

## **TITLE: INSTITUTIONAL CODE OF CONDUCT AND PROFESSIONAL ETHICS**

**UJANI MAJULI KHERKATIA COLLEGE, MAJULI, ASSAM**

### **CODE OF CONDUCT FOR STUDENTS**

- 1. Plan to arrive at classes on time and to stay for the entire class periods (or until dismissed) because random arrivals and exits are disrespectful and distracting.**
- 2. Every student must obtain on admission, Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the College premises. The student must obtain his/ her Library Card from the library.**
- 3. Ragging is banned in the College campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with severely. The culprits will be dismissed from the College and a case will be filed with the local police authorities.**
- 4. The College prohibits political activities on the campus and prohibits students from conducting and attending political meetings within the College campus.**
- 5. Students shall compulsorily wear the prescribed College uniform on all working days except during sports activities.. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Students must also maintain decency and decorum in everything including in wearing dress, uniform and hairstyle.**
- 6. Strict silence must be observed in the reading room, library and classes.**
- 7. Students are expected to spend their free time in the library. They should not loiter along the corridors or crowd along the passage.**
- 8. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the College on behalf of the University.**
- 9. Students must not wait on the College premises while the classes are going on.**
- 10. Talking and other disruptive behaviors are not permitted while classes are in session.**
- 11. Food and beverages chewing betel nuts, gums, etc are not permitted in computer labs or classrooms.**
- 12. Smoking and consumption of alcohol on the College premises or entering the College premises after consuming alcoholic drinks is strictly prohibited.**
- 13. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.**

14. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
15. Be polite and respectful towards others, instructor and other students.
16. If the teacher is absent, the class leader should inform the Head of the Department for alternative arrangements.
17. No Society or Association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission.
18. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity.
19. No student will be allowed to take active part in current politics.
20. Prior permission from the Principal is essential to take part in inter – collegiate competitions.
21. No student shall communicate any information or write about matters dealing with the College administration to the Press.
22. Students are expected to take proper care of College property and help the College authorities in keeping the premises clean. Damaging College property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, is breach of discipline, and the guilty will be duly punished.
23. Students should not leave their books, valuables and other belongings in the classroom.
24. The College is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the College Office.
25. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature,
26. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
27. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance, satisfactory progress and good results at the College and University Examinations.
28. All College activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
29. Students must not associate themselves with any activity not authorized by the College Principal. Serious action will be taken against students found organizing

or participating in such unauthorized activities.

30. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedures prescribed by the University.
31. Every student has to participate in all the Programmes and activities initiated by the College.
32. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
33. Disciplinary action will be taken against students found carrying and/or using cell phones, pagers, walkman, etc. in the College premises.
34. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
35. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The College management is not responsible for the safety (including damage and/or theft /loss) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and offence.
36. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
37. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
38. No type of vehicles shall be used during celebrations inside the College campus.
39. Students joining the College are bound by the rules and regulations of the College.
40. The Principal is the ultimate disciplinary authority in the College

## CODE OF CONDUCT FOR TEACHERS, OFFICIAL & SUPPORT STAFF

1. Every teacher shall, at all times, maintain punctuality, regularity, integrity in all respects, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the College and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours even on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled working hours of 6 hours 40 minutes on all working days during which he /she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, whenever leaving the station, a teacher or employee should inform the Principal in writing, through the concerned Head of the Department, or the Vice-Principal directly, if the teacher happens to be Head of the Department, giving the contact details as to where he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the College.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the College.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the College regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the College.

10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him /her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. An teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the College, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
15. All the teachers shall handover their original certificates like SSC, Intermediate, Diploma, MCA, MBA, MBM, M. Sc, PhD etc. to the Principal at the time of joining duty.
16. The College gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the College and maintain strict discipline.
17. Internal assessment is part of the evaluation. All the teacher should check carefully the marks displayed on the notice board.
18. The College takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The College is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. Be on time for your lectures and practical. Be punctual.
20. Respect the organization goals and help to achieve them.

21. Staff members shall follow the directions and instructions properly given by the Principal and HODs.
22. Lunch break only one hour
23. Teach students the importance of thinking of others; write thank-you notes.
24. Give due respect to Colleagues staff and parents or visitors
25. Keep your cell phones in the silent mode to avoid disturbing others sitting aroundyou.
26. Learn to own your mistakes
27. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
28. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
29. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.

UMK College