

CODE OF CONDUCT
FOR
(Students, Teachers, Governing Body and Administration)



BENGTOL COLLEGE, BENGTOL
CHIRANG, BTR, ASSAM

www.bengtolcollege.ac.in



Office of the Principal

BENGTOL COLLEGE

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Memo No.

DECLARATION

I hereby declare that all the information furnished herewith are true to the best of my knowledge and belief.


Principal
Bengtoli College
Bengtoli
Principal
Bengtoli College
Bengtoli

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Document showing:

1. CODE OF CONDUCT FOR STUDENTS

PREAMBLE

This handbook specifies the standard of procedures and practices of Bengtol College, Bengtol for all students enrolling in the College for pursuing different courses. It is mandatory for all the students to abide by this code of Ethics and Conduct and the rights, responsibilities. The enforcing of this Code by the college is to bring all the students in discipline and make them impartiality, meticulous and effectual; this promotes the student growth through individual and collective responsibility. As this code will be available in the college official website, hope that all the students will be conversant with this code.

1. Conduct:

The underneath code depicted shall apply in the conduct of students in the college premises and their mannerism which may have adverse impact on the reputation of the college. Each student needs to sign a statement at the time of admission consenting to abide by the framed Codes, rules and discipline and affirm undertaking that,:

- i) The student should be regular in the class
- ii) After the completion of course students have to clear all the pending dues and books of the library.
- iii) All the students must uphold academic integrity and maintain peaceful environment in the college.
- iv) They should be conscious to keep college properties safe and respectful to all the faculty members, non teaching staffs and other persons.
- v) The indulgence of any unwanted activity and any form of misconduct to staffs and the other persons by the students never be tolerated by the college authority.

The various forms of Misconduct, the Students are expected to refrain from:

- i. Any act of physical or verbal discrimination on the individual's gender, caste, religion, race, religious beliefs, colour, region, language, disability, family status, physical or mental disability, etc.
- ii. Intentionally destroying of institute's property or property of other students, of faculty members and the support staffs.
- iii. Any disruptive activity in the class room or outside class room.
- iv. Inability or reluctance of producing Identity Card on demand in the college.
- v. Participating in the following activities:
 - a. Organizing meetings and processions without permission from the head of the institution.
 - b. Accepting membership of any group banned by the government.
 - c. Unauthorized possession of any dreaded weapon, ammunition, and explosive, fireworks against the law or policy.
 - d. Unauthorized possession or use of harmful chemicals and band drugs.
 - e. Smoking within the College campus.
 - f. Possessing, consuming, distributing or selling alcohol in the Institute.
 - g. Parking a vehicle (four wheeler or two wheeler, bicycle, etc.) in the no parking zone.
 - h. Misdemeanor and exhibiting disruptive attitude at the time of students Body election or at any activity of the institute.
 - i. Engaging in disorderly act, indecent conduct creating unnecessary noise or participating in a riotous at the institute.
 - j. Students not to interact or invite with media persons on behalf of the institute inside the campus without permission of the authority of the institute.
 - k. Students are to be careful and restraint from the using of Social Media relating to any matter of the institute. They should refrain from the posting derogatory comments hurting to the reputation of the institute or other individual working in the college.
 - l. Students and any other person damages or causing destruction any property of the institute will invite punishment.

* A committee will be there or committee shall be formed to look after the code of conduct and if any students or person violate the afore said code of conduct the committee will judge

the matter and suggest the authority to take disciplinary action based on the nature of misconduct or activity committed.

2. Academic Integrity:

Academic integrity is important for the success of the institution and its research activity, so violation constitutes an offence.

The principles of the academic integrity requires that a student-

Refrain from cheating, the cheating include-

- i) Copying during examinations, copying of home assignment, project report, etc.
- ii) Allowing to copy or proxy writing on behalf of other,
- iii) Unauthorized possessing of loose paper and other materials in the examination.
- iv) Fabricating writings of data, etc.

3. Anti-Ragging:

The institute has an effective anti-ragging policy based on 'UGC Regulation on curbing the Menace of Ragging in Higher Educational Institution, 2009'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all educational institutions and colleges. The UGC Regulations shall apply mutatis mutandis to the institution. Ragging constitutes one or more of the following acts: a) any conduct by any students or students whether by words spoken or written by an act which has the effect of teasing, treating or handling with rudeness any student; b) indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other students; c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such a student; d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student; e) exploiting the services of a students for completing the academic task assigned to an individual or a group of students; f) any act of financial extortion or forceful expenditure burden put on a student by other students; g) any act of physical abuse including all variants on it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a student; h) any act or abuse by spoken words or emails, post, public insult which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.

Anti Ragging Committee:

There is an anti-ragging committee in the college to examine all the complains relating to the ragging.

Ant-ragging Squad:

An anti-Ragging Squad is constituted in the college to keep regular vigilance on the various students in the campus. The members of the squad is taken from the teaching and non teaching staffs and also from the student's body and are always keep alert and undertake patrolling functions. They have empowered to do patrolling even in the hostel by taking due recommendation from the Anti-Ragging Committee.

A student found guilty by the committee shall be imposed the following punishment as recommended by the Anti-Ragging Committee:

- i. Suspension from attending classes and academic privileges
- ii. Withholding/withdrawing scholarship and other benefits
- iii. Debarring from appearing sessional examination
- iv. Withhold result
- v. Suspension/expulsion from the hostels
- vi. Cancellation of admission.
- vii. Expulsion from the institute as per the recommendation of the Committee.
- viii. If situation compels, First Information Report (FIR) shall be filed by the institute in the local police station.

4. Gender Discrimination and Allied Harassment:

The institute has constituted Grievances Redresses Committee in the institute which is functional. This committee has two parts one is Grievances Redresses Committee for Staffs and another Grievance s Redresses Committee for Students. The committee handle the cases relating to sexual misconduct or harassment, unwanted touching, persistent unwelcome comments, insulting, etc are taking as serious matter. The necessary punishment shall be decided by the committee on the basis of crime committed.

2. CODE OF CONDUCT FOR TEACHERS

All the teachers are subject to the guidelines provided in the Assam Government Service Rules under the aegis of Directorate of Higher Education and the UGC for college teachers. Teachers and the faculties are appointed in the college as per the guidelines of UGC and state government service rules. All rules of the government is obligatory to the appointed teachers. A teacher is constantly under the scrutiny of his/her students and the society at large. Every teacher should see that there is no incompatible between precepts and practices. A teacher should have social responsibility and be embodiment of the basic ethical values like care, trust, integrity, respect etc. A definitive code for this institute enclosed as follows:

1. Professional Values:

- i) The first and foremost aim of teaching profession is to educate the students; they should be concerned and committed for the students. He/she should be dedicated and always should be ready to help the students beyond class hours without accepting any remuneration.
- ii) Teacher should not prevent any student from expressing his viewpoint although it may differ from that of its own. A teacher should always encourage the students and they should accept constructive criticism.
- iii) The teacher should try to develop educational environment inside and outside of the college campus. He/ she should provide equal treatment to all the students irrespective of caste, creed, colour, religion and gender or socio- economic status and there should be any partiality attitude towards any students.
- iv) A teacher should inspire students to generate more interest and develop sense of inquiry in the pursuit of knowledge.
- v) The teacher should inculcate a scientific and democratic outlook among the students, making them community oriented, patriotic minded.
- vi) A teacher should conform to the ethos of his profession act as a dignified manner. Teacher should in mind that society has entrusted them to take the responsibilities of their children.

2. Professional Development and Practices:

- I) It is true that learning has no end. It is imperative that a teacher should always be updated himself/herself specially in his/her field in order to enriched himself/herself and the students community as well. He/she must also acquaint himself/herself with recent methodologies and other applications.

- II) A teacher alongside teaching should pursue research and any other innovative work to develop of a subject.
- III) A teacher should regularly participate in seminars, workshops, etc. of his/her own interest for continuous professional development.
- IV) Developing new teaching strategies and implementation of those academic systems should be an integral part of the professional duties of a teacher.
- V) A teacher should carry out the institution's educational responsibilities such as conducting admission, college seminar, workshops and other education related programs of the institute. They should also participate in co-curricular, extra-curricular activities of the institute as in sports, extension activities, cultural activities etc. This will generate a holistic development and a congenial relationship with students.

3. Professional Integrity

- i) Teachers must maintain ethical behavior in professional practice by accurately presenting their certification licenses, other qualifications, personality, regularity, punctuality.
- ii) Honesty should not be comprised in research. Every teacher should be aware of the evils of plagiarism also that is an offence which is punishable by law.
- iii) The practice of private tuitions by the teachers is strictly prohibited from the Director of Higher Education. So, college teachers should not practice or encourage private tuition.
- iv) Teachers must maintain the confidentiality of all information regarding examination affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

4. Professional Collaboration

- i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in collaborative manner.
- ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interest.
- iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions thereof.
- iv) Teachers should refrain from responding to unnecessary political motivations as these ruins the sanctity and smooth progress of an educational institution.
- v) Teachers should accord the same respect and treatment to the non-teaching staffs as they do to their fellow teachers.

3. CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

1. The governing body should act to approve the mission and strategic vision of the institution; long term academic plans and ensures that these meet interest of the stakeholders, including students, local communities, government and other representing public interests.
2. The body is formed to monitor institutional performance and quality assurance arrangements which be benchmarked against other institution.
3. Governing bodies ensure compliance with the statutes, ordinance and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the state government and affiliating university.
4. The governing body should ensure that non discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. Governing body should actively monitor whether institution implements the existing state governments reservation of seats and staff position.

4. CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal of a college has multifaceted role to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector and inspirer. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) along with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Director of Higher Education, Government of Assam. These codes of conduct are applicable in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal are laid down underneath:

1. To uphold the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of the different sections of the institution so that each and everyone can perform freely and give their best for the all round development of the institution.
3. To institute, nourish and enforce equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory practice at any level with the periphery of the college,
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, religion and sex identity within the framework of Indian Constitution.
5. To create and maintain an unbiased gender free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the College so that the chances of incident of sexual harassment can be eradicated. (The Sexual Harassment of Women at Workplace: Prevention, prohibition and Redressal Act,2013 will provide the redressal measures of issues related to sexual harassment within the boundary college campus).
7. To initiate to propagate the spirit of welfare within all sections of human resources attached directly or indirectly within the College and hence to build mutual confidence amongst them.

8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage the exploration of newer avenues for further academic pursuits.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution.
10. To promote and maintain the practice of co-curricular and extra-curricular activities amongst the students and other human resources of the institution.
11. To promote and maintain harmony and good relationship with the adjoining society of the College.

5. CODE OF CONDUCT FOR SUPPORT STAFF

As all the support staffs on this College are the employees of the Government of Assam they should follow the code of conduct stipulated by the State Government. The College put forward its code of ethics for the staff along the following lines.

1. Professional Conduct:

- i) The support staff should acquaint themselves with the College policies and adheres to them to their best ability.
- ii) All of them should perform their respective assigned duty with honesty, sincere and with accountability.
- iii) They should avail paid leave as per government rule with prior permission of the authority.
- iv) Support staff should not undertake any other job within the stipulated office hour of the college. He/she should not engaged in any trade or business in the college campus.
- v) They should not hamper the functioning of the college by engaging themselves in political or anti social activities.
- vi) They should not engage to show any kind of misbehavior or remark that might be disrespect to their colleagues, teaching staffs, students and other public as well.

2. Workplace Conduct

- i) They should be punctual as their timely presence if required daily for the commencement and smooth functioning of college activities.
- ii) They should also be responsible for the proper use and maintenance of furniture, equipments and all other properties of the college.
- iii) No support staff should be under the influence of drugs or alcohol during the office hour.
- iv) The support staff often has access to confidential information regarding examination matters and matters of other staffs through official records. They should maintain confidentiality of such matter.
- v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- vi) The support staff should not show any discrimination of the basis of gender, caste, language or religion.

3. Professional Relationship

- i) All support staffs should have a friendly and homely behavior with the students as there is frequent interaction during the time of counseling, admission, examination and any kind of official work of the students. The support staffs most often happen to contact with students in library and in the laboratories, in such places also they should behave in friendly and helpful manner with the students.
- ii) The support staff should give due respect to the decisions made by the college authority and there should be mutual understanding and trust among all staffs.
- iii) The non-teaching staffs should consider the teaching staffs as their colleagues and share love and respect.
- iv) As the support staffs first come into contact with the guardians of students during the admission and examinations, they should show their sincerity and respect to the guardians and that will reflect the image of the institution.