



PATHARKANDI COLLEGE

Patharkandi, Karimganj, Assam

Patharkandi College

HAND BOOK OF CODE OF CONDUCT

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

Patharkandi College

DISCIPLINE COMMITTEE

Patharkandi College



Introduction:-

The Patharkandi college aims to create an effective teaching-learning atmosphere for the overall development and improvement of students and teachers, for which this Code of Conduct has been formulated, whereby this organization's mission, values and principles will be clarified by linking them with standards of professional ethics. This code of conduct is composed to promote a competent behaviour, academic integrity and a peaceful work environment in this educational institute. In order to foster the scholarly and civic development of the students in a safe and secure learning environment and to protect the people, properties and processes that support the institution and its mission, the following set of rules have been drafted. The purpose of this handbook is to make the Students, Teachers, College Departments/Cells/Committees aware about the rules and regulations of the College and to work towards the mission and vision of this educational institute.

PART 1: CODE OF CONDUCT FOR THE PRINCIPAL AND VICE PRINCIPAL:

A) College Principal:

1. To provide value-based, motivational and inspirational academic and executive leadership to the college through operational management, policy formation, management of human resources and concern for the environment and sustainability.
2. To present himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making, which will be towards the best interest and requirement of the college.
3. To adhere to a responsible pattern of conduct and demeanor expected of him or her by the community.
4. To act as a supervisor of the college's assets, in managing the resources, responsibilities effectively and efficiently for providing a conducive working and learning environment in the college.

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5. To promote collaborative, consultative and shared work culture in the college by giving importance to innovative ideas and thinking.
6. To encourage improvement of teaching-learning outcomes by presenting a positive influence on visual learning, digitalization, group learning, etc. and acquainting the students to recent development in the world.
7. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
8. To observe and implement the directives by the Government/UGC/Director of Higher Education/University and other concerned authorities.
9. To endeavor the promotion of a work culture and ethics that bring about quality professionalism, satisfaction and service to the locality, nation and society.
10. To support and encourage the teaching and non-teaching staff for their professional development.
11. To encourage the overall educational, physical and cultural development of the students' fraternity through various activities.
12. To encourage participation in extension, co-curricular and extra-curricular activities, including community service.
13. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with the utilization of their full potential in curricular and extra-curricular activities.
14. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
15. To manage the private affairs in a manner consistent with the dignity of the profession.



16. To discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
17. To refrain from biasness towards any gender, caste, creed, religion, race in the professional endeavor.

B) Vice Principal:

1. To act as a coordinator between staff and student.
2. To resolve conflicts among students, teachers, parents and other stakeholders of college.
3. To shoulder all the duties and responsibilities of the principal in absence of him/her.
4. To monitor and maintain a disciplined environment in the institution.
5. To conduct and participate in extension, co-curricular and extra-curricular activities, including the community service.
6. To act as a messenger of all the stakeholders of the institution.
7. To assist for the preparation of time tables, allocation of class rooms for various departments.



PART 2: PROFESSIONAL ETHICS FOR THE TEACHERS:

The college is providing the following guidelines of U.G.C. for maintaining the professional ethics for the teaching staffs. These guidelines are adopted from UGC notification (New Delhi, 18th July 2018) i.e., UGC regulations on minimum qualifications for appointment of teachers in other academic staffs and others in universities and colleges and measures for the maintenance of standards in higher education, 2018.

Source code: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018-9-2.pdf

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus on time. Teachers shall try to produce good results in the subjects handled by them and are accountable for the same.
3. Teachers should help, guide, encourage and assist the students to ensure that the teaching -learning process is effective and successful. Value based education must be their motto.
4. Teachers should treat other members of the profession respectfully, co-operate with each other and render assistance for professional betterment.
5. Teachers should maintain the decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out all the other activities like academic-curricular and organizational that may be assigned to them time to time.
7. Teachers should sign the attendance register while reporting for duty.
8. Teachers are encouraged to write text books, publish articles in reputed journals and present papers in seminars and conference.
9. Teachers are encouraged to take up research projects.
10. Teachers are encouraged to attend faculty development programmes, quality improvement programmes etc. to update their knowledge.
11. No teacher should involve himself /herself in any act of immoral activities on his/her part which may cause impairment or bring discredit to the institution or management.



12. Teachers are expected to attend departmental academic association meetings, seminars etc. and also all the important occasional days of the college.
13. At the beginning of academic session teachers should aware the students about the respective subject, class and exam patterns, syllabus, etc.

PART 3: CODE OF CONDUCT FOR THE NON-TEACHING STAFF:

A) Librarian:

1. To prepare and issue library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To maintain book/journal/papers issue & fine collection register and to orient the students to wisely use the library for academic purpose.
4. To catalogue and keep track of library materials digitally and manually.
5. To maintain day-wise records of visits of students and faculty members in the library.
6. To receive and subscribe to international journals, magazines, newspapers and highlight important articles and news.
7. To ensure discipline of the students inside the library. To make sure the handling of the books is not improper.
8. To regularly check and bind the books which are damaged or likely to be damaged.
9. Any other duties assigned by the principal from time to time.



B) Other official and non-official non-teaching staffs:

1. To express loyalty to the College by being punctual and reliable in all duties.
2. To maintain integrity by being honest in words and actions.
3. To maintain dignity by treating students with care and kindness, while upholding professional boundaries with students and staff.
4. To practise mutual respect, trust and confidentiality.
5. To adhere strictly to the official resumption/ closing time and must dress decently & appropriately. Non-teaching staff should remain present during duty hours. They should report for their duty at least 20 minutes in advance.
6. To refrain from using any unauthorised persons to perform official duties.
7. To display notices, mark sheets, attendance sheets, etc. pertaining to the students.
8. To involve themselves in curricular, co-curricular and extra-curricular activities.
9. Any other duties assigned by the principal from time to time.
10. Must respect and maintain the hierarchy in the Administration.
11. To physically assist the teaching staff in creating an ideal academic environment in the college.
12. To report any damage or missing of college properties to the HOD of the Department or the Principal.



13. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

C) Lab Assistant:

1. To maintain a stock register for all the articles, equipment, chemicals, etc, which should be submitted to the HOD at the end of each semester and his/her signature should be obtained.
2. To maintain a record of any loss or damage to any article in the lab or classroom, which should be reported to the HOD immediately.
3. For articles damaged by the students, a separate register should be maintained and if money is collected from the students for damages, as per direction of the HOD, the amount should be handed over to the office for deposit in the college account.
4. To check at least once a week working of instruments and equipment under laboratory.
5. To prepare the requirement of consumables for the lab and place indent for the same.



PART 4: CODE OF CONDUCT FOR THE STUDENTS:

There are certain rules and regulations that the students of every institution should follow. Students have certain rights and responsibilities irrespective of all the disciplines. The following rules and regulations are to be followed by the students of Patharkandi College. Students violating any of the following are subjected to disciplinary action.

1. Each student should behave sincerely in the college campus. They should behave politely with the teachers, non-teaching staff member and with fellow co-students. If the students face any problem, they should meet the concerned teacher, principal or vice-principal of the college.
2. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus.
3. Students should maintain their best behaviour in the college campus.
4. Students should not engage themselves in activities which leads to defamation of the College.
5. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
6. Uniform (dress code) and identity card is compulsory for each student in the campus. Only dresses of college uniform colour are allowed. Students should come clean and neatly dressed.
7. It is essential to be noted that students should wear uniform in decent manner (avoiding shorts, sleeveless, skin-tight, etc.) that whichever may be distract them from Indian mainstream culture and ethics.
8. As the college is surrounded by minority people and mostly minority girls are studying in the college, therefore, the girls may use hijab, if they want to, with the condition that they cannot ignore the college uniform.
9. The male students of the college should trim their hair formally. No other way of trimming hair will be allowed.
10. Students should park their vehicles at the allotted places.
11. Students should not roam around the campus and create nuisance at class hours.
12. Smoking, drinking, chewing *gutka*, spitting and throwing clutter is strictly prohibited in the college campus.



13. Students should avoid clicking pictures and use of cell phone without permission.
14. Ragging or harassing juniors is strictly prohibited in the college premises and outside the campus as well. Students indulging in it will be punished severely. Such students will be expelled from the college and legal action will be taken against them.
15. Students are prohibited from bringing any such weapons in the college which would physically harm others.
16. Students should not damage classroom furniture, electrical appliances as well as walls by scribbling or doodling. Students will be punished and compensation would be taken if such things occur.
17. Students are strictly forbidden to make any noise during ongoing classes and reading room.
18. Students shall not remain absent without notifying the concerned teachers. All absentees should submit leave applications (Regular & Medical) in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
19. Students should maintain appropriate behaviour at office and library as well. These rules are compulsory for each and every student.
20. After taking proper permission from authority students are allowed to organize any education trip and picnic only.
21. If the students have any prejudices about the college, he/she should give complaint to the authority before publishing the same to any social media or newspaper.
22. No student should participate in any activity against the college and society. The students should also avoid caste and religion based unfair activities at college campus.
23. Students should make an effort to participate in sports, cultural and other extra-curricular activities.
24. At the time of examination, electronics devices are strictly prohibited. Copying in the examination and use of any unfair means will be treated as an offence and necessary action will be taken against the student.

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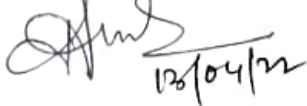
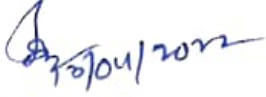

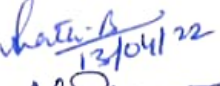
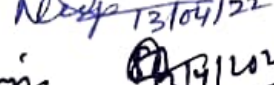
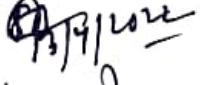
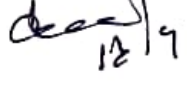

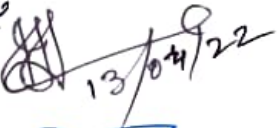
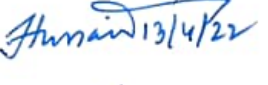
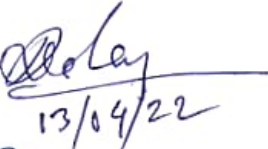
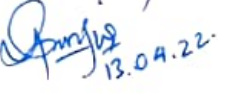

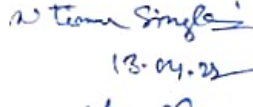
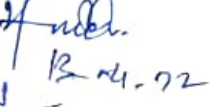
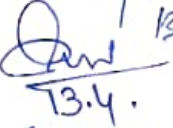
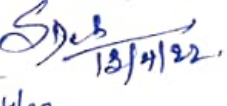
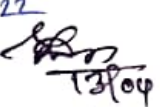
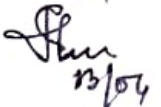


25. Students will not be allowed to constitute any Board or Associations or political groups without the permission of authority.
26. The authority has the right to allow or forbid any student from appearing in the examination who remain absent for lectures, internal tests and term-end examination and also to those who misbehave in college campus. Every student must complete average attendance of 75% in each semester. Students having low attendance will not be allowed to fill the examination form.
27. Students should take admission in the college by filling in the college official form only.
28. Each student will be given an identity card by the college and they should keep the ID while coming to college daily.
29. Student should keep their admission receipt after the payment of fees. The fees once paid will not be returned.
30. Students should follow the adhere instructions written on the college Notice Board.
31. Visitors and outsiders other than local guardians are not allowed to meet any student directly and they should take prior permission from college authority before doing so.
32. The student should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet in the college.
33. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

Signatures of drafting committee members.

1. Mr. Mousumi Islam, Asstt. Prof. (Dept. of Economics)
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Approved.

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