

Hand Book Of Code of Conduct

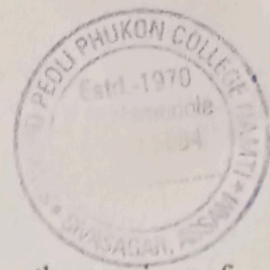


Internal Quality Assurance Cell
Swahid Peoli Phukan College, Namti
Sivasagar, Assam



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About the College:

Swahid Peoli Phukan College, Namti emerged as a landmark venture in 1970 under the auspices of the founder Principal Sri Durgadhar Bora and a group of visionary persons to cater to the needs of the then interested but underprivileged youth of the greater region of Namti and beyond. Since then, the college has grafted an enviable epoch of more than fifty (50) years through dedicated service for creating awareness in the neighborhood and developing suitable academic ambience-cum-facilities for imparting higher education in this historic region. The college has succeeded not only in withstanding the test of time, but also in carving a niche for itself by relentlessly questing for meeting the need of the hour. Being so, the college excels in maintaining interactive classroom facilities, an inspirational environment for learning through co-curricular activities and educational project-cum-tours. A highly qualified and dedicated group of teaching staff of the college has been consistently trying to motivate and empower the students to mould themselves as pro-active and progressive human resource capable of contributing substantially to social harmony, national integrity and all round development of the society.

Vision:

The college collectively envisages to enlighten the future generations by inculcating in them all the essential values and skills and thereby to stand as one of the best human resource development institutions through attainment of excellence in dissemination of quality higher education.

Mission:

- To establish a congenial environment among the stakeholders vis-a-vis to set a new benchmark in the ambit of higher education by sticking to the principle of imparting value-based, time-oriented quality education to the aspirants.
- To provide state-of-the-art infrastructure and learning resources to the students for quality education.
- To make the updated technology accessible so as to upgrade teaching and learning process.
- To generate due awareness among the community about education, health and environment in consonance with the principle that the institution is based on.
- To produce quality human resource capable of thinking independently and critically.
- To facilitate all round development of the learners.
- To instill in the learners the skill and knowledge that enhance their employability.
- To promote communal harmony, integrity, patriotism and philanthropic feelings.

Purpose of Code of Conduct:

The code of conduct of an institution defines the set principles and behavioural ethics which the stakeholders must strictly adhere to for upholding the vision, mission and objective of the institution. The SPP College, Namti being a higher educational institution has framed and fixed certain sets of code of conduct for different stake holders with the avowed intention of its smooth functioning and realizing the desired goals.



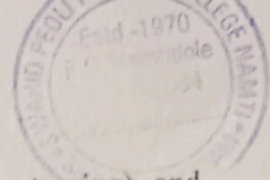
Code of Conduct for the Students:

(I) In the Classroom:

- To be obliged to the institutional rules & regulations.
- To adhere to the time-table/routine for attending lectures, practical and other co-curricular activities.
- To come to College on uniform suitably maintaining decency. Students without uniform are not allowed to enter the classroom.
- To maintain minimum of 75% attendance or any other standard fixed by the concerned competent authority, failing which the student will not be permitted to sit for the university examination.
- To refrain from the use of Mobile phones during classes/lectures. Any violation of this will lead to disciplinary action.
- To keep the classroom and lecture hall neat and clean.
- To maintain silence.
- To be punctual and regular in attending classes, sessional examinations etc. Failure to maintain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching of the code of conduct.
- To compulsorily stay away from indulging in any kind of ragging or activities leading to harassment of any kind towards fellow students.
- Not to resort to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations.
- Never to damage any college property/asset. Damage of any property/asset shall invite punitive measures extending to penalty, rustication, expulsion, compulsory transfer etc.

(II) In the College Campus:

- Wearing of proper college uniform and display of valid identity card are mandatory to enter the college premises during working days/ hours.
- Every student is expected to behave decently with every individual.
- Students are expected to utilize every working hour in a meaningful way.
- Students must avoid crowding inside the office premises which might hamper in the normal discharge of duties by the office staff. For fees payment and submission of admission/ examination forms, students must stand in queue in an orderly manner in the designated space.
- All students are to note that most of the general campus area and classrooms/ laboratories are covered under CCTV surveillance.
- The entire college campus has been declared a **VIOLENCE FREE ZONE**. No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc.

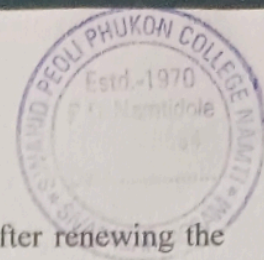


during their presence inside the campus. Offensive behaviour (including eve-teasing), and indulging in any unruly acts inside the campus shall be deemed as acts of insubordination and shall be dealt with in a firm manner.

- Consuming Alcohol, Tobacco, Smoking or other intoxicant is strictly prohibited.
- Ragging is a serious offence and it is strictly prohibited in the college campus/premises. Any student/students involved in such practices shall be immediately expelled from the college.
- Students must keep the campus neat and clean.
- No vehicle like bikes, scooters are allowed without helmet, driving license or other required document.
- Parking a vehicle in a no parking zone is strictly prohibited.
- Rash driving in college campus is a punishable offence.
- Without prior permission from the college authority, the students are expected not to interact, on behalf of the institute, with media representatives or to invite media persons into the campus.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- The entire college campus has been declared a NO PLASTIC ZONE. Use of plastic items below the standard accepted norms is strictly prohibited. Waste products must be disposed off in the designated dust-bins only.
- Convening political or religious meetings inside the campus is strictly prohibited.
- All educational field trips/ excursions/ study tours shall be undertaken with prior permission from the Principal. All such activities shall be coordinated by a Teacher-in-Charge who shall obtain an undertaking from each student in a standard format before the start of the activity.
- Participation in riots, demonstrations or activities which are against the institutional spirit or which may disrupt the normal operation of the college is strictly prohibited.
- Each student should behave decently and politely with teachers, non-teaching staff, lab-assistants and library staff.
- It is obligatory for the students to take care of the college properties. A student responsible for causing any damage to the college property/asset shall be punished and penalty will be levied.
- The norms of public decency, health and hygiene, proper use of facilities in washrooms must be maintained in letter and spirit.

(iii) In the Library:

- The Library remains open from 9 a.m. to 4 p.m. in all working days.
- Every student is provided with 02 nos. of card- one for Home Section and the other for Reading Section
- Honours students are issued 02 books for Home Section at a time.
- The Students can borrow 02 books at a time for 5⁵ne week.



- A student can keep a book for another week at a stretch, if required, after renewing the process.
- If the borrowed books are lost or damaged, he/she will have to deposit a new copy to the Library or will have to pay four times monetary value of the book.
- For Home Section, it is necessary to fill up the requisite slip. Books are issued one hour after submission of the filled in slip.
- Readers/Borrowers are requested to check the book if there is any damage/torn at the time of borrowing. *No complaint shall be entertained later.*
- Books/Journal/Magazine/Question Papers issued for Reading Section must be returned on the day of borrowing.
- No book is issued after 2.30 p.m.
- Failure to return a book within the stipulated time shall invite fine as per rule.
- Students are to maintain complete silence in the library.
- The Library provides Book Bank facility to the needy students, under the provision of which a student can borrow text/reference books for the entire session.

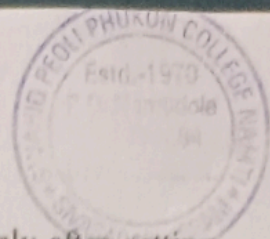
Code of Conduct for the Librarian:

- The Librarian shall render a wide range of services to the user, by making available a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated for the convenience of the library users.
- The Librarian shall provide reading and borrowing facilities and service related to reference, documentation and bibliography.
- *The Librarian must manage their private affairs in a manner conforming to the dignity of the profession.*
- The Librarian should ensure equity irrespective of caste, creed, religion, race, gender or sex in his or her professional endeavor.
- The Librarian shall be responsible for all the matters assigned to establishment section, students section, store section, maintenance section and security section.

Code of Conduct in Laboratory:

- The HoDs concerned shall be in charge of the departmental laboratory.
- Purchase of lab equipments and materials shall be done on the basis of the demand of the departments.
- Only the students of the concerning departments shall be allowed to enter the labs.
- Students should take care of the college laboratory. Any one causing damage of equipment/apparatus shall be liable for replacement of the same and will have to face disciplinary action.
- The equipments should be kept properly after use.
- Shoes are not allowed inside the laboratory.

Code of Conduct in Gymnasium Hall/ Sports Complex:



- The students are allowed to enter and practice in the Gymnasium Hall only after getting properly enrolled.
- Outsiders are allowed in limited number after their enrollment as per procedure.
- Shoes are not allowed inside the Gymnasium.
- Any use of intoxicant is strictly prohibited.
- Admission of Teaching and Non-Teaching faculty of the college into the Gym shall be free.
- No use of dietary supplement during the practice hours is allowed.
- Each student must bring their own towels and water bottle for personal use.
- In normal circumstances, the maximum duration for exercise per student shall be one hour only.
- The Gym users shall be held responsible for any damage of equipment caused by them.
- Skin-fit sports-wear is not allowed.

Code of Conduct for Teaching Staff:

(I) Academic Exercises:

- To abide by the rules, regulations, directives and decisions of the Competent Authority.
- To be committed to promote holistic development of the students as well as of the institution.
- To monitor the performance and attendance of the students in academic and co-curricular activities with top-most priority.
- To try for the optimum use of all ICT infrastructures as required.
- To discharge administrative duties if assigned to them by the competent authority.
- To design appropriate work-plan for completing the assigned syllabus within the stipulated time.
- To encourage and motivate the students to become responsible citizens as well as to instill in them scientific temper, democratic values, basics of social justice, importance of environmental protection and peace.
- To co-operate and assist in carrying out the functions relating to the educational responsibilities of the college.
- To perform the duties in the form of teaching, tutorials, practical, seminars and research with complete dedication.
- To develop resource materials/study materials for the convenience of the students.
- To arrange for an effective grievance redressal mechanism. They may forward the matter to the Head of the Department or concerned authorities if the need arises.

(II) Professional Ethics:

- To maintain the honour and dignity of the hallowed profession.
- To follow the Acts, Statutes and Ordinances of the affiliating University and Government.



- To treat all colleagues equally irrespective of their religion, caste, culture, gender, creeds and region.
- To provide prior intimation to the authority about leaves except in medical or other emergency.
- To discourage malpractices in research and not to indulge in plagiarism of any form.
- To assist the administration in fulfilling the institutional goals.
- To treat their colleagues with respect and dignity.
- To refrain from consuming alcohol, drugs, smoking, chewing and spitting tobacco while on duty.
- To maintain the confidentiality of certain classified documents and information, both academic and administrative.
- To refrain from undertaking any other employment and commitment, including private tuitions and coaching classes.
- To maintain transparency in the evaluation of students.

(III) Teachers' Responsibility Towards Students:

- To remain unbiased towards the students irrespective of their religion, caste, and gender, political, economic, social or physical characteristics.
- To be respectful towards the rights and dignity of the students in expressing their opinion.
- To recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- To encourage students to improve their achievement levels, develop their personality and at the same time contribute to community welfare.
- To make themselves available to the students even beyond their class hours and help and guide them without any additional financial or material implication.
- To encourage and motivate the students to become responsible citizens and inculcate in them scientific temper, democratic values, sense of social justice, environmental protection and peace.
- To help the students develop an affinity with the national heritage and national goals.

(IV) Teachers' Responsibility Towards Society:

- To work for disseminating knowledge among the community and thereby to contribute substantially to the community's empowerment and well-being.
- To be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the nation as a whole.
- To perform the duties of citizenship, to participate in community activities and to shoulder responsibilities of public office
- To recognize that education is a public service and to strive for keeping the public informed of the educational programs which are being provided.

Code of Conduct for Non-teaching Staff:



(I) Professional Conduct:

- To remain loyal to the college by being punctual and reliable in all duties.
- To be well-informed about the service conditions, duties and responsibilities, rules and regulations regarding leave, salary and other related matters.
- To perform the duties he/she has been assigned to with utmost sincerity and accountability.
- To refrain from engaging in political or anti-secular activities.
- To be supportive and cooperative with staff members.
- Not to remain absent from duty without official approval
- Non teaching staff working in laboratory and library must maintain stock register.

(II) Workplace Conduct:

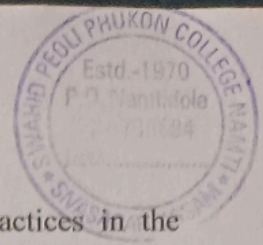
- They should be responsible for the proper use and maintenance of college asset/property.
- Not to be under the influence of drugs or alcohol during office hours.
- To maintain secrecy while having access to confidential information about examination or other official matters.
- Not to show discrimination on the basis of gender, caste or religion.
- To perform duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- Willingness to stay beyond the college hours when the nature of work entails in the interest of the institution.
- Non-teaching staff working in the laboratory should keep the laboratory clean.

(III) Professional Relationship:

- To treat the students with care, dignity and generosity.
- To maintain integrity by being honest in words and action.
- To be supportive to and cooperative with the colleagues.
- To avoid involving in personal matters during the working hours.
- The non teaching staffs are not allowed to take long leave as it will affect the whole progress of the institution, unless in urgent circumstances.

Code of Conducts for the Head of the Department:

- To prepare the department's Academic Calendar well ahead of a new academic year. Heads of department must look after the academic, co-curricular and extra-curricular activities in the department and their execution.
- To strictly adhere to the academic calendar and to conduct sessional examinations, group discussion, seminars, counseling etc.
- To ensure optimum use of ICT in the department and must assure its use in the department.
- To undertake initiative in arranging field study⁹ for the students per year.



- To promote work culture, an amicable atmosphere and other healthy practices in the departments.
- To arrange for getting feedback from the students, and the parents on quality-related departmental processes.
- To bear the responsibility for academic planning and academic audit of the department and implementation of academic policies approved by the college authority.
- To conduct departmental meetings at regular interval to apprise academic progress.

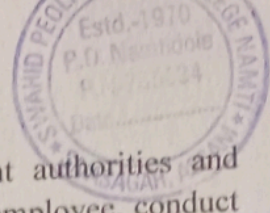
Code of Conduct for the Principal:

(I) Academic Monitoring:

- The Principal is to function as the academic and administrative head of the institution. While dealing with academic/administrative matters, he/she shall observe complete *transparency in decision-making and implementing the institutional policies*.
- To oversee and monitor the overall institutional programmes and activities.
- To provide inspirational and motivational academic and executive leadership through initiative in policy formation, operational management, optimization of human resources and laying due weightage on environmental issues and sustainability.
- *To ensure that quality in education and academic services is maintained to the without any compromise.*
- To look into and strive for the academic excellence of the students, their welfare and employability.
- To promote collaborative, shared and consultative work culture in the college with essential *innovative thinking and ideas*.
- To take care of the dignity of all the stakeholders.
- To adopt appropriate measures for redressing the grievances.
- To supervise the examination and other assessment-related activities to ensure fairness.
- To encourage and initiate planning and implementation of academic programs such as popular talk, seminars and other relevant training programmes as per need and requirement.
- To administer and supervise curricular, co-curricular and extension activities of the institute and maintenance of records.
- To uphold inclusiveness in all the institutional practices.
- To keep the institutional delivery mechanism hassle free by ensuring timely and error-free completion of the institutional procedures.

(II) General Administration:

- To oversee and monitor the general administration of the institute so as to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- To ensure that the development plans of the College are duly processed and implemented.
- To conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision-making.
- To maintain absolute discipline in all aspects of the institutional practices.



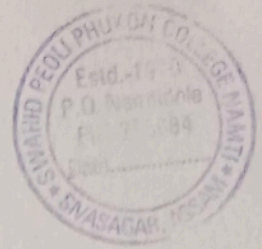
- To comply with the rules and regulations framed by the competent authorities and guidelines that are in force related to admission, recruitment of faculty/employee, conduct of examination, financial transaction and others.
- To ensure that ample importance is given on gender-sensitivity measures in all the activities of the college.
- To resolve any query and question regarding the Code of Conduct.
- As the Secretary of the Governing Body, the principal should place various policy matters as proposed by different stakeholders before the Governing Body for appropriate approval and then to implement the same within stipulated time-frame.
- To explore means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution.
- To maintain self-appraisal reports of teachers and office-staff and their service books.
- To ensure that all the stake-holders are aware of the rules and regulations of the institute.
- To act as the convenient link between the University, Government, UGC, Staff, Students and Alumni and all other Stakeholders.
- To constitute Grievance Redressal Committee to help students to report grievances, to understand the cause of grievances and to work for the solution of the grievances.
- To conduct Student Satisfaction Survey regarding Teaching – Learning and Evaluation so as to make academic practices more impactful and effective.
- To make all correspondence with the appropriate authority on behalf of the Governing Body.

(III) **Financial Accountability and Transparency:**

- To frame a well-regulated and transparent financial management policy of the College for proper utilization of all kinds of Grants and financial assistance received by the college from State Government, University Grants Commission, RUSA and other body, agency or individual.
- To submit annual accounts duly audited by a Chartered Accountant or similar competent authority.
- To opt for e-transaction by using the platform like PFMS for maintaining transparency.
- To prepare, examine, and analyze accounting records, financial statements, financial reports, tax returns etc.
- To maintain 100% transparency in decisions, actions and procedures while dealing with financial matters.
- To adopt appropriate ways and means to improve the financial health of the institution.

Code of Conduct for the Vice Principal:

- To be appointed by the Principal with due approval of the Governing Body.
- To assist the Principal in academic and administrative management of the college.
- To act as the Academic Officer of the college.



- To be in over all charge of the college in absence of the Principal.

Code of Conduct for IQAC:

- To constitute the college IQAC as per the guidelines of the NAAC/UGC.
- To frame institutional policy and to streamline the efforts for attaining academic excellence.
- To act as the driving force for ushering in quality by working out intervention strategies, removing deficiencies and enhancing quality.
- To adopt measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of the best practices.
- To take initiatives for development and application of quality benchmarks/parameters to ensure a vibrant institutional atmosphere.
- To make arrangement for obtaining feedback from students, parents and other stakeholders on quality-related institutional practices.
- To work for incorporating innovative ideas for qualitative uplift of the institutional academic ambience.
- To ensure the development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the NAAC or other relevant quality assurance body.
- To act as the nodal agency of the college for coordinating quality-related activities, including adoption and implementation of healthy practices.

Code of Conduct for Governing Body:

- To act as the immediate highest body of the college constituted and governed by the rules and regulations set forth or prescribed by the competent authority.
- To approve the mission and strategic vision of the institution, long-term academic plans and to oversee that these meet the interests of the stakeholders.
- To ensure that the institution implements the policy of the State and Central Governments for reservations of seats and staff positions.
- To hold meeting at least once in every four months.
- To mandatorily record the minutes of every sitting in the 'Proceeding Book' duly signed by all the members present.
- All records of the Governing Body shall be kept in the College Office and the principal of the College shall be responsible for keeping the records intact.
- To ensure compliance with the statutes, ordinances and provisions regulating the institution.
- Decisions and resolutions made by the Governing Body and Executive Body are obligatory.
- The Governing Body will receive all communication from the Principal in writing only and vice versa.
- *The members of the Governing Body shall maintain their character, dignity and rapport.*
- The Governing Body of the College shall exercise the vested power as Appointing Authority in consonance with the statutory/non-statutory norms.



Code of Conduct for the College Canteen:

- To provide good, nutritious, safe and hygienic food in the college canteen.
- To maintain a healthy, hygienic and pleasant environment.
- To maintain cleanliness to the optimum level.
- To adopt measures for sensitizing the students on ill effects of junk food.
- To serve foodstuff at subsidized rate as fixed by the Canteen Committee without compromising with quality to any extent.
- To comply with the instructions and suggestions of the Canteen Committee of the college.
- To pay the dues regularly as levied by the Canteen Committee at the time of agreement.

Code of Conduct for Visitors:

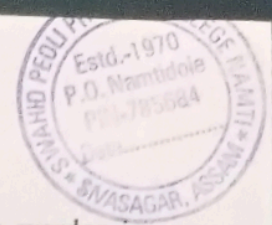
- It is the noble duty of the college fraternity to extend all sorts of hospitality to the invited or other guests/visitors.
- There shall be a board displaying the details of the person/corner concerned from whom/which the Visitors get the required information.
- No visitor will be allowed to enter the classrooms or the examination halls without permission or authorization from the competent authority.
- Unnecessary loitering by the visitors in the college premises is strictly prohibited.

Code of Conduct for Students Union:

- The SPP College Students' Union body shall be formed democratically. The formation and functions of the Students' Union shall be governed by a constitution.
- The Students' Union shall act as the representative body of the student community and shall uphold harmony and brotherhood among the student community.
- The Students' Union must respect the spirit and objective of the College and its goal and shall abide by the rules and regulations of the college.
- The Students' Union must work for promoting and safeguarding the genuine interest of the students in a democratic way.
- The office bearers of the Students' Union must be able to set deserving standard for other students through their conduct and behaviour.
- *The Students' Union must show absolute obligation towards the constitution.*
- The Students' Union shall not organize any political or religious meeting in the college premises, nor shall they be engaged in organizing the same outside using the college banner.

Code of Conduct for the Warden of Girls' Hostel:

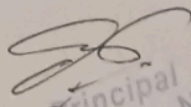
- The warden shall be appointed by principal from amongst the teaching staff of the college.
- The warden shall manage all the hostel-affairs connected to the smooth running of the hostel with the help of the monitor and the assistant monitor.
- The wardens with approval from the principal will appoint in each hostel one monitor and one assistant monitor from amongst the hostel boarders for the period of one year.



- In case of absence of the warden in the college campus she shall appoint a warden-in-charge, who will look after the hostel matters until their return.
- The warden shall bear all responsibility in regard to conduct and behavioural aspects of the boarders during their stay in the hostel.

Code of Conduct for the Borders of Girls' Hostel:

- The College authority shall provide accommodation facility for the girl students in the hostel subjected to availability of vacant seats.
- Every boarder must behave in the manner that brings credit to her and the Institution as well.
- The boarders must be present within the Hostel premises between 6:30 p.m. to 6:00 a.m.
- There shall be a set of hostel rules and the boarders must follow the same in letter and spirit. Violation of any rule will make the inmate liable to disciplinary action as chalked out by the competent authority.
- Boarders shall follow the instructions of the wardens. Moreover, they are bound to take and carry out the responsibilities and duties assigned to them from time to time.
- The boarders must clear all the outstanding dues (including fine, if any) at the end of each semester.
- If any boarder falls sick, it must be immediately brought to the notice of the Warden.
- Electric bulbs, tubes, fans etc. will be supplied by the college only at the time of fresh admission into the hostel. Replacement of the same shall be the responsibility of the boarders.
- The boarders are personally responsible for safeguard their belongings. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained.
- Boarders shall keep their room, verandah and surrounding areas tidy, neat and clean at all times.
- Leave from the hostel shall be granted by the Wardens. Leave of more than two days shall require prior intimation from the parents/guardians.
- Absence from the hostel without prior permission from the Warden shall be considered as breaching of hostel rules and would be liable for disciplinary action.
- *Guests are not permitted to stay overnight in the room of the students without prior permission from the warden.*
- No male visitor is allowed to enter the Girls' hostel.


Principal
S.P.P. College, Namti