

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



GOGAMUKH COLLEGE

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GOGAMUKH
DHEMAJI
ASSAM**

CODE OF CONDUCT FOR GOVERNING BODY

1. The Gogamukh College Governing Body would act as a regulatory authority of the college.
2. It is autonomous to the extent it exercises its authority.
3. It mediates between the government authority, the college authority represented by the principal and the teachers and guardians who represent students' interest. In short it would be a union of all stake holders.
4. The G.B. would try to settle any dispute in the most amicable and reasonable way.
5. The G.B. would ensure complete transparency in financial and appointment matters.
6. The G. B. in spite of the changes of the president and the members from time to time would be a continuous democratic management system.

CODE OF CONDUCT OF PRINCIPAL

[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) 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.

DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR TEACHERS

[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]

CODE OF PROFESSIONAL ETHICS

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demean or 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 organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Co-operate and assist in carrying out 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
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize 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 student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students 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 lodging 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 organizations 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 organizations 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 dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; 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:

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- i. 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. Recognize 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.

CODE OF CONDUCT FOR OFFICIALS/NON-TEACHING STAFF

1. The Officials of Gogamukh College would be loyal to the college in all respects.
2. They would be ready to dedicate and devote their time and energy for the interest of the college and its stakeholders.
3. The officials would be co-operative towards the principal, the teachers and ex-teachers, students and alumni, guardians and public at large.
4. The officials would be punctual at their duty.
5. The officials would update themselves by learning and using modern technology serve the college interest's better.
6. The officials would not do anything that might lower the image of the institution.
7. Their attitude would be positive and behaviour cordial.
8. Every non-teaching staff shall discharge his/her duties efficiently, punctually and diligently to norms laid down by the College Management from time to time.
9. The office staff shall be honest in words and actions.
10. Creating and maintaining with strong relationships with:
 - a. Proper interactions with students.
 - b. Maintaining professional boundaries with students and staffs.
11. Responsibility by meeting the required standards for every assigned task.
12. He /she should adhere strictly to the official resumption/closing time and must dress decently and appropriately.

DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR LIBRARIAN

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A librarian should:

- i. Refrain from any conduct or practices that may have impact on their professional dignity or image of the college.
- ii. Adhere to a responsible pattern of conduct and contribute through their work to the developments of individuals and the community.
- iii. Enhance their professional skills through continuous workshops and trainings.
- iv. Aware the college community about the ethical and legal aspects of library and its services.
- v. 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.
- vi. The Librarian should assist the user by providing the materials they are searching for.
- vii. The Librarian shall arrange or adjust library and its resources as per the needs of the users in a convenient and attractive form.
- viii. The Librarian shall follow the principle of the highest priority while cataloging library resources taking care for continuous updates.

CODE OF CONDUCT OF STUDENTS

1. Students disturbing congenial and decent environment of the college would be considered as violators of discipline. They should maintain both physical and mentally dignified conduct both inside and outside the college. Anyone found creating or conducting indecent environment may be punished ranging from imposition of fine up to expulsion, the degree and quantum of which will depend upon the nature of indecent behaviour and the view of the disciplinary committee.
2. Students are expected to be respectful towards principal, vice principal, teachers, librarian and other office staffs and people at large. Disobedience may invite punishment, interalia, fine, suspension. Public condemnation and warning, finally expulsion or other measures that the discipline committee might deem fit.
3. A) The students opting to bring mobile/tablet inside the college campus have to take permission and obtain a permission paper available on payment of Rs 100. Even after that, use of mobile/tablet would be restricted to Boys' and Girls' Common Room and the Canteen. Mobiles/tablets without permission will not be allowed the campus of the college.

- B) The violation of the above rule may invite fine and also confiscation of the mobile/tablet in extreme circumstances. The fine is to be paid to the teacher or staff delegated to collect the fine.
- C) The first-time violator would be fined Rs. 100/- only which would be increased to Rs. 500 for subsequent violation and the mobile phone may be confiscated.
4. In case of clash among two students/two groups/one student and a group, the degree and quantum of the action taken will be determined by the disciplinary committee.
 5. Boys and girls are not allowed to mix improperly. The degree of indecency will be determined by the disciplinary committee.
 6. Hair make up should be decent except in case of religious formalities.
 7. Dresses like sporting, jeans, leggings; Balloon pants etc are not allowed to put on.
 8. Students are strictly not allowed to use indecent word or have in decent conversation inside the college.
 9. Late arrival in the classroom is not allowed.
 10. No students would be allowed to carry objects like cigarettes, tobacco, intoxicants, DSLR cameras, drugs, pornographic materials into the college campus.
 11. Students would not be allowed to enter the college campus in inebriated condition.
 12. The rules imposed by the college authority regarding ragging are to be followed.
 13. Eve teasing, stalking and similar misconducts are strictly prohibited. Any case of gender related harassment/exploration/humiliation will be dealt with most firmly. Those will be referred to GSCASH and Disciplinary Committee may decide to punish the guilty by warning, fining, publicly condemning, suspending and even expelling.
 14. The fine imposed upon the guilty may vary from Rs. 100/- to Rs 3000/-depending upon the gravity of the case. The fine collected will be spent to enrich the college library and not accepted in cash but only in kinds (book form).
 15. The Discipline committee is empowered to deal with other cases of violation of discipline which may come up from time to time.
 16. Students should refrain from the misuse of social media. Points to be noted

Mobile Phone:

Students will have to formally apply for permission to bring mobile/cell phone sticker will be given to her/him after payment of Rs.100/- for one year (Rs. 175 for 2 for 3 years). Then the students will be allowed to bring the phone to college and common rooms and canteen. It must be silent/switched off at classroom, library, office, etc. It is completely banned at examination. Any student violating these rules would and their phone would be confiscated. If the mobile is used for any illicit/pornographic be confiscated & student would be severely punished.

Car & Bike:

No student will be allowed to bring Car inside the Campus. Student's bringing produce Registration Certificate (R.C) and Driving Licence and get a permission sticker - for a year, Rs.175/- for 2 year and Rs.250/- for 3 years. Defaulters would be fined and the

Uniform:

All students are required to attend College in Uniform as given below:

Boys : White Shirt and Black Pant (Formal Shirt & Pant)

Girls : White Mekhela-Chadar with Blue border and Blue blouse or White Salwar and Blue Dupatta. (Patiwala or Semi-Patiwala) (For both Boys and Girls) Black Sweater/Blazer.