

**A Handbook
of
Code of Conduct**



**Dharmasala College
Dharmasala, Dhubri, Assam
Pin-783324**

CODE OF CONDUCT FOR DEPARTMENT AND FACULTIES

All the faculty members should abide by the following rules and regulations for the smooth functioning of the college. Nobody can violate these rules and regulations are subject to any disciplinary action against the departments and faculty members by the authority.

1. All faculties of this college should do his/her duty efficiently and diligently in academic and non-academic matters assigned by the college authority.
2. All faculties should be present in their respective class in time. They hold the responsibility of maintaining the general discipline of the campus. If anything inappropriate is seen it should be reported to the Principal immediately. They have to do properly the special duties assigned by the Principal from time to time.
3. All faculties of the college should update his/her knowledge and skill to equip himself/herself professionally for doing duties assigned to him/her.
4. HoDs are assigned all the responsibility of the Departmental activities. He will distribute all the Departmental activities among the other members in a rational manner.
5. Each Department should prepare departmental routine and implement the same as per college routine and Academic Calendar by IQAC.
6. HoDs and all faculties should maintain departmental daily performance index.
7. All departments should organize Departmental meetings and all discussions should record in the Proceeding Books.
8. All the decisions taken in the meeting should abide by the faculty members.
9. All faculties should follow the professional ethics for College Teachers given by UGC and the other statutory bodies from time to time.

CODE OF CONDUCT FOR THE NON-TEACHING STAFFS:

1. All the non-teaching staffs should enter the college premise on or before 9.30 AM and they can leave the campus only after 4.15 PM or until the completion of the official emergency.
2. They should maintain the administrative as well as academic atmosphere of the college through the works assigned to them.
3. They may not allow leaving the college campus during the working hours without the permission of the Principal.
4. They should deal with the students, staffs and colleagues with respect and courtesy.
5. They should maintain honesty, discipline, fairness and justice in their official duties.

CODE OF CONDUCT FOR PRINCIPAL:

1. The Head of the Institution is responsible to abide by the Code or Professional Ethics for college teachers given by UGC and other statutory Bodies from time to time.
2. The Principal is responsible for day-to-day administration of the college.
3. The Principal should take initiative development activities of the college in consultation with the Governing Body.
4. The Principal has the prime responsibility to maintain the academic atmosphere of the college.
5. The Principal ensures the discipline of the staff, students and non-teaching staffs. The Grievance Redressal and Internal Complaint Committee of the college should inform the Principal if arises any untoward incidents.
6. The Principal should take measures to ensure the collective responsibility of all staff and students in the college and thereby build mutual confidence amongst them.

CODE OF CONDUCT FOR THE STUDENTS:

1. Students must maintain a high standard of discipline, good conduct and follow rules and regulations of the college prescribed by the college authority.
2. Students must wear college uniform and ID in the college campus.
3. Mobile phones are strictly prohibited in classrooms and at the time of examinations.
4. The college campus is No Smoking, No Tobacco, No Drugs, No Alcohol, No Spitting and sticking anything in the classroom or inside the college campus building is an offence.
5. Ragging of any sort is strictly prohibited.
6. Violation of rules, unsatisfactory progress, irregular attendance, showing disrespect to the teachers and office staffs in any form etc. are some of the offences which may make students liable for disciplinary action like termination of scholarship, forced transfer and even expulsion from the college.
7. Minimum 75% attendance in each subject of a student is required to be eligible to any final Examinations.
