



DIGBOICOLLEGE :: CODE OF CONDUCT

(Approved by the Digboi College Governing Body meeting held on 28th March 2019)

CODE OF CONDUCT FOR PRINCIPAL

(This Code of Conduct is in with the Guidelines framed by the UGC Regulations, 2018 notified in the relevant clause 17.0 in page No. 99 of Extraordinary Gazette of India No. 271, dated 18/07/18)

The Principal should:

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
3. Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
7. Manage their private affairs in a manner consistent with the dignity of the profession;
8. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
9. Participate in extension, co-curricular and extra-curricular activities, including the community service;
10. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT FOR TEACHERS

(This Code of Conduct is in with the guidelines framed by the UGC Regulations, 2018 notified in the relevant clause 17.0 in page No. 96 & 97 of Extraordinary Gazette of India No. 271, dated 18/07/18)

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.



Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. 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
10. Participate in extension, co-curricular and extra-curricular activities as well as corporate life of the college including the community services.

Teachers and Students:

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

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



Teachers and Authorities:

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
5. 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;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Non-Teaching Staff:

Teachers should:

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

Teachers and Guardians:

Teachers should:

1. Try to see through teachers' bodies and organisations that the institution maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society:

Teachers should:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life ;
3. 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;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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.



CODE OF CONDUCT FOR THE STUDENTS

1. Students must maintain a standard of discipline. Breach of discipline may lead to expulsion /rustication from the college. Students must abide by the rules and regulations prescribed by the college authority. Violation of rules, irregular attendance, discourtesy to the teachers and non-teaching staff members, use of filthy and obscene language, willful damage of institutional property will attract proper disciplinary action.
2. RAGGING in any form in hostels and in the college campus is strictly prohibited. Proper disciplinary action will be taken against the wrongdoer. Every student will be required to sign an undertaking that the student will desist from indulging in ragging.
3. Students should be mutually respectful to their fellow students, teachers and members of the College staff.
4. Students should be careful not to disturb those studying or working in the class rooms, Library or College office by observing strict silence, to instill a feeling of his/her presence in the temple of learning.
5. Students should conduct themselves during all College functions and extra-curricular activities in a manner befitting the occasion.
6. Students should be helpful and polite to guests and visitors to the College. All guests and visitors should be assisted in whatever way possible.
7. Students should conduct themselves during examination in a manner that reflects the highest personal ethics and also regards for the rights of their fellow students. Any breach of discipline causing disturbance in the examination halls and any use of unfair means during examinations will be severely punished.
8. Students must not enter the class or Principal's chamber without prior permission from the teachers/ Principal.
9. Students must help the College authority to keep the College clean, and not deface the College buildings and property by spitting, slogan writing or pasting posters. Designated notice boards have been provided for putting up circulars and posters. Students must desist from pasting or writing anything on the walls/doors/windows, other than the designated spaces.
10. Students should look for all necessary information in the Notice Board every day.
11. Students who require a certificate or any document from the College office must submit an application to the Head Assistant or the Academic Branch at least two working days before the date, on which they require the same.
12. Use of Tobacco and Tobacco products, gutka, Alcoholic drinks etc. is strictly prohibited.
13. Use of Mobile Phone is strictly prohibited within the college campus.
14. Students should maintain a neat appearance with formal haircuts, without earrings and other objectionable items.
15. All powers for maintenance of discipline are vested with the Head of the Institution and his decision shall be final in all such matters.
16. **Dress code:**
Uniform for Girls: Sky blue kameez, white salwar, white dopatta, black pump shoes (leggings not allowed) or, Muga or muga coloured Mekhela, white Chadar with sky blue border and white blouse, black pump shoes or white saree with sky blue border and white blouse & black pump shoes. For winter season: Black cardigan/ Black woollen blouse
Uniform for boys: Black formal pants, white shirt (black belt, if used), Black shoes.
For winter season: Black sweater (V-neck).



CODE OF CONDUCT FOR THE LIBRARY

1. All users must adhere to the rules and regulations of the library.
2. Bonafide students and teachers and other guests permitted by authority/librarian can enter the library;
3. Every visitor shall sign the gate register in token of his acceptance to adhere to the rules of the library.
4. Personal belongings except purses or notebooks are to be deposited at the property counter.
5. Silence must be maintained within the library premises.
6. Disciplinary action can be taken against visitor of uncivil behaviour and those who damage books and other property of the library.
7. Each member is provided with a membership identity card.
8. Each member has to present his membership card before issue of book.
9. In case of loss of readers' card, a duplicate card is issued after being satisfied with the explanation of the borrower and payment of Rs. 10.00 (Ten) along with an indemnity bond. In such cases the librarian may suspend the reader's membership up to 3 months.
10. A book is generally issued to a student for 7 days & can be renewed for other 7 days. A fine of Rs. 1.00 per day is payable for delay in return.
11. Book lost, torn, defaced, marked or damaged in any way shall have to be replaced by the borrowers.
12. Books issued can be recalled at any time, if necessary.
13. The members shall not sub-lend the books issued from the library.
14. References books, rare books, unbound periodicals may not be issued generally except with the written permission of the librarian.

CODE OF CONDUCT FOR THE HOSTELS


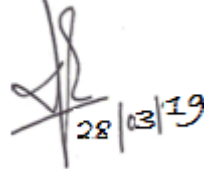
1. Boarders must keep the hostel premises clean and tidy.
2. No meeting / functions can be organized in the hostel without the prior permission from the Warden.
3. Boarders must seek permission from the Warden if they want to go out of hostel for any important purpose.
4. Boarders are allowed to go out of the hostel only once in a day.
5. Boarders should switch off light and fan whenever they are not in room.
6. Boarders should follow proper dress code in and outside the hostel.
7. In case of any grievance/ dispute, boarders should immediately inform the hostel monitor/ Warden and refrain from taking any action personally.
8. Boarders can use computers only for academic purpose with due permission from the Warden.
9. Boarders of girls' hostel are not allowed to go to their home without the accompaniment of their legal/ local guardian.
10. Boarders must keep hostel clean, take care of hostel property and its biodiversity.



CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Exhibiting utmost loyalty to the institution through punctuality and dutifulness.
2. Institutionalizing professional integrity and honesty both in words and actions.
3. Maintaining professional rapport with students and staff.
4. Being supportive and kind to the college community as a whole.
5. Showing zeal for development of professional competence.
6. Exhibiting extreme confidentiality in official matters.
7. Visualising in wider perspective for the development of the society as a whole.
8. He / she must respect the hierarchy in administration.
9. He /she should adhere strictly to the office hours and must dress decently and appropriately.
10. He/she must not allow anybody to perform official duties on his/her behalf.
11. Ideally he/she should set perfect examples for others to emulate as a Govt. servant.

Approved by the Digboi College Governing Body meeting held on 28th March 2019



28/03/19
Principal
Digboi College, Digboi