

# B N COLLEGE, DHUBRI, ASSAM



## Code of Conduct

For

**Students, Teachers, Governing Body and Administration**



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**Document showing Code of Conduct for  
STUDENTS**

# Code of conduct for Students

## PREAMBLE

This Handbook indicates the standard procedures and practices of Bhola Nath College, Dhubri (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing different courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are expected to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

## 1. Conduct

The code depicted underneath shall apply to all sorts of conduct of students within the college premises and their off-campus mannerism which may have serious consequences or adverse impact on the Institute's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that, (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) In case, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority. (iii) If the student is relieved from the college, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked. The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity. They should be respectful to all persons, to their rights and duties, to the college property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any off-campus activity, which may affect the Institute's interests and reputation substantially.

### **The various forms of Misconduct, the Students are expected to refrain from, include:**

- A.** Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- B.** Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
- C.** Any disruptive activity in a class room or in an event sponsored by the College.
- D.** Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
- E.** Participating in activities including
  - a)** Organizing meetings and processions without permission from the Institution.
  - b)** Accepting membership of any groups banned by the Institution or by the State or Central Government.
  - c)** Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - d)** Unauthorized possession or use of harmful chemicals and banned drugs.
  - e)** Smoking within the College campus.
  - f)** Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

- g) Parking a vehicle (Four wheeler / Two wheeler / Bicycle etc.) in a no parking zone or in the area earmarked for other than the students.
  - h) Rash driving on the campus that may cause any inconvenience to others.
  - i) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - j) Pilfering or unauthorized access to the resources of others.
  - k) Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
  - l) Engaging in disorderly, lewd or indecent conduct creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
- F.** Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the authorities of the institute.
- G.** Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
- H.** Students are not permitted to provide audio and video clippings of any activity in the campus to print and/or electronic media without prior permission.
- I.** Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the Institute.
- J.** Causing damage to or destruction of any property of the College or any property of others at the premises would invite punishment.

A committee will be there to look after any possible breach of the aforesaid codes of conduct by a student. It will inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

## **2. Academic Integrity**

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles shall threaten both the reputation of the Institution and the value of the degrees awarded to its students. Every student of the Institution should feel responsible to ensure the highest standards of academic integrity.

### **The principles of academic integrity require that a student should**

- a. properly acknowledge and cite use of the ideas, results, material or words of others.
- b. properly acknowledge all contributors to a given piece of work.
- c. make sure that all assignments in a course done and submitted are his/her own.
- d. perform academic activities without the aid of impermissible materials or results by ethical means and report them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
- e. have right to pursue their educational goals without interference.

- f. Refrain from cheating. Cheating includes : (i) Copying during examinations, and copying of homework assignments, project report etc. (ii) Allowing or facilitating copying, or writing a report or taking examination for someone else. (iii) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources. (iv) Fabricating (making up) or falsifying (manipulating) data and reporting them in publications. (v) Creating sources, or citations that do not exist (vi) Altering previously evaluated and re-submitting the work for re-evaluation (vii) Signing another student's name on an assignment, report, research paper or attendance sheet.

### **3. Anti-Ragging**

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply *mutatis mutandis* to the Institution. Ragging constitutes one or more of the following acts: a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student; b) indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student; c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student; d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student; e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students; f) any act of financial extortion or forceful expenditure burden put on a student by other students; g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a student; h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ; i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

**Anti-Ragging Committee:** The Institute's Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

**Anti-Ragging Squad:** To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the College. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will be imposed one or more of the following punishments, as recommended by the Anti-Ragging Committee:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Suspension/ expulsion from the hostels and mess.
- vi. Cancellation of admission.

- vii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- viii. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

#### **4. Gender Discrimination and Allied Harassment**

For prevention and prohibition of sexual harassment at workplace, the Institution has a functional committee for Anti Sexual Harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case. Any such instances will be investigated and punishment will be given by the committee. The committee will decide (as it deems fit) the nature of punishment against the nature of the incident occurred.

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**Document showing Code of Conduct for  
TEACHERS**

# Code of conduct for Teachers

All the teachers are subject to the guidelines provided in the Assam Government Service Rules (Director of Higher Education) and the UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals 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 must be his / her ideals. A teacher, entrusted with social responsibility should be the embodiment of the basic ethical values like care, trust, integrity, respect etc. A definitive code for this Institution encompasses the following:

## 1. Professional Values

- (i) As the first and foremost aim of teaching profession is to educate, a teacher should be concerned and committed to the interests of the students, towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours as per his / her convenience without accepting any remuneration.
- (ii) A teacher should not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- (iii) A teacher should try to develop an educational environment. He / she should provide equal treatment to all students irrespective of caste, creed, religion, gender or socio-economic status and there should not be any partiality or vindictive attitude towards any of them.
- (iv) The aim of a teacher should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded.
- (vi) A teacher should conform to the ethos of his profession and act in a dignified manner. Teachers should keep in mind that society has entrusted them to take the responsibilities of their children.

## 2. Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself / herself in his / her field and other related ones in order to enrich himself / herself and the student community as well. He / she must also acquaint himself / herself with recent methodologies and other applications.
- (ii) A teacher should, alongside teaching, pursue research and innovation to contribute in the continuous progress and development of a subject.
- (iii) A teacher should regularly participate in Seminars and Workshops etc. of his / her own interest for continuous professional development.
- (iv) Developing new teaching strategies and implementation of those in the academic system should be an integral part of the professional duties of a teacher.



- (v) A teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He / she should also participate in extra-curricular activities of the College as in sports, extension activities, cultural programmes etc. This will generate a holistic development and a congenial relationship with the students.

### **3. Professional Integrity**

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing their certifications, licenses and other qualifications / personality, regularity, punctuality.
- (ii) Honesty should not be compromised in research. Every teacher should be well aware of the evils of Plagiarism and also that it is an offence which is punishable by law.
- (iii) Private tuitions by the teachers are strictly prohibited by the Director of Higher Education, Guwahati. So, college teachers should not practise or encourage private tuitions.
- (iv) The teacher must maintain the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

### **4. Professional Collaboration**

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions thereto.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.
- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.

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**Document showing Code of Conduct for  
GOVERNING BODY**

# **Code of conduct for Governing Body**

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

1. The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of the stakeholders, including students, local communities, Government and others representing public interests.
2. The body is formed to monitor institutional performance and quality assurance arrangements which should be benchmarked against other institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. The governing body should actively monitor that the Institution implements the requirements of State Governments for reservations of seats and staff positions.
6. As a general principle of transparency of the governing body, there is appropriate access to information about the proceedings of the Governing body as per provisions of Right to Information Act 2005.

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**Document showing Code of Conduct for  
PRINCIPAL**



# Code of conduct for Principal

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) along with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Director of Higher Education (Government of Assam). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, are laid down underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and everyone can perform freely and give their best for the all round development of the institution.
3. To institute, nourish and enforce equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholders of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution.
12. To endeavour for upkeep of tranquillity of the region surrounding the College so that academic practices may go on without any disturbance.
13. To promote and maintain harmonious relationships of the College with the adjoining society and also to promote it's sense of responsibility towards the society.

**Document showing Code of Conduct for  
SUPPORTING STAFF**

# **Code of conduct for Support Staff**

Being the employees of the Government of Assam, all the support staff of this College should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

## **1. Professional Conduct**

- (i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he / she has been assigned, sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he / she engage himself / herself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- (vi) They should not engage in remarks or show any kind of misbehaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

## **2. Workplace Conduct**

- (i) They should be punctual as their timely presence is required daily for the commencement and smooth functioning of college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste, language or religion.

## **3. Professional Relationship**

- (i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- (ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.

(iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

(iv) The Support Staff are the first to come into contact with the guardians of students during admission and examinations. They must keep in mind the fact that their behaviour reflects the image of the institution. They should thus interact patiently and politely.

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