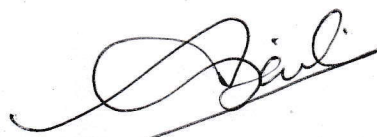


**HAND BOOK  
OF  
CODE OF CONDUCT**



**KAMARBANDHA COLLEGE  
P.O – KAMARBANDHA ALI,  
DIST- GOLAGHAT  
ASSAM, PIN-785625  
YEAR 2021**

**THIS HANDBOOK IS DESIGNED WITH THE INTENTION TO PROVIDE INFORMATION RELATED TO INSTITUTIONAL RULES AND REGULATIONS FOR STUDENTS AS WELL AS PROFESSIONAL ETHICS FOR TEACHING AND NON-TEACHING STAFF OF KAMARBANDHA COLLEGE . THIS HANDBOOK IS PREPARED BY IQAC, KAMARBANDHA COLLEGE FOR IN-HOUSE CIRCULATION.**



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Principal  
Kamabandha College  
PO K.B. Ali, Golaghat

**PRINCIPAL**

**KAMARBANDHA COLLEGE**

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## **1. CODE OF CONDUCT OF THE GOVERNING BODY OF KAMARBANDHA COLLEGE**

1. The G.B. of Kamarbandha College acts as a supreme authority of the College.
2. It lays down the rules and regulations for the college.
3. It has exercised the complete administrative autonomy and right of appointing administrative staff and teaching faculty.
4. It lays down the rules for admission in accordance to the reservation policy of the state Government.
5. The G.B. should monitor institutional performance and quality assurance arrangements.
6. G.B. Should always remain neutral and impartial towards all the stake holders of the college.

## **2 .CODE OF CONDUCT OF PRINCIPAL**

Being the head of the institution the Principal of a College or any other Education Institution should be honest, fair, objective, supportive, protective and law abiding personality. A good principal should have not only the above qualities but also should have some other traits that are expected from him. He/ she has the responsibility to

- Check out a policy and plan to execute the Vision and Mission of the Institute.
- Ensure that the Staff and Students aware of rules policies and procedures laid down by the College and ensure their proper implementation.
- Recommend and forward Communication to the authority.
- Execute any other qualitative and quantitative work for the welfare of the Institution.
- Listen to the ideas and opinions from the students and should be supportive towards them.
- Be fair in his/ her actions for all the members of faculty, non-teaching staff as well as to the students.
- Carry himself/herself with the highest integrity and has to be exhibit outstanding and strong leadership skills.
- Be impartial while making any judgment against any member of the Institution.
- He/she shall observe the duties, responsibilities and manners of faculty members and employees.

### **3 .CODE OF CONDUCT OF TEACHERS**

The teachers are responsible pattern of conduct and expected him by his related team in professional life and the community in a manner consistent with the dignity of profession. Moreover, the teachers have to make him for professional growth to continuous through study, research, writing and decent conduct. The teachers should maintain some common responsibilities in different fields' mention as below-

**a. Teachers and students:**

The teachers should build a good relationship with the students. Actually the teachers always try to give good teachings to the students and encourage the students to involve career building field and prepare them as a socially responsible person. The teacher should be guide and philosopher of the students.

**b. Teacher and colleagues:**

The teachers have to maintain a good relation with their colleagues. Every teacher should make a common strategy to all round development of their institution. They always ready to dedicate when it is necessary to the institution for any work.

**c. Teacher and Authority:**

Teachers should be always cooperative with the authority. They gently obey the rules imposed by the authority.

**d. Teachers and Non teaching employees:**

The teachers should very cooperative with the non-teaching employees. All the teachers have to help the non teaching staff when necessary.

**e. Teacher and Guardians:**

The teachers should maintain a good relation with the guardians of the students. They should inform the guardians about the progress and performance of the students.

**f. Teachers and Society:**

The teachers should keep a friendly relation with the surrounding society. The teachers should be visit sometimes the society and also invite them to the functions and activities arrange by the institution.

#### **4. CODE OF CONDUCT OF NON TEACHING STAFF**

Non teaching staff is a significant part of an Educational institution. They are not directly involved in teaching but support the teachers in teaching system including librarian. Every member of the staff employed in an institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the authority. The following codes are compulsory to be followed by the non-teaching staff of the college.

1. Every Non-teaching staff will arrive in time to duty as per the working hours at least 30 minutes in advance.
2. Non-teaching staff will obey and respect the Principal and the teaching staff.
3. Non-teaching staff carry out their duties sincerely as instructed by the authority of the college.
4. Non-teaching staff shall look-after and maintain academic buildings, administrative buildings, library and all the equipments of the institution.
5. Non-teaching staff shall look after the environment of the office as well as the cleanliness of the college premise.
6. Non-teaching staff will maintain honesty, integrity and fairness in all activities.
7. Non-teaching staff shall maintain self-discipline.
8. Non-teaching staff shall avoid drugs or any alcohol during office hours along with any unsocial activities.
9. Non-teaching staff shall be confidential regarding the information about examinations and other matters relating to other staff through official records. They shall be loyal and truthful for any official documents.
10. Non-teaching staff shall interact between the staff and the students regarding counseling, admission, examination etc. They will help the students as far as possible at the requirement of the students. Non- teaching staff shall avoid discrimination
11. Non-teaching staff shall remain in their duty till the end of the duty hour

## **5. CODE OF CONDUCT AND STUDENT CHARTER**

### **INTRODUCTION**

For the smooth functioning of the college and to maintain standards and discipline in the college and to promote positive behaviour of students, the students, teachers and all the stakeholders of Kamarbandha College abide by the Code of Conduct framed by the institution in accordance with the rules and regulations of Dibrugarh University.

### **STUDENTS' CODE OF CONDUCT**

- Students are expected to maintain the highest standards of discipline and good behaviour on campus and outside.
- They shall abide by the rules and regulations of the college.
- They shall behave properly with the teaching as well as administrative staff.
- They shall attend classes on time and regular in attending classes, tutorials, class tests, sessional examinations etc.
- Students failing to attend 75% classes, submission of assignments, and absence from tests/ Sessional Examinations (without any genuine reasons) will be treated as disobeying the code of conduct, and disciplinary action will be taken against him/her.
- Students have to maintain decorum in the library, in and outside the classrooms.
- Use of mobile phones during class hours, except for educational purpose, and in the library is prohibited and is liable to punishment.
- Students have to take proper care of the college property, not causing damage to the same.
- For any act of misconduct a student will have to face disciplinary action by the college authority.
- Ragging in any form in the college is strictly prohibited.
- Any student indulging in sexual harassment acts are to be strictly punished legally.
- Strict action shall be taken against any student found using abusive substance or consuming gutka.

## Student Charter:

### A] An Institution's Responsibilities towards its Students:

The institution shall -

- Communicate its goals and objectives systematically and clearly to all students.
- Offer programmes that are consistent with institutional goals and objectives.
- Offer a wide range of programmes with adequate academic flexibility.
- Obtain feedback from students on the initiation, review and redesign programmes if and when necessary.
- Facilitate effective running of teaching-learning programmes.
- Promote values, social responsibilities and good citizenry in all students.
- Implement a well-conceived plan for monitoring student progress continuously.
- Ensure that the student assessment procedures and systems are reliable and valid.
- Provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- Ensure sufficient and well-run-support services to all students.

### B] Students' Responsibilities of Learning:

The students shall-

- Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Follow the time schedules, rules and regulations of the institution.
- Undertake regular and intense study of learning materials.

### **Student Charter:**

- Make optimum use of the learning resources and other support services available in the institution.
- Prepare for continuous internal assignments and term-end examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue lifelong learning.
- Live as worthy alumni of the institution.

### **CODE OF CONDUCT MONITORING COMMITTEE**

1. **CHAIRPERSON:** MR. ATUL SAIKIA, PRINCIPAL, KAMARBANDHA COLLEGE
2. **VICE CHAIRPERSON:** MRS. RUMI BHARALI, VICE PRINCIPAL
3. **CONVENOR:** MR. DEBAJYOTI GOSWAMI, IQAC COORDINATOR
4. **MEMBERS:** DR. MONIMALA BORGHAIN

MR. PABITRA DUARAH

MR. PARESH KALITA

MRS. BARNALI BARUA

MR. JAYANTA MADHAB BORAH

MR. UDDIP KHANIKAR

  
Principal  
Kamarbandha College  
PO K.B. Ali, Golaghat