

DR. B.K.B. COLLEGE

PURANIGUDAM, NAGAON

Established in 1967



**A HANDBOOK OF
CODE OF CONDUCT**

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ABOUT

DR. B.K.B. COLLEGE, PURANIGUDAM

Dr. Birinchi Kumar Barooah College established in 1967 in a rural area (i.e., Puranigudam) has already completed its Golden Jubilee year and is about to reach its platinum Jubilee milestone. The college is situated on the bank of the Kolong tributary of the mighty Brahmaputra River, maintaining an excellent environment for teaching and learning with evergreen trees, flower gardens and the Kolong River at the back of the college auditorium adds to its beauty.

More than half a century experience in the field of higher education may well be considered a veritable source of social history and the college has witnessed the gradual process of shifts and turns in higher education. Having struggled for several years with its limited expertise and resource, the college had qualified for grant-in-aid system in 1975 and subsequently was included in the Sections 2(f) and 12(B) of UGC Act, 1956 in 1992. An institution in the course of its journey cannot forget the stupendous work and selfless dedication consecrated to the realization of a long-cherished dream. Massive support at the grass root level properly planned and oriented by the leading personalities has remained the strong foundation for the college.

Dr. B.K.B. College was first assessed and accredited by NAAC in 2004 with C++ grade followed by the 2nd cycle reaccreditation in 2011 at level C (only two marks short of B grade). The process of continuous assessment got delayed initially due to our preparation and year-long celebration of Golden Jubilee and then the outbreak of Covid-19 pandemic crisis. Now the college has decided to offer itself for assessment and accreditation and fully ready to face the 3rd cycle assessment by NAAC.

The college is trying to fulfill most of the recommendations advocated by NAAC peer team in both the visits and it is trying to uplift itself to a new height as per the necessities of the present higher education scenario.

CODE OF CONDUCT

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

Why Code of Conduct is important?

It defines the VALUES of an organization and provides to all employees the boundaries of their behaviour relative to their duties to the organization. A well-written code of conduct clarifies organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

Index:

1. Code of Conduct for Non-Teaching Staff	1
a) Code of Conduct for Principal	1
b) Code of Conduct for Librarian	2
c) Code of Conduct for Supporting Staff	4
2. Code of Conduct for Teachers	6
3. Code of Conduct for Students Union	15
4. Code of Conduct for Students	17

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Code of Conduct for Principal :

Principal, the head of the institution, is solely responsible for addressing and resolving all issues concerned with the stakeholders, and academic, administrative and financial matters of the institution. The principal is to ensure decentralization and participative management and expected to perform and execute with the support of the committees constituted for various purposes. The responsibilities of the principal as shown below and beyond provides an explicit definition of the levels and range of professional conduct expected from the principal as head of the institution, subject to approval of the Governing Body principal the executor is responsible for

- a) Academic growth of the college.
- b) Planning and Execution.
- c) Admission of the students, completion of course, sessional examination, semester-end examination, result and outcome of courses.
- d) Scholastic and non-scholastic activities, research, training and FDP programme in the institution.
- e) Incorporation of extension works into curriculum.
- f) Providing learner-centered teaching learning environment in the institution.

- g) Transparency in academic, administrative and financial matters.
- h) Receipts, expenditure and maintenance of Accounts.
- i) Sound functioning of Library, Hostel, Gymkhana, etc.
- j) Execution of all decisions taken by GB.
- k) Correspondence with higher authority, Parent University, DHE, state/ Central Govt., RUSA, UGC, NAAC etc. are to be addressed.
- l) Observance of Acts/Ordinance/Rules and Regulation issued by higher authority or Parent University.
- m) Maintenance of discipline in the college.
- n) Casual leave of employees, maintenance of their self-appraisal report and service book, disbursement of salary, their promotion and all other benefits.
- o) Collaborations, faculty and student exchange and Knowledge extension programme.
- p) In charge of College Website and College e-mails.
- q) Overall administration of the institution.

2. Code of Conduct for Librarian :

Library is the integral part of the institution and Librarianship, in its very essence, is an ethical activity making teaching-learning and research activity meaningful. The Librarian and his/her staff should.

- i. Ensure access to information for all.
- ii. Ensure that equitable services are provided to all irrespective of their cast, creed, religion, sex, status etc.

- iii. Ensure that Library Card is provided to students during the time of admission.
- iv. Ensure that students can borrow books from library within five days from the days of admission.
- v. Organize orientation class especially for the new comers so that they are motivated to come to the library and can easily search their materials.
- vi. Promote and publicize collection and services, especially the new collection and addition, journals and magazines.
- vii. Use the most effective ways to make the materials easily accessible to all.
- viii. Do not behave any user roughly which may create repulsive attitude towards the Library.
- ix. Motivate the students to come to the library by themselves and make it a regular phenomenon on their part and create reading culture among the students.
- x. Always try to increase the number of users, students and teachers.
- xi. Help the students/users in their searching of materials/information/books.
- xii. Develop reading skill of the users and their ability to identify, locate, evaluate, organize and create.
- xiii. Promote the ethical use of information, eliminate plagiarism and misuse of information.
- xiv. Respect personal privacy and data shared between library and user.
- xv. Ensure open access, open source and open licenses.

- xvi. Recognize intellectual property rights of authors and publishers and ensure that their rights are protected.
- xvii. Be committed to neutrality and take an unbiased stance regarding collection, access and service.
- xviii. Strive for excellence in the profession by maintaining and enhancing their knowledge and skills in their field.
- xix. Strive to earn a reputation and status based on their professionalism and ethical behaviour.
- xx. Take step to attract the local people to the library and create a reading culture in the institution and strengthen the link between college and local intellectuals.

3. Code of Conduct for Supporting Staff :

The members of Non-teaching staff are the off-stage artists who actually make the college run smoothly. They need to perform certain responsibilities such as

- i. Follow the service rules and rules and regulation of the institution as well without fail
- ii. Execute the orders of the authority and do the works as instructed.
- iii. Submit the details of information to the office of IQAC whatever is asked for.
- iv. Ensure professional growth through training, skill development programme.
- v. Always remember that students are the capital of our institution and everything should revolve around them. Hence 'service to students' should

get first priority and should be their motto of their service.

- vi. No student should suffer owing to their negligence or misbehavior.
- vii. Keep the records of Accounts, Admission, Registration, Examination, Result, Scholarship etc. nicely in the appropriate format.
- viii. Do not make any discrimination or derogatory comment on the ground of caste, creed, religion, race or sex.

Refrain from professional rivalry, sexual harassment or gender bias, religious and cultural intolerance, disrespecting others.



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CODE OF CONDUCT FOR TEACHERS

The code of conduct for faculty refers to their responsibilities and professional ethics, their conduct within and outside the classroom, within and outside the college, their role in teaching-learning scenario and evaluation, their relation with students and guardians, associated staff and management, involvement in extension works, capability to inculcate values in students and their dedication and integrity to the institution.

A) Teachers and their Responsibilities:

Every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already set forth and which he/she should seek to inculcate among students must be his/her own ideals. Teaching-learning situation in our country is not homogeneous. Socio-economic and gender related disparities have differently set the higher education scenario in India for which the teaching fraternity needs to groom its professional responsibilities with utmost care and dedication. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition for effective rendering of service and curriculum delivery.

B) Teachers should:

- i. Abide by one's own conscience and should not talk anything which may hurt ideals of any student.
- ii. Be aware of the fact that a teaching profession does not allow any discrimination of caste, creed, religion, race or sex.
- iii. Be free from any sort of prejudices, narrow thinking and partiality.
- iv. Perform their duties in terms of teaching, tutorial, practical, project, assignment and seminar work, evaluation and departmental activities conscientiously and with dedication.
- v. Maintain punctuality in taking classes without wasting time.
- vi. Put the best effort to create an encouraging free and fair environment in the class room.
- vii. Make their students motivated to come forward by themselves to their classes.
- viii. Prepare their teaching plan before the session starts and upload in college website or departmental notice board.
- ix. Take note of the ratio of students' class attendance and in case of prolonged absence the matter should be taken up at the appropriate place for prompt action.
- x. Use more and more ICT in their classroom.
- xi. Bring innovation to their lecture method conducting power point presentations, audio or video clipping, providing e-materials, film or documentary show, group discussion, role playing, presentation, assignments etc.

- xii. Use library resources including e-contents and ICT for smart and up to date curriculum delivery. Students should get the optimum benefits of smart class rooms, video conferencing, N-List e-journals etc.
- xiii. Make professional growth continuous through study and research.
- xiv. Address the needs of advantaged and slow learners.
- xv. Lead the students to the library and create a reading culture in your department.
- xvi. Develop creative and critical thinking of your students.
- xvii. Ensure all round growth of your students designing and executing capability enhancement or skill based programme.
- xviii. Cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as assisting in filling up applications for admission, encouraging students to avail the benefits of scholarship, poor fund, corpus fund, book bank, certificate courses, BKBIAN counseling groups (or mentoring group) and in conducting internal and external examinations including supervision, invigilation and evaluation.
- xix. Present research paper in state, national and international seminars, publish research article in UGC referred Care Journal, publish books, chapters in books, edit journal etc.

- xx. Take active role in the corporate life of the institution.
- xxi. Take active role in all scholastic and non-scholastic activities organized by the college, within or outside the college campus.
- xxii. Participate in extension, co-curricular and extra-curricular activities including community service.
- xxiii. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- xxiv. Manage their private affairs in tune with the dignity of the profession.
- xxv. Maintain active membership of professional organizations and strive to improve education and profession through them.
- xxvi. Be involved in socio-cultural organizations and activities of the locality, without any financial benefit, neither at the cost of regular duties, and sustain and make healthy the community link of Dr. B.K.B. College.
- xxvii. In fact, adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- xxviii. Come forward with a sense of dedication and commitment and take the profession as a service to the community and Nation as well.

C) Teachers and the Students:

Teachers should

- 1. Always keep in mind that the students of Dr. B.K.B. College belong to different caste and creed, different religion and culture, different

ethnic groups and different economic background and hence deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

2. Develop a sense of inter-religious and inter-cultural tolerance and sense of assimilation among the students.
3. Inculcate universal and human values as a byproduct of their teaching and conduct within or outside the classroom.
4. Lead the students to work for and preservation of their socio-cultural identities.
5. Develop a sense of unity in diversity, equality of all, gender equity and inculcate in their students a sense of national unity and integration.
6. Respect the right and dignity of the student in expressing his/her opinion.
7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
8. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
9. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
10. Be friendly and affectionate to students and should not be vindictive towards them for any reason.
11. Pay attention to the creative and critical potential/ interest in the student and make them grow from within.

12. Be accessible to the students even beyond their class hours, help and guide them without any remuneration or reward.
13. Help students to develop an understanding of and a sense of belongingness to our national heritage and national goals as well as our constitutional ideals enshrined in the preamble.
14. Refrain from such activities which might incite unfriendly behavior among students, create hatred and misconduct against colleagues and administration.

D) Teachers and Colleagues:

Teachers should

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and assist in professional betterment.
3. Refrain from professional rivalry and from lodging unsubstantiated allegations against colleagues to higher authorities.
4. Sexual harassment or gender bias in workplaces does certainly jeopardize healthy academic environment, demean all sincere efforts towards a sustainable gender equality and collective solidarity. Hence, every teacher should be extremely careful in maintaining dignity and decorum, and refrain from any such complicity.

E) Teachers and Authority:

Teachers should

1. Discharge their duties in compliance with the existing rules, and adhere to procedures and methods consistent with their profession.
2. Cooperate in formulation of policies of the institution by accepting various offices and discharge responsibilities as required.
3. Cooperate with the authorities for the betterment of the institutions keeping in view the interest of the students and in conformity with dignity of the profession.
4. Assist the authority in formulating policies for knowledge exchange programme, collaborative ventures and introducing certificate courses keeping in view the needs and interest of the students and community service.
5. Refrain from availing of leaves etc. without prior information as far as practicable except on unavoidable grounds. Such a practice will help the teaching fraternity to complete their academic schedule.
6. Cooperate the authority in celebrating important days, college week, election to the students' body, foundation day, parents' meet and so on.
7. Should select able members as representative to the Governing Body for active participation and bold deliberation.
8. Follow the standing UGC norms in matters of work load, API for promotion etc.
9. Follow the UGC norms regarding working time

and be available within the college campus for 6.40 hours being accessible to students beyond classroom and involving in research activities.

10. Stay within 10 to 15 kilometers from the college and avail house rent following Government Rules in this regard.

F) Teachers and Non-Teaching Staff:

Teachers should

1. Treat the non-teaching staff as colleagues and equal partner in a collaborative undertaking of imparting education.
2. Help the non-teaching staff in enhancing work proficiency and be ever ready to work together or form joint units for specific duties besides facilitating staff councils through participation or counseling.

G) Teachers and Guardians:

Teachers should try to connect themselves with the parents and apprise them of their respective students' performance profile, necessary guidelines required for monitoring regular attendance in class or for reporting any misconduct within campus. It is the duty of the teachers as members of the disciplinary committee to help in delivering justice to the victim and ensure rectification as and when such cases come to its notice. During parents' meet the teachers have to assist the authority in convening such meeting, reporting the performance index of the students and listening to what the parents would like to share.

H) Teachers and Society:

The teachers should

- i. Feel proud to be an enlightened member of the society and recognize that education is a public service. The public must be aware of the kind of education programmes being provided in the institution.
- ii. Work to improve education in the community through extension/ outreach programmes, awareness camp and strengthen the community's moral and intellectual life.
- iii. Be aware of local needs and problems of the society, strengths of the locality and organize programmes/activities addressing the problems or the strengths as would be conducive to the progress of society and hence the country as a whole.
- iv. Refrain from assisting, subscribing and participating in such activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.
- v. Try to reflect regional needs and socio-cultural, economic and literary potential possibilities, for national identity can be formed out of these regional intellectual resources.



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CODE OF CONDUCT FOR STUDENTS' UNION

The Students' Union, Dr. B.K.B. College represents the students and works for the welfare of the students and development of the college. The office bearers of the Students' Union are the elected members for a session and have full legal right to talk on behalf of the student community and to spend the funds meant for social, cultural, sports, literary events/functions and festivals. What is more the office bearers of the students union especially the President and the Secretary are the members of many committees of the institution such as IQAC, RUSA, Academic Committee, Admission Committee, Grievance Redressal Cell and have opportunity to serve the institution and the students as well. The office bearers of the Student' Union have to follow the following codes of conduct.

1. Think of the students and think of the institution and place your voice in any meeting considering the matter from students' point of view and greater interest of the institution as well.
2. Ensure that their conduct/comment within or outside the college will not affect the name of the college.
3. Ensure that safety and security, minimum facility and hygienic atmosphere to all students are provided.

4. Must work for dignity and prestige of the institution.
 5. Help the authority in celebration of important days.
 6. Organize the events like Freshers' Social, College Week, Swarasati Puja etc. maintaining dignity of the institution and submit the accounts in proper way.
 7. Help the authority in successful execution of scholastic and non-scholastic, curricular and co-curricular and extension activities organized within or outside the college.
 8. Playing the dirty game of politics or working on behalf of any regional or national political party is strictly prohibited.
 9. Help the authority in maintaining law and order, execution of rules and beautification of the institution.
 10. Take step to make the institution eco-friendly.
 11. Take step to increase the attendance rate of the students.
 12. Help the authority in sustaining the institution a Ragging-Free and a Tobacco-Free Zone.
- Take approval from authority before doing anything.



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CODE OF CONDUCT FOR STUDENTS

Dr. B.K.B. College is a learner-centered institution where everything revolves around them. The students, once admitted, have rights to have a congenial teaching-learning environment, number of classes according to credit point, their course completed in due time, clean campus, hygienic classroom, good laboratory, pure drinking water, rich library and Library Card within five days from admission, clean lavatory, rest rooms for boys and girls, helpful office and departments, accessibility to teachers inside and outside the classroom etc. They also have rights to have right information at the right time regarding admission, examination, project, assignment, registration, scholarship, assistance from Poor Fund, Corpus Fund etc. At the same time they must follow the following–

1. Wearing Uniform and Identity Card is mandatory within the college campus.
2. Students must be punctual in attending the classes and must have 75% attendance for appearing in the examination.
3. Use mobile phone only in the areas fixed for the same and is strictly restricted to academic purpose only.
4. Do not make any discrimination or derogatory comment on the ground of caste, creed, religion, race or sex.

5. Refrain from rivalry and sexual harassment, gender bias, any sort of intolerance.
6. Smoking and drinking, tobacco and Gutkha are strictly prohibited within the college campus.
7. Any damage caused to college property or done to physical or mental health of a stakeholder is to be considered punishable offence.
8. Must follow Anti-ragging guidelines issued by UGC/GU/College and sign and submit the prescribed format of anti-ragging in the time of admission.
9. Lodge your complaint directly to the Principal or place your complaint/suggestion in the Box meant for.



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