

**HAND BOOK
OF
DUTIES, CODE OF CONDUCT AND
PROFESSIONAL ETHICS**

29th JUNE 2019



N.N. SAIKIA COLLEGE

TITABAR-785630

JORHAT, ASSAM



DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR GOVERNING BODY





(As per Assam Non-government College Management Rules & Assam College Employees (Provincialisation) Rules)

Legislations for provincialisation of services of employees of the non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam

- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005 (22.12.2005)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005 (10.05.2010)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010 (15.11.2010)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2012 (02.05.2012)

Extract from

ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001

(15.06.2001)

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below -

• CONSTITUTION OF THE GOVERNING BODY:

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body, to be constituted by the Director.

• COMPOSITION OF THE GOVERNING BODY:

1. The Governing Body shall consist of:

- (a) One President
- (b) One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of



the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;

- (c) The Vice-Principal – Member Ex-officio
- (d) Two Members to be nominated by the affiliating University concerned.
- (e) One member to be nominated by the Director from the field of Education
- (f) One woman member to be nominated by the Director
- (g) One member to be nominated by the Director from the Backward Classes
- (h) Local Deputy Commissioner or his representative may be included as a member
- (i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included
- (j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them

2. The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

3. Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body

• **TENURE OF THE GOVERNING BODY:**

The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term, may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolved the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

• **ACCOUNTABILITY OF THE GOVERNING BODY:**

The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

• **SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR:**

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.



• **RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY:**

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

• **RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE:**

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

• **DISQUALIFICATIONS:**

Any member, who absents himself for more than 4 (four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds:

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such;
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

• **VACANCY ON THE GOVERNING BODY:**

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) Notices or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

• **MEETING OF THE GOVERNING BODY:**

(1) The Governing Body shall meet at least once in every four months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with prior consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days" notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.



- (4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

• **PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY:**

- (1) The minutes of the proceedings of the meeting shall be recorded in the “Proceedings Book” by the Secretary and signed by all the members present.
- (2) If any note of dissent is given by any member it shall be recorded in the Proceeding Book.
- (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

• **PRESIDING OVER THE MEETING:**

All the meeting of the Governing Body shall be presided over the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved beforehand by the president.

• **QUORUM:**

At least six members of the Governing Body, excluding the co-opted member, shall form a quorum of the meeting.

• **SECRETARY TO MAKE CORRESPONDENCE:**

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body:

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

• **GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS:**

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching and non-teaching staff including that of the Principal of any construction works involving Rs. 50,000/- (Fifty Thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director:

Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

• **DUTIES OF THE GOVERNING BODY**

In general, the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid:



- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College;
- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government;
- (v) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam;
- (viii) to submit annual report with statistics in respect of the enrolment of Students stream-wise, subject-wise, result, teaching days held performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to drive for preservation of an excellent academic standard of the College;
- (x) on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time.
- (xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;
- (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.



DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR PRINCIPAL





[AS PER UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

College Principal should-

- (a) 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
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- (c) 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
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- (g) Manage their private affairs in a manner consistent with the dignity of the profession
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- Shall be responsible for academic growth of the college
- Ensuring academic competence of the faculty members
- Constituting committees/cells to monitor various academic and administrative matters
- Constituting viable IQAC and ensuring continuous quality upgradation of the college
- Monitoring and coordinating the assigned duties and tasks of the various committees of the college towards their optimum performance in the assigned domains
- Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution
- Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework



- Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff
- Ensuring judicious utilization of institutional resources and seeking means to improve the financial health of the institution
- Continuous monitoring of the academic and administrative performance
- Supervision of examination works and nominating Assistant Officer-In-Charges to act on his/ her behalf for various academic and non-academic examinations held in the college
- Observance of the Act, Statutes, Ordinance, Rules and Regulations, and Orders issued by Directorate of Higher Education, Assam, University Grants Commission and Dibrugarh University from time to time.
- Any other works assigned to him pertaining to the administration of the college



DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS





[AS PER UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

I. 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-

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) 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
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students:

Teachers should-

- (i) Respect the rights and dignity of the student in expressing his/her opinion;



- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues:

Teachers should-

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

IV. Teachers and Authorities:

Teachers should-

- (i) 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; (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;



- (v) 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;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) 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.

V. Teachers and Non-Teaching Staff:

Teachers should-

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

VI. Teachers and Guardians:

Teachers should-

VII. Try to see through teachers' bodies and organizations, that institutions maintain 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.

VII. Teachers and Society:

Teachers should-

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.



DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR LIBRARIAN





[AS PER UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

A librarian should-

- Refrain from any conduct or practices that may have impact on their professional dignity or image of the college.
 - Adhere to a responsible pattern of conduct and contribute through their work to the developments of individuals and the community.
 - Enhance their professional skills through continuous workshops and trainings.
 - Aware the college community about the ethical and legal aspects of library and its services.
 - The Librarian shall always work to the benefit of the user and should show willingness to serve with the best possible service to the users.
 - The Librarian should assist the user by providing the materials they are searching for.
 - The Librarian shall arrange or adjust library and its resources as per the needs of the users in a convenient and attractive form.
 - The Librarian shall follow the principle of the highest priority while cataloguing library resources taking care for continuous updates.
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DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)





The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
 - Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

STRATEGIES OF IQAC

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
 - Equitable access to and affordability of academic programmes for various sections of society.
 - Optimization and integration of modern methods of teaching and learning.
 - The credibility of evaluation procedures
 - Ensuring the adequacy, maintenance and functioning of the support structure and services



- Research sharing and networking with other institutions in India and abroad.

DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF





Non-teaching staff of the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations framed by Govt. of Assam/ College Management.

- The employed staff shall deliver his assigned duties with full loyalty as per the requirement of his/her immediate superior authority/ or as instructed by the authorities to whom they are attached..
- All the Non-teaching staff of the college must attend punctually at the appointed time and shall not leave before the college closes for the day.
- All the members of the staff must sign regularly in the attendance register which is to be maintained by the head of the institution.
- If required the Non-Teaching staff shall wear the Uniform provided by the Management.
- Non-Teaching Staff assigned to Laboratories should perform all the lab works and keep the Labs clean.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- Shall maintain cordial relationships with students, teachers and all colleagues.
- No. members of the staff shall engage in any political activity within or outside the college campus.
- Behave in a manner that would not demean the institutional reputation.
- No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.



DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR COMMITTEES AND CELLS





For the smooth functioning of different events and activities of the college, committees and cells are constituted by the Principal

- The in-house Cells or Committees or Units shall work in close coordination with the administration and Internal Quality Assurance Cell (IQAC) for the overall progress of the college.
- The term of the committees shall be for period of two years.
- The Cells / Committees and Units shall conduct meeting periodically based on the necessities.
- Proper record in the form of meeting proceedings and action taken reports should be maintained and verified by the college authority.
- Detail reports of the events organized/ supervised by the committees should be signed and maintained by the Convenor/Coordinator of the committees. Copies of all the events should be submitted to the IQAC Cell for record keeping.
- The Cells / Committees and Units shall abide by the rules and regulations of the institution and shall follow the suggestions given by the Head of the Institution (Principal).
- The Head of the Institution reserves the right to set or amend any rules which may be deemed fit for the respective committees.
- The Head of the Institution has the power to seek any reports from the Convenor/Coordinator at any period of time based on the necessities of the said report (s).
- Based on the performance, the Head of the Institution deserves right to dissolve the existing committee or to form a new committee or to modify the existing committee, with or without prior notice, whatsoever.
- Based on the performance of the Committee, the Head of the Institution may extend the term beyond two years or may reduce it.



CODE OF CONDUCT AND GUIDELINES FOR STUDENTS





GENERAL RULES:

1. The academic courses offered in N.N. Saikia College are full time courses. So, no students can take any other full time course concurrently.
2. Students should keep their bicycle/motor cycle etc. in the proper allotted permanent shed of the college.
3. No society can be formed in the college campus without any permission from the Authority. Without prior permission of the authority no person can be invited to a meeting in the college.
4. The college campus has been declared as tobacco free zone.
5. All students will be required to attend the classes and other activities in college uniform.
6. A student who fails to attend at least 70% of classes taught in a semester will be declared as dis-collegiate and will be debarred from appearing in the examination. Students having attendance within the range 70% to 80% will be treated as non-collegiate and are allowed to appear in the examination only on payment of Rs.700/- as fine.
7. Leave for participation in N.C.C. Camps, Debates, Quiz, Sports, and Cultural Programmes etc. are restricted as per college guidelines. The Principal must be given prior information in this regard.
8. Students applying for medical leave will have to submit a medical certificate issued by a Govt. Doctor along with the application within a week of joining the classes.

LIBRARY RULES:

1. The students must be in college uniform along with identity card while visiting to the library.
2. All students of the College are regarded as members of the library.
3. Library Cards are issued to all the students.
4. Books may be borrowed by students for a period of 10 days only. There is no provision of re-issue of the same book to the same person on same day. A fine of Rs. 1 per day per book will be charged if the students failed to return within stipulated time.
5. A student is not entitled to borrow book against the library card of others. If detected he/she will be punished.
6. Each Final year student must return his/her library books along with the library card before getting the admit card of the final examination.
7. If the borrowed book is lost or damaged by any student the same must be replaced by new books by the concerned student. Students found, mutilating library books or periodicals or magazines will be subjected to disciplinary action.
8. Mobile phones should be switched off in Library.
9. Each student from B.A. or B.Sc. Honours Programme will be issued 4 books only for the period of 10 days.
10. Higher Secondary students can borrow 2 books for the period of 10 days.



CODE OF CONDUCT FOR THE STUDENT:

1. **Uniform:** A compulsory dress code for the students of the college follows:

Boys: White shirt and formal black pant

Girls: Mekhela-Chadar (white with green border and green blouse) or White salwarkurta with green dupatta.

2. Mobile Phone is strictly prohibited inside the class rooms.

3. Students must carry their Identity Cards.

4. Ragging is strictly prohibited inside the college campus. The anti-ragging committee of the college takes adequate measures so that no incident of ragging takes place inside the campus.

(i) In case an applicant for admission is found to have indulged in ragging in the past or it is noticed later that he/she has indulged in ragging, admission may be refused or he/she shall be expelled from the college.

(ii) If any incident of ragging comes to the notice of the authority, the concerned student(s) shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority can expel him/her from the institution.

5. Tobacco and liquor are strictly prohibited inside the college campus.

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS 2009:

In exercise of the powers confirmed by clause (g) of sub-section (I) of section 26 of the University Grants Commission Act, 1956, the UGC hereby makes the following Regulations:

1. Every public declaration of intent by any institution, in any electronic audio visual, print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.

2. The application form for admission, enrolment or registration shall contain an undertaking mandatorily in English or in one of the regional languages known to the applicant in Annexure -I to these Regulations to be filled up and signed by the applicant and the parents/guardian in Annexure-II.

3. The institution shall constitute an Anti-ragging committee to take appropriate decision in regards to punishment or otherwise, depending on the facts of its incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti- Ragging squad.

4. The Anti-Ragging Committee may impose the following punishments depending on the nature and gravity of the guilt established.



- (i) Suspension from attending classes and academic privileges.
- (ii) Withholding/Withdrawing scholarship and other benefits.
- (iii) Debarring from appearing in any Examinations.
- (iv) Withholding results.
- (v) Debarring from representing the institution in any regional, national or international meet, tournament, Youth festival etc.
- (vi) Suspension/expulsion from the hostel.
- (vii) Cancellation of admission.
- (viii) Rustication from the institution.
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.



Compiled by
Dr. Nazim Forid Islam
Coordinator, Internal Quality Assurance Cell
(IQAC) for internal purpose only
