

**CHILARAI COLLEGE, GOLAKGANJ
DIST- DHUBRI (ASSAM) - 783334
(AFFILIATED TO GAUHATI UNIVERSITY, GUWAHATI)**

HAND BOOK ON CODE OF CONDUCT

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

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CHILARAI COLLEGE, GOLAKGANJ
2022**

CODE OF CONDUCT FOR CHILARAI COLLEGE:

Chilarai College has formulated a code of conduct to improve overall development of the institution by creating an effective teaching-learning atmosphere. It promotes professional behavior and academic integrity. The reputation of college depends on the academic performance as well as behavior on behavior of the students. The purpose of the code of conduct is to make the students, teachers, Departments/cells/ committees familiar with the rules and regulations of the college and to progress towards the achievement of the mission and vision of the college. All students, teachers, non-teaching staff and Principal are expected to observe the rules and regulations to enable the smooth working of the college and keep harmony, silence and educational atmosphere in the college premises. Therefore the **Code of Conduct** that be followed strictly and sincerely is as below.

Code of Conduct for the Principal:

1. The Principal Should exhibit qualities of effective leadership in all academic and administrative activities of the college.
2. To keep the co-ordination in all college works.
3. To conduct himself/ herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
4. To promote work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
5. To discourage and not indulge in plagiarism and other non ethical behavior in teaching and research.
6. To manage private affairs in a manner consistent with the dignity of the profession.
7. To participate in extension, co-curricular and extracurricular activities including the community service.
8. Observance and implementation of directives issued by Govt. of India and Govt. of Assam/ UGC/Director of Education/Higher Education/University and other concerned authorities.
9. Assessing reports of the teaching and non-teaching staffs.
10. To compel the teaching and non-teaching staffs to follow the code of conduct of the institution.
11. To assess the feedback forms of the various stakeholders and take proper action or rectifying the issues.
12. Assessing reports of members of the non-teaching staff, maintenance of their service book.

13. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
14. 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 almost utilization of their potential in curricular and extracurricular activities.
15. To take necessary steps to promote harmonious and cordial work culture and academic environment within the institution.
16. To promote and execute various welfare measures amongst all stakeholders including students and staff.

Code of Conduct for Teaching Staff:

The Chilarai College is providing the following Code of Conduct for the Teaching Staff viz-

1. To obey the orders of the Principal of the college.
2. To remain present in the college campus at least 30 minutes before any examination starts for which his/her duty is assigned.
3. To manage their private affairs in a manner consistent with the dignity of the profession.
4. To discourage and not to indulge in plagiarism and other non ethical behavior in teaching and research.
5. To participate in extension, co-curricular and extra-curricular activities, including the community service.
6. To perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
7. To inculcate amongst students scientific outlook and respect for physical labour and ideals of democracy, patriotism and national integration.
8. To speak respectfully to other teachers and staffs of the college and render assistance for the professional betterment.
9. To co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
10. To work to improve education in the community and strengthen the community's moral and intellectual life.
11. To be sincere, dedicated and academically focused.
12. The teachers shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.

13. The teachers should devote his time and energy to develop and improve his/her academic and professional competence.
14. To avoid conflicts between their professional work and personal interest.
15. Not to leave head quarter without permission of the Principal.
16. To keep his/her academic diary updated with the signature of HoD the Department.
17. To maintain standard professional ethics and work ethics including desirable behavior to promote human values.

N.B.:- Besides, if any further information as per requirement will be communicated time to time to the concerning teacher by the Principal.

CODE OF CONDUCT FOR THE NON TEACHING STAFF:

1. Every staff has to obey the orders of the principal of the college.
2. To carry out their duties as instructed by the authorities to whom they are attached.
3. To maintain their professional knowledge skills updated themselves professionally for the proper discharge of duties assigned to them.
4. To report in time to duty as per working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
5. The prior information to the principal is required while availing any leave.
6. Non teaching staff assigned to duties like reprography, computer etc. should maintain the equipments properly.
7. To report to duty at least 30 minutes in advance specially during examinations and other emergency duties.
8. To maintain honesty, integrity, fairness and their behavior should reflect standard work ethics promoting human values.
9. To respect and maintain the prevailing hierarchy in the administration.
10. To exercise self-discipline and restrain at all times and deal positively with staff, students teachers and general public.
11. To remain on duty during college hours.
12. All staff will adhere strictly to the rules and regulations of the college.
13. Not to leave head quarter without permission of the Principal.

NB: Besides, above Code of Conduct, if any further information as per requirement will be time to time communicated to the concerning staff by the Principal.

CODE OF CONDUCT FOR THE STUDENTS:

1. No student shall leave the premises before the college timing without the prior permission of the Principal/ HOD.
2. Every student of the college must always wear the valid identity card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
3. Only urgent /important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
4. Students must adhere to the Dress Code of the college, neat and tidy in the college uniform.
5. Ragging is strictly prohibited in the college campus /premises. Any student/ students involved in such activities will be immediately expelled from the college. Any student/students subjected to Ragging in the college premises, He/ She/They must inform immediately to the Principal/Grievances and Redressal Cell.
6. Consuming, Alcohol, Guthkha, and Smoking is strictly prohibited in the college premises.
7. Every student should keep college premises /campus/classroom & desk-chairs clean and neat, everyone must use dust bin for garbage.
8. No student should spit in college premises or in classroom.
9. College premises and all classrooms are under CCTV surveillance, every student must follow the disciplinary manners in college premises and classroom.
10. During the conduct of lectures, students should not loiter in and around the college premises, students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
11. Use of mobile phones in the classrooms, library and in the college premises is strictly prohibited.
12. No friends/ guests/ visitors or any outsider shall be allowed with the students in the college premises.
13. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
14. The college has a centralized body of Alumni members. Students completed any regular academic programme in the college can be eligible for a bonafide member of CRCAA on payment of nominal membership fees.

NB: Besides, above Code of Conduct, if any further information as per requirement will be time to time communicated to the concerning staff by the Principal.