Centre/ Committee/ Council/ Unit depending upon the need and situation

#### CODE OF CONDUCT FOR ANTI-RAGGING COMMITTEE

- When any incident falling within the mischief of act defined as “ragging” under clause 3 of the UGC Regulations on “Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as “**Ragging regulation**”- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of “penal laws”, if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty-four (24) hours

of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

- Principally, the assumption of this role is of *Parens patriae* nature and be done so with that spirit. Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti-Ragging Regulation:
- The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:
  - a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
  - b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
    - i Suspension from attending classes and academic privileges.
    - ii Withholding/ withdrawing scholarship/ fellowship and other benefits.
    - iii Debarring from appearing in any test/ examination or other evaluation process.
    - iv Withholding results.
    - v Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
    - vi Suspension/ expulsion from the hostel.
    - vii Cancellation of admission.
    - viii Rustication from the institution for period ranging from one to four semesters.

ix Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

x Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- For any legal mechanism to be fair, it is imperative that provisions and methods for impeding its abuse, shall exist inherently in regulation itself. Therefore, to obviate the possibility of abuse of anti-ragging regulation, the person charged for the commission of act of ragging shall have right to appeal as provided under clause 9(c) of the Anti-Ragging Regulation as under:
  - i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - ii. In case of an order of a University, to its Chancellor.
  - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- It is to be noted that the purpose of regulation is preventive (so all the **preventive steps** enumerated in the Anti Ragging Regulation shall be complied with letter and spirit as first principle of implementation of Anti Ragging Regulation) and then corrective- as no means of retribution can resurrect the wrong done to victim and to obliterate the possibility of institutional shelter to wrong doer, it is categorically provided that where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such

departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

## CODE OF CONDUCT FOR VIGILANCE COMMITTEE

Purpose of Vigilance Committee is to keep a check and eradicate corruption in the College.

The committee should work on

- To correct and prevent corruptibility in the administration of College
- To improve the system and increase transparency and accountability in functioning of various committees.
- To eradicate loopholes of the system/procedures.
- To reduce the areas of discretion.
- To coordinate functions of the systems/committees.
- To keep an eye on malpractices in College.
- To attend meetings held by different committees and display the action taken on issues discussed in meetings and review the same in the next meeting.

- 1) Members of the vigilance committee shall attend meetings held by other committee members.
- 2) The committee will ensure that the meetings and decisions taken by the other committee members are appropriate and ethical.
- 3) The committee will ensure that the meeting minutes are maintained and will duly sign and note the same.
- 4) Deal with any complaints and information provided by committees.
- 5) Deal with any complaint of corruption, misconduct, lack of integrity or any other kind of malpractice on the part of employees of the institute.
- 6) Coordinate work of all committees and advise them with respect to matters pertaining to the maintenance of integrity and impartiality in the administration.

## CODE OF CONDUCT FOR GRIEVANCE READDRESSAL CELL

- The committee should uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
- Encourage the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box should be installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advise students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advise all the students to refrain from inciting Students against other Students, teachers and College administration Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

#### CODE OF CONDUCT FOR DHAKUAKHANA COLLEGE STUDENT'S UNION:

All Students' Union members engaging in Union activity including with our affiliated groups must:

- Treat others with respect and dignity following Union policies which lays down that discrimination, harassment and bullying is unacceptable.
- Conduct themselves reasonably and responsibly at all times, not engaging in activity or behaviour likely to bring the reputation of the Students' Union into disrepute or that of the University when using it's name.
- Adhere to the Students' Union Articles of Association, bye laws and relevant Union and University's policies and regulations on:
  - Health and Safety;
  - Equality, Diversity and Inclusion;
  - Financial Regulations and Procedures;
  - IT, Data Protection and Information Security;

- Responsible Alcohol Consumption Policy;
- Use any Union or affiliated group resources responsibly and honestly.
- Not to disrupt other members' use of the Union's venues and activities.
- Comply with the reasonable requests of staff and Officers of the Union and the University.
- Participate positively with any relevant training required to participate in activity.
- Members are expected to abide by the Code irrespective of whether they are on Union premises, College premises/campus or, at another location undertaking union activity.
- Student leaders are expected to lead Union activity to the best of their ability by:
- Where a student or third party believes there may have been a breach of the Code in relation to that student's activity relating to the Students Union or affiliated groups i.e. behavior has fallen below the standards outlined, a complaint should be made via the Students' Union Complaints Coordinator. The Complaints Coordinator will make an initial assessment and decision as to whether:
  - Any immediate action should be taken;
  - A complaints investigation under the Union's Complaints Procedure should be triggered or, if all or any of the matter should be referred to the University under the Student Discipline Regulations;
  - A matter maybe appropriate to be dealt with using summary jurisdiction;

## **CODE OF CONDUCT, INFORMATION AND GUIDELINES FOR STUDENTS**

### **SECTION: A**

#### **CODE OF CONDUCT:**

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
- Class Representatives from every academic course batches shall be members of Departmental Advisory Committees in every academic department, who shall communicate to the higher authorities the opinion/ suggestions of his/her batch mates
- The institution believes in and follows a decentralized and participatory mode of governance. Student representatives are nominated as members in the following 19 in-house committees of the college: Academic Committee, Anti-Ragging Central Committee, Campus Beautification Committee, Canteen Monitoring Committee, Extension Education Advisory Committee, Health Care Promotion and Maintenance Committee, Hostel Advisory Committee, Information and Career Guidance Cell (ICGC), Internal Quality Assurance Cell (IQAC), Internal Complaints Committee (ICC), Library Advisory Committee, NCC Advisory Committee, NSS Advisory Committee, Project Monitoring Committee RUSA, Scouts and Guides Advisory Committee, Sports and Games Promotion Committee, Students' Counseling Centre, Students' Discipline Maintenance Committee and Students' Grievance Redressal Cell.
- All students are to note that most of the general campus area and classrooms/ laboratories are covered under CCTV surveillance

### **1. CONDUCT WITHIN THE GENERAL COLLEGE CAMPUS AREA:**

- Students should come to the college preferably by mass transport systems; any other vehicle brought to the college must be parked in a disciplined way in the designated parking lot outside the main gate of the campus
- Wearing of proper college uniform and display of valid identity cards is mandatory to enter the college premises during working days/ hours.

•For H.S. & U.G. (Boys):

White shirt and formal black trousers; Jeans trousers are not permitted.

•For H.S. & U.G. (Girls):

a) Muga/ muga coloured mekhela and white chadar with red borders.

b) Satin white kurta (round necked), white churidar, red dupatta; 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.

• Loitering aimlessly inside the campus area is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards engagement in extracurricular activities/ sports activities/ library visits/ attending any ensuing programs inside the campus or peer discussions amongst fellow students. Moving outside the college campus on flimsy grounds is not encouraged.

• Students should not create ruckus inside the canteen area and should not engage in gossip, thereby occupying the limited eating spaces

• Students are expected to participate actively in all sorts of departmental as well as institutional level activities/ events that shall be held from time to time

• RAGGING of newly admitted students 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 by the Anti-Ragging Committee and Grievance Redressal Cell, 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.
- Students should not crowd inside the office premises so as to cause hampering in the normal discharge of duties by the office staff. For fees payment and submission of admission/ examination forms, students must queue in an orderly manner in the designated space
- All students are expected to participate in different Feedback Surveys that might be conducted from time to time and forward their valuable suggestions/ opinions, that will be used for betterment of services and conditions
- Use of cell phones is NOT permitted within the classrooms and laboratories. Usage of cell phones is strictly restricted within the Girls' and Boys' Common Rooms. Cell phones must be kept in the SILENT MODE under all circumstances within the college campus.

## **2. CONDUCT WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOMS:**

- Students are expected to actively participate in various departmental programs and activities that might be organized by the respective departments from time to time, viz. Freshmen Socials, Farewell Functions, Talks, Alumni Meets, Student Seminars, Cleanliness activities, Outreach activities, Sports activities, Cultural activities, Literary activities and other such activities and programmes that might be organized by different wings/ cells/ departments within the campus from time to time.
- Students are expected to actively contribute towards their respective Departmental Wall Magazines/ Departmental News Letters (if any)/ the annual College Magazine (*Antarikshya*)
- 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
- Classes if not held at the proper designated time must be immediately brought to the notice of the Head of the Department/ Vice principal/ Principal
- Class Representatives shall actively participate in the Departmental Advisory Committee meetings and bring to the notice of all concerned various ideas/ academic grievances of his/ her fellow batch mates
- All matters of low class-attendance and other acts of indiscipline shall be discussed in the Departmental Advisory Committee meetings, for appropriate remediation
- 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
- Students are expected to browse through the departmental Notice Boards and the WhatsApp Groups on a regular basis for necessary updates by departmental administrators/ authorities

### **3. CONDUCT INSIDE THE DEPARTMENTAL LABORATORIES:**

- Students must adopt statutory precautions inside the laboratories so as to minimize damage to equipments, apparatus, instruments, specimens, models, containers containing hazardous chemicals, etc and to reduce other health hazards to self and others
- Students must strictly follow all instructions and guidelines prescribed by the teachers in charge of the practical classes and laboratory bearers

### **4. CONDUCT INSIDE THE COLLEGE LIBRARY:**

- All library visitors shall keep their personal belongings (books, bags, etc.) at the designated place located at the main entrance; students and staff shall display their valid Library Card at the digital Library Attendance System by scanning the Bar-code available in their respective Library cards.
- Water bottles and other eatables are not allowed inside the reading room
- Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before keeping the bags etc. at the Belonging's Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Belonging's Counter is available to the bonafide members of the library and only during their stay within the library premises
- Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises
- Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises
- Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs

- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence
- Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library
- Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action
- Violation of these rules may lead to withdrawal of library privileges from any user

##### **5. 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 are required to bring their own pens/ pencils/ erasers and other stationery materials as per requirement and should not create commotion inside the examination halls by way of borrowing from the fellow examinees seated near them or inside the hall
- Examinees may preferably bring their own water bottles, or it will be provided by the room bearers, upon request made to the invigilators

- Any deed that demands the attention of the invigilators must be brought to attention of the concerned invigilator (s) by raising the hand
- All examinees must speak in a soft tone while conversing with the invigilator (s) regarding their need or clarification
- Questions papers should NOT be taken out of the examination halls while going to the washrooms
- There should not be any unreasonable delay in coming back from the washrooms after attending nature's call
- Scribbling is NOT permitted on the question papers/ hard boards/ admit cards/ registration certificates/ pencil and geometry boxes or any part of the body like palms etc
- Scribbling of notes/ answers on the desks/ benches/ walls of the examination halls is strictly prohibited
- 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

#### **6. CONDUCT WITHIN THE GIRLS' AND BOYS' HOSTEL CAMPUS:**

- RAGGING is STRICTLY PROHIBITED. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law.
- Boarders must positively enter the hostel premises within the stipulated time.
- Every boarder must STRICTLY maintain the entry and exit register
- Compulsory study hour period for all boarders is 6.30 p.m. to 9.00 p.m.
- Meal timings must be STRICTLY maintained. If any boarder misses the meals during the scheduled timings, it will not be provided later
- Overnight stay outside the hostel is not permissible otherwise than on specific/ emergency circumstances and with prior permission of the Hostel Superintendent
- Any male person, even belonging to the family members of the boarders, is not permitted to enter the hostel premises

- Mess dues for every month shall have to be paid as per rates fixed by the Hostel Superintendent. Boarders not staying in the hostel continuously for 15 days or less shall have to pay full mess dues. Boarders not staying in the hostel continuously for 16 days or more shall have to pay one-fourth of the mess dues.
- Annual admission to the hostel is compulsory
- Fans and lights are to be switched off and water taps turned off when not in use
- Strict decorum must be ensured in the dining halls and other common areas
- Use of electrical appliances such as room heaters, immersion rods, iron, stove etc is **STRICTLY PROHIBITED** in the rooms. Any of these forbidden items if found, will be confiscated and appropriate fine realized from the users.
- Use of intoxicating substances like narcotic drugs, alcohol, cigarettes, pan masala, etc by the boarders is **STRICTLY PROHIBITED**
- Clean and decent dresses must be worn within the hostel complex.
- Cleanliness in the hostel premises is mandatory. Boarders shall keep their rooms neat and tidy and also dispose off garbage in a proper manner.
- Responsibility of keeping care of personal belongings lies with the individual boarders. Valuable items must be kept under proper lock and key. Hostel authorities shall not be responsible for any loss or damage of personal belongings.
- Hostel Superintendent is authorized to check the belongings of any boarder without prior information, for ensuring the safety, security and overall well-being of the inmates
- Hostel properties subject to damage will have to be appropriately replaced at the earliest by the boarder causing the damage; otherwise, the damage amount will be realized from the caution deposit
- Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken
- All forms of misconduct, misbehavior, disobedience, insubordination and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution

- The Hostel Superintendent may be approached anytime by any boarder for any sort of problem or guidance

#### 7. CONDUCT OUTSIDE THE COLLEGE CAMPUS:

- Students are expected to actively participate in various activities and programs that might be organized by the respective departments or by other wings/ cells/ departments outside the college campus
- Students must practice acts of self-discipline and restraint in all public places so as not to tarnish the name of their alma mater



## **APPENDIX**

### **A. GENERAL SAFETY GUIDELINES FOR SCIENTIFIC LABS**

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only.

- Entrance to a laboratory is not encouraged unless specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/ instructors
- Students must carefully read any experiment before coming to the laboratory
- All doubts needs to be cleared before the start of any activity/ experiment
- Students should not perform unauthorized/ unscheduled experiments; Prior permission is required from the concerned teachers before starting of any activity/ experiment
- Students are expected to follow all written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/ instructors
- Students must remain alert and attentive at all times
- Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors
- Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc
- Belongings not required for experimental work must be kept at a distance in proper places
- Food and beverages should not be brought inside or consumed inside the lab
- Dangling jewellery and loose-fitting clothes must be avoided; Loose sleeves must be rolled up; Long hairs must be pinned/ tied back
- Chemicals/ equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended



- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if translocated during the conduct of experiments
- Hands must be washed thoroughly after leaving the lab
- Lab area must be left in a clean condition at the end of practical sessions
- In emergency situations like fire and earthquake:
  - ❖ Laboratory/ building must be vacated immediately through the nearest exit point
  - ❖ All electrical switches must be turned off
  - ❖ Running experiment must be aborted and instruments quickly turned off


#### B. SAFETY GUIDELINES FOR CHEMISTRY LABS:

- Do not carry inflammable items like match boxes, gas lighters, etc. inside the laboratory
- Safety goggles and lab coat must be worn inside the laboratory at all times
- Always stand during experiments involving Bunsen burners or chemicals
- Think of how much chemicals are needed before being taken out from a reagent stock bottle
- Do not overcrowd in the experiment area
- Be careful when handling apparatus that may be hot; hot apparatus must be picked up using tongs, wet paper towel or other appropriate holder
- Immediately wash off any chemicals spilled on your skin or clothes
- Chemical spills and broken glass must be cleaned up immediately
- In case of breakage of thermometers, do not attempt to clean up Mercury spills by yourself; report to the concerned teachers/ lab in-charges/ instructors immediately

- Unused chemicals must not be returned to reagent stock bottles
- Dispose of waste chemicals only as instructed

### C. SAFETY GUIDELINES FOR PHYSICS LABS

- Concerned teachers/ lab in-charges/ instructors must be requested to check all electrical circuits before power is turned on
- When working with electrical circuits, be sure that the current is turned off before making adjustments in the circuit
- Do not connect the terminals of a battery or power supply to each other with a wire; such a wire will become dangerously hot
- Caution must be exercised when handling liquids in the vicinity of electrical equipment



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