



SAPATGRAM COLLEGE, SAPATGRAM

Dist:- Dhubri (Assam)- 783337

(Affiliated to Gauhati University, Guwahati)



HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal Teaching Staff & Non-Teaching Staff)

Prepared by

**INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C.)**

SAPATGRAM COLLEGE, SAPATGRAM

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About the college

Sapatgram College, a pioneering institution of higher learning in Bilasipara West Constituency, was established on 7th August, 1972. It was started at the initiative of some local people interested in dissemination of higher education in this economically backward area. The college came into existence as a result of the untiring efforts and sacrifices of some of the leading personalities of the area like Late Panchanan Badhuri, Late Panchanan Medhi, Late Indubhusan Bhadra, Late Sunilal Narzary, Sri Santosh Kumar Dutta, Sri Samar Kanti Poit, Mr. P.K. Das, Mr A. Bhaduri, Mr Pabitra Kr. Das, Sri Ranajit Saha, Md. Sirajuddin Ahmed and others.

Initially the college functioned from the Kachari building of the Zamindar of Parbatjoar situated in Ward No. 1 of Sapatgram Town on the 7th August 1972. Later on, it was shifted to its present site. Then Late Lilananda Thakur (commonly known as Pagal Baba) donated a building along with 1 (one) bigha of land to the College which helped the college a lot in the initial period. The College is, at present, spread over an area of 25 (twenty-five) bighas of land in the Sonamoyee Gaon Panchayat on the banks of the river Loska, allotted to the College by the Government of Assam. The College was accorded affiliation by Gauhati University in 1980-81. Subsequently, it was brought under the Deficit Grants- in- Aid system on the 1st September 1983 due to the active help of Late Ranendra Narayan Basumatary, Ex-Cabinet Minister of Assam. The College was recognized by the University Grants Commission under Section 2(f) and 12 (B) of the UGC Act, 1956 in July, 2002. In December, 2004 the college was assessed by the National Assessment and Accreditation Council, Bangalore and was accorded the grade C++. The College came under Provincialisation Act from 1st December 2005. Conforming to the National Pattern of Education (10+2+3 system), this full- fledged Degree College imparts two- year Higher Secondary and three- year Degree courses of studies in Arts stream and one year Regular PGDCA Course. The college has undergone the 2nd cycle of assessment by NAAC, Bangalore and has been accorded the Grade B with CGPA 2.52 in February, 2016.

The present campus is spread over a little more than 25 Bighas of land. The campus is beautifully interspersed with gardens and different plants. The campus is eco-friendly with a great scenic beauty. The college has infrastructural facilities for all departments with well-equipped library and wi fi connectivity.

Dr. R. P. Singh

Principal/I.Q.A.C. Chairperson

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The Institution works with a clear vision & Mission

Our Vision is:-

“The vision of Sapatgram College is to transform this institution into a centre of excellence of higher learning by continuous working towards making education socially relevant and meaningful.”

Our Mission is:-

“Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect. The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation. It encourages enrollment of students from different cross-sections of society by providing them with the best of infrastructure and learning resources, so as to make teaching and learning a pleasurable and profitable experience. Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions.”

1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

Introduction:-

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “**Self Discipline The Best Discipline**”. The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells/Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“**SELF DISCIPLINE IS THE BEST DISCIPLINE**”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore, all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 9.00 a.m. and may continue up to 4.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/ Principal.
3. As per Gauhati University, Assam rules 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.

6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. No student allows, keeping fashionable/cool/unusual/colored hairstyle.
9. Eatable's snacks/beverages (drinks) are not allowed inside the College.
10. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
11. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/Anti-Ragging cell convener.
12. Consuming Alcohol, Gutka and Smoking Is Strictly Prohibited in The Premises and Out of the college.
13. Every student help to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dustbin for garbage.
14. No student spit in college premises/ campus or in classroom.
15. College premises and all classrooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.
16. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
17. Use of mobile phones in the classrooms, Library area etc. is strictly prohibited.

18. No friends/ guests/ visitors/ any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
20. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
21. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
22. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study room of library & computer lab.
23. Furniture in the classrooms should not be moved or displaced.
24. Students must take proper care of all the college property. Any damaged one to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
25. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
26. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
27. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
28. No function/program/birthday in the college campus/classroom without prior permission of the principal.
29. To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
30. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside

influence, political or any other should be brought in to the college directly or indirectly.

31. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
32. Each student should park his/her vehicle at the parking of the college.
33. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Code of Conduct of College Library for the students of the College.

1. Every staff/student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 10 A.M. to 3. P.M. on working days.
5. Misbehavior in the library/ in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.

9. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued him/her.
10. Members/students are not permitted to underline, written, folding/tearing of pages or defaced books in anyway whatsoever.
11. The borrowed book should be returned on or before due date, If not, overdue charge of Rs. 10/- per day for students will be collected.
12. If the due date falls on holidays, return can be done on the following working day without fine.
13. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
14. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.

Code of Conduct

(Code of Conduct, Professional Ethics for the Principal, Non-Teaching Staff & Teaching Staff)

Following code of conduct/code of professional ethics for the Principal, Teaching Staff & Non-Teaching Staff of Sapatgram College, Sapatgram have been guided, suggested, approved & resolved by the resolution No.09, by the Governing Body, Sapatgram College in its Governing Body meeting which was held on Wednesday, dated 29th December, 2021 which are as following:-

2. Code of Conduct for The Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government/ U.G.C./ Director of Education/Higher Education/University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
10. Assessing reports/ Academic dairy/teaching plan/plan of action and action taken reports of teachers/heads/coordinators.
11. Assessing the academic syllabus/course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.

13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer/head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non-teaching staff or their professional development.

3. The Professional Ethics & Code of Conduct for Non-Teaching Staff

1. Everyone of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the College Management from time to time.
2. Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually everyday.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting the many kinds of help/guidance etc.
6. Speak respectfully and behave with polite to every one of the college. (The Principal, teachers, Students ,visitors, parents etc.)

7. Deal justly and impartially with students regardless of the irreligion, caste, political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as an Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any group is more unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non-teaching staff should by actor deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/Governing Body of Sapatgram College for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/Governing Body of Sapatgram College, in written form.
25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

4. Code of Conduct/Professional Ethics for the Teachers

Following code of conduct/ code of professional ethics for the teachers of Sapatgram College, Sapatgram have been guided, suggested, approved & resolved by the resolution No. 09, by the Governing Body of Sapatgram College its Governing Body meeting which was held on Wednesday dated 29th December, 2021.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College/Management from time to time.
2. Maintain their professional knowledge & skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.

3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully over all developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra -curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.

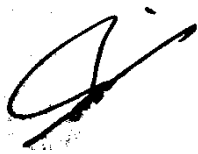
14. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
15. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
16. No teacher shall in cite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
17. The teacher should maintain the positive relationship with all colleagues & students of the college.
18. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/in the society.
19. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
20. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
21. The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any group is more unhealthy activity.
22. Avoid conflicts between their professional work and personal interest.
23. No teacher should by actor deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
24. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.

25. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
26. The teacher should adopt a humane approach in dealing with students who are physically challenged.
27. Be punctual & careful in availing professional opportunities for career development.
28. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill/complete the required eligibilities for their due placement.
29. The teacher shall firstly submit his/her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Departmental Promotion Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Departmental Promotion Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
30. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
31. The teacher should not be careless for filling the Academic dairy, every teacher keeps his/her academic dairy updated with the signature of the Principal.
32. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Sapatgram College for their personal or any issue or matter. He/She should put/forward their issue/matter through the teacher representative to the Management/Governing Body of the Sapatgram College, in written form.
33. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
34. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/inside or outside of the college, always speak respectfully of other teachers.

35. No teacher shall leave the college campus during 9.00 a.m. to 4.00 p.m. in college duty hours after attending/joining the duty.

36. No teacher shall leave headquarter without permission of the Principal.

37. Every teacher should dressed decently.



Coordinator, IQAC

Sapatgram College



Principal

Sapatgram College