

HAND BOOK OF PROFESSIONAL CONDUCT AND GUIDELINES



**SUREN DAS COLLEGE, HAJO
KAMRUP, ASSAM, PIN-781102**

HAND BOOK OF PROFESSIONAL CONDUCT AND GUIDELINES

A book on the guidelines of the code of conduct to for the students, staff and stakeholders.



First Published: August, 2020

© Copyright by Internal Quality assurance Cell (IQAC), Suren Das College, Hajo

Published by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Suren Das College, Hajo

Kamrup: Assam

Pin-781102

www.surendascollege.co.in

E-mail- iqac@surendascollege.co.in

Suren Das College, Hajo at a Glance

Suren Das College, Hajo, established on 29th August, 1979, is the only nerve Centre of higher education in the greater Hajo area. The institution was formerly known as Hajo Anchalik College and was housed in the premises of S.B.S.K.R. Higher Secondary School, Hajo. The dream and untiring efforts of a group of benevolent persons and educationists of Hajo area led to the creation of this institute. The mass participation of the people is evident in the immense contributions of various organizations to the college. One fine such example is the No.1 Hajo Gaon Panchayat Samabay Samity. The organization has been contributing substantially towards growth and development of the college ever since its inception. The organization has donated the science building of the College.

The family of Late Suren Das (20th February, 1925 – 18th March, 1982), a philanthropist, donated the existing Arts building of the College on the land relinquished in favour of the college by the Dhoparguri Satra authority. As a mark of respect to their contributions, the Governing Body of the College decided to rename the College as Suren Das College in 1985. The College came under deficit grants-in-aid system w.e.f. 1st January, 1987 and has been permanently affiliated to Gauhati University w.e.f. 1994 and is registered under 2(F) and 12(B) of the UGC Act 1956 w.e.f. 1994-95.

Vision of the College

Empowering the rural masses through quality education and enabling the youths to meet the challenges of future.

Mission of the College

We shall continue to be an institute with a difference by developing competent, committed and compassionate leaders through education, knowledge generation and dissemination, capacity building, skill enabled learning and organizational development.

Message from the Principal

Suren Das College, Hajo, established on 29th August, 1979, is the only nerve centre of higher education in the greater Hajo area. The institution was formerly known as Hajo Anchalik College and was housed in the premises of S.B.S.K.R. Higher Secondary School, Hajo. The

dream and untiring efforts of a group of benevolent persons and educationists of Hajo area led to the creation of this institute.

Guiding Principles

The Internal Quality Assurance Cell (IQAC) prepares Strategy and planning on various aspects in line with the Vision and Mission Statements of the College, and also in order to fine tune the academic and administrative requirements of the College. The Co-ordinator, IQAC places the policy making proposals in the IQAC core committee meetings, resolutions adopted and the same are forwarded to the College Authority for discussion and appropriate resolutions in the Governing Body. As per direction of the College Governing Body (G.B.), the Principal & Secretary of the College implements and executes them through a process of decentralization of works. While planning the Code of Ethics Policy Document of the college special emphasis has been put on executing the recommendations of the NAAC Peer Team Visit of the last Cycle. The College was assessed for the Second Cycle in the month of April, 2015 by the NAAC Peer Team. The present Policy Document has been prepared so as to set up quality benchmarks in Academic as well as Administrative matters.

CONTENTS

TOPICS	PAGE NO
CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR GOVERNING BODY	1
CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR PRINCIPAL	15
CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)	17
CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR TEACHING STAFF (INCLUDING HODS)	19
CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR LIBRARIAN	26
CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR NON-TEACHING STAFF	27
FUNCTIONING GUIDELINES FOR IN-HOUSE WINGS	28
CODE OF CONDUCT, INFORMATION AND GUIDELINES FOR STUDENTS	29

CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR GOVERNING BODY

(Based upon: Assam Non - Government College Management Rules & Assam College Employees (Provincialisation) Rules)

Legislations for provincialisation of services of employees of the non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam

□ ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)

□ ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)

□ ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)

□ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005 (22.12.2005)

□ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005 (10.05.2010)

□ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010 (15.11.2010)

□ THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2012 (02.05.2012)

Extract from ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001 (15.06.2001)

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below -

3. CONSTITUTION OF THE GOVERNING BODY: Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body, to be constituted by the Director.

4. COMPOSITION OF THE GOVERNING BODY: 1. The Governing Body shall consist of: (a) One President (b) One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body. Provided that if circumstance

so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval; (c) The Vice-Principal – Member Ex-officio (d) Two Members to be nominated by the affiliating University concerned. (e) One member to be nominated by the Director from the field of Education (f) One woman member to be nominated by the Director (g) One member to be nominated by the Director from the Backward Classes (h) Local Deputy Commissioner or his representative may be included as a member (i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included (j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them

2. The minimum number of members of the Governing Body shall be ten and shall not exceed twelve. 3. Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body

5. TENURE OF THE GOVERNING BODY: The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term, may, however, be extended for another period of two years by the Director with the prior approval of the State Government. Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolved the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

6. TAKING OVER THE MANAGEMENT OF A NON-GOVERNMENT COLLEGE: In the event of miss management of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

7. ACCOUNTABILITY OF THE GOVERNING BODY: The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

8. SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR: The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

9. RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY: No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

10. RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE: No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. DISQUALIFICATIONS: Any member, who absents himself for more than 4 (four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds: (i) if he becomes insolvent; (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such; (iii) on death or resignation; (iv) on his being convicted of a criminal offence involving moral turpitude.

12. VACANCY ON THE GOVERNING BODY: (1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) Notices or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. MEETING OF THE GOVERNING BODY: (1) The Governing Body shall meet at least once in every four months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary. (2) A meeting of the Governing Body shall be called by the Secretary with prior consent of the President, if it is not a requisitioned meeting by the 2/3 (two third) members of the Governing Body, with not less than 7 (seven) days" notice. (3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present. (4) Except any emergency meeting,

which shall be so notified, all meetings of Governing Body shall be held in the College premises.

14. PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY: (1) The minutes of the proceedings of the meeting shall be recorded in the „Proceedings Book“ by the Secretary and signed by all the members present. (2) If any note of dissent is given by any member it shall be recorded in the Proceeding Book. (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

15. PRESIDING OVER THE MEETING: All the meeting of the Governing Body shall be presided over the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved beforehand by the president.

16. QUORUM: At least six members of the Governing Body, excluding the co-opted member, shall form a quorum of the meeting.

17. SECRETARY TO MAKE CORRESPONDENCE: Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body: Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

18. GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS: The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching and non-teaching staff including that of the Principal of any construction works involving Rs. 50,000/- (Fifty Thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director: Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

19. DUTIES OF THE GOVERNING BODY In general, the following are earmarked as duties of a Governing Body in respect of Non Governing Colleges receiving deficit Grants-in-Aid: (i) to undertake financial management of the College, to utilize the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as

fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College; (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.; (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University; (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government; (v) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets; (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year; (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam; (viii) to submit annual report with statistics in respect of the enrolment of Students stream-wise, subject-wise, result, teaching days held performance of Lecturers in an academic session, to the Director and to the affiliating University concerned; (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to drive for preservation of an excellent academic standard of the College; (x) on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time. (xi) with the approval of the Governing Body, the Secretary shall utilize the grants for the purpose for which it is sanctioned and submit the Utilization Certificate to the concerned sanctioning authority in time, with intimation to the Director ; (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants; (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

20. GROUNDS OF SUSPENSION OF GRANTS-IN-AID: Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of proceeding financial year, may attract stoppage of Grants-in-Aid by Director suo moto, after the expiry of 30th June, every year: Provided that on failure in respect of maintenance of consistent academic achievements by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

21. OTHER SANCTIONS OF THE GOVERNING BODY: The Governing Body is authorized –

(i) to determine the general scheme of the studies of the College, suggest to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major course in any existing subject or opening of new faculty and creation of additional posts;

(ii) to consider and initiate projects for improvement of the College, involving prohibitions of taking private tuition by the teaching staff;

(iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;

(iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and

(v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

Extract from ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)

In the Principal Rules, in Rule 4, for the existing provisions, the following shall be substituted, namely – 4. Composition of the Governing Body: (1) The Governing Body shall consist of - (a) One President (b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body. Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior-most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval (c) The Vice Principal – Member Ex-Officio (d) Two members to be nominated by the affiliating University concerned (e) Two members to be nominated by the Director, from the field of education, out of which one should be from the guardians (f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body (g) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term (h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body (i) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the

context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year

(2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

(3) Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body.

In the Principal Rules, in Rule 7, for the existing provisions, the following shall be substituted, namely – The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self-appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal.

In the Principal Rules in Rule 13 - (i) in sub-rule (1), in the first line, for the word „six“, the word „four“ shall be substituted (ii) in sub-rule (2), in the second line, for the word „the“ occurs between the word „with“ and „consent“, the word „prior“ shall be substituted.

In the Principal Rules, in Rule 15, for the existing provision, the following shall be substituted, namely –

Presiding over the meeting – The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting.

In the Principal Rules, in Rule 16, for the existing provisions, the following shall be substituted, namely – Quorum – At least seven members of the Governing Body shall form a quorum of the meeting.

In the Principal Rules, in Rule 18 - (i) in the first paragraph, for the letters, words, figure and brackets “Rs. 50,000/- (Fifty Thousand)”, the following letters, words, figure and brackets shall be substituted, namely – “Rs. 1,00,000/- (one lakh)” (ii) In the proviso, in the first line, after the word “concerned” and before the words “the Governing Bodies”, the following shall be inserted, namely – “who are not brought under deficit system of grants-in-aid”

In the Principal Rules, in Rule 19 - (i) In clause (iv), for the existing provisions, the following shall be substituted, namely – “to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies” (ii) For clause (x) the following shall be

substituted, namely – “except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President. Where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.

In the Principal Rules, in Rule 21 - (i) In clause (v) in the last line, after the words “Classes” the word “Examination” shall be inserted (ii) After clause (v) the following new clause (vi) shall be inserted namely “to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College”.

Extract from ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)

In Rule 3, the words "Non-Government" and the words "to be constituted by the Director" be deleted, Rule 3 be numbered-as 3 (1). Rule 4 be amalgamated with Rule 3 and numbered as Rule 3 (2). The number of all subsequent Rules be changed accordingly. In Rule 4(i) (a), after the words "one President" the following words be added "who shall be an eminent person from the field of Education. He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing". In Rule 4 (i) (d), after the words "the affiliating University concerned" the following words be added "they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University". Rule 4 (i) (e) and 4 (i) (f) be deleted. They may be substituted with the following rule, numbered as Rule 4 (i) (e) with changes in the numbers of the subsequent clauses "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier". Rule 4(3) be deleted.

In Rule 5, the words "The term of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with prior approval of the State Government" be deleted. They be substituted by the words "The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body". In Rule 5 the words "dissolve the Governing Body and constitute a fresh Governing Body thereafter recording" be deleted. They be substituted by the words "suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body

during the period. The Director shall record". In Rules 6 & Rule 7, the words "non-Government" be deleted. In Rule 12 (i), the word "Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3". In Rule 18, the words "No, final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching & non-teaching staff including that of the Principal or any construction works involving Rs.1,00,000/- (Rupees One Lakh) or more shall be undertaken by the Governing Body without the prior approval of the Director" be deleted and "Government shall be the Appellate. Authority/Forum in case of grievances" be added

In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit grants-in aid" be deleted. The following new clause in Rule 19 be inserted as Rule 19 (xiv) "To decide on the quantum of tuition fee and any other fund to be charged from the students" In rule 21 (i) the words "as well as the State Government to be obtained through the Director with regards to the inclusion of additional subjects, introduction of major course and any existing subject or opening of new faculty and creation of additional post" be deleted and the following words be added after the words "affiliating University concerned" "provided that there is no financial liability for Government." In Rule 21 (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

Extract from THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES 2010

Method of Recruitment: Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.

Assessment of Vacancies: Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories;

Direct Recruitment: All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/ Departmental Promotion Committee duly constituted;

General Procedure for Promotion: The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for

promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List.

The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion.

The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion; Selection Committee/ Departmental Promotion Committee: (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following: (i) President of the Governing Body – Chairman Committee.

(ii) Head of Department (Concerned) – Member

(iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) – Members (iv) Secretary of the Governing Body – Member Secretary.

(v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

(B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following: (i) President of the Governing Body – Chairman (ii) Secretary of the Governing Body – Member Secretary (iii) Two heads of Department to be nominated by the President, Governing. Body – Member

(C) Departmental Promotion Committee for all posts shall consists of the following: (i) President of the Governing Body – Chairman (ii) Principal of the College – Member Secretary (iii) One senior most Head of the Department of the College – Member

Transfer: There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers

would be fixed in the new college on the basis of their date of joining in the original college.

Authority for acceptance of Resignation/ Voluntary Retirement: The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement,

Residual power of Appointing Authority: The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/33, DATED 09.07.2009

The Assam Non-Government College management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009, which have been notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have tenure as laid down. The composition of the Governing Body has also been changed.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/51, DATED 30.08.2013

.....the State Govt. has decided that the Director of Higher Education should request all the Presidents of the Governing Bodies of the Provincialized Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee. The Governing Bodies' presidents may also be requested to seek all possible assistance including financial aids wherever necessary from untapped sources and other resources within the discretion of the MLAs. Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non-Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies with induction of public representatives as full time member

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.452/2013/6, DATED 19.09.2013

.....the State Govt. has decided to allow the non-teaching employees of a particular college to elect their representative to the respective GBs, doing away with the existing provision of nomination by the Principal.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/52, DATED 05.11.2014 & DHE LETTER NO. G (B) MISC. 147/2014/18, DATED 29.11.2014

In partial modification of the earlier O.M. No. AHE. 331/2008/33 dated 09.07.2009, the following terms and conditions are added and modified regarding constituting the structure of the Governing Bodies of Colleges. Henceforth (1) (i) Retired Principal from a College shall not be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed since his/her date of retirement. (ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement. (2) President of Governing Body of a College who have completed 5 years shall not be considered to be nominated as President of Governing Body for the second continuous term.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/2, DATED 23.04.2015 & DHE LETTER NO. G (B) AC/95/2015/3, DATED 27.04.2015

.....all Financial Transactions of Provincialized colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/5, DATED 11.08.2015

.....further clarified that where the Principal of the college and GB President are cosignatories in the financial matters of the colleges, both the President and the Principal will be jointly and severally responsible and accountable for all cases of financial dealings so conducted.....

Extract from DHE LETTER NO. G (B) AC/95/2015/13, DATED 30.08.2016

.....the Presidents of the Governing Body of Colleges are respected and leading citizens for which it would be unfair to give them signing of the Checkbook etc. Therefore, all the Presidents of the Governing Body of Provincialized Colleges are hereby relieved from the burden of financial transaction of Colleges.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.371/2017/22, DATED 18.08.2017

In partial modification of this Deptt's earlier OM vide No. AHE. 331/2008/33 dated 09.07.2009 and No. AHE. 331/2008/52 dated 05.11.2014, the following terms and conditions i.e. (3) and (4) are added with the approval of the State Cabinet regarding constituting the structure of the Governing Bodies of Colleges. (3) the President of Governing Bodies of Colleges shall be an eminent person from the field of Education.

He shall be a non-political person. He should not have contested any election, including panchayat/ municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/ membership to any political party (4) he shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.....

Extract from GOVT. OF ASSAM NOTIFICATION NO. AHE.812/2017/28, DATED 28.06.2018 & DHE MEMO NO. DHE/ PA/ GB/ MISC/ 4/ 2018/ 2, DATED 03.07.2018

.....considering the optimum utilization of services of Librarians of Provincialized Colleges of Assam, henceforth, the College Librarian shall also be an Ex-officio member of the Governing Body of Colleges.....

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR PRINCIPAL

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

PRINCIPAL should:

- ☐ Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ☐ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- ☐ Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- ☐ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- ☐ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ☐ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ☐ Manage their private affairs in a manner consistent with the dignity of the profession;
- ☐ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ☐ Participate in extension, co-curricular and extracurricular activities, including the community service.
- ☐ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings
- Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution
- Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains
- Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC
- Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework
- Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college
- Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution
- Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff
- Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution
- Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution
- Ensuring the institutional fringe area development through judicious utilization of institutional resources
- Seeking and implementing ways and means to improve the financial health of the institution
- Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis

CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)

FUNCTIONS OF IQAC

The Internal Quality Assurance Cell has been constructed as per the NAAC guidelines. It looks into the various (academic and administrative) activities of the College in order to bring quality in all respect.

Some of the functions expected of the IQAC are:

- ☐ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- ☐ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- ☐ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- ☐ Dissemination of information on various quality parameters of higher education
- ☐ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ☐ Documentation of the various programs/ activities leading to quality improvement.
- ☐ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- ☐ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- ☐ Development of Quality Culture in the institution.
- ☐ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

STRATEGIES OF IQAC

IQAC shall evolve mechanisms and procedures for:

- ☐ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks .
- ☐ The relevance and quality of academic and research programmes.

- ☐ Equitable access to and affordability of academic programmes for various sections of society.
- ☐ Optimization and integration of modern methods of teaching and learning
- ☐ The credibility of evaluation procedures
- ☐ Ensuring the adequacy, maintenance and functioning of the support structure and services
- ☐ Research sharing and networking with other institutions in India and abroad.

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR TEACHING STAFF (including HODs)

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

I. TEACHERS AND THEIR RESPONSIBILITIES: Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- ☐ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ☐ Manage their private affairs in a manner consistent with the dignity of the profession;
- ☐ Seek to make professional growth continuous through study and research;
- ☐ Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- ☐ Maintain active membership of professional organisations and strive to improve education and profession through them;
- ☐ Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- ☐ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

☐ Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

☐ Co-operate and assist in carrying out the functions relating to the educational 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 supervision, invigilation and evaluation; and

☐ Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. TEACHERS AND STUDENTS:

Teachers should:

- ☐ Respect the rights and dignity of the student in expressing his/ her opinion;
- ☐ Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- ☐ Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- ☐ Encourage students to improve their attainments develop their personalities and at the same time contribute to community welfare;
- ☐ Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- ☐ Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- ☐ Pay attention to only the attainment of the student in the assessment of merit;
- ☐ Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ☐ Aid students to develop an understanding of our national heritage and national goals; and
- ☐ Refrain from inciting students against other students, colleagues or administration

III. TEACHERS AND COLLEAGUES:

Teachers should:

- ☐ Treat other members of the profession in the same manner as they themselves wish to be treated;
- ☐ Speak respectfully of other teachers and render assistance for professional betterment;
- ☐ Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- ☐ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- ☐ Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organisations for change of any such rule detrimental to the professional interest;
- ☐ Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- ☐ Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- ☐ Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- ☐ Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- ☐ Adhere to the terms of contract;
- ☐ Give and expect due notice before a change of position takes place; and ☐ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- ☐ Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ☐ Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- ☐ Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- ☐ Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ☐ Work to improve education in the community and strengthen the community's moral and intellectual life;
- ☐ Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- ☐ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- ☐ Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

It shall be the moral responsibility on the part of every member of the teaching staff to:

- ☐ Execute diligently every co-curricular, extra-curricular and administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time
- ☐ Act as good counselors and facilitators to their students, so as to inspire and assist them in fulfilling their desired dreams, goals and overall expectations from the department in particular and the institution in general

- ☐ Strive continuously for academic advancements and innovations both at the individual as well as institutional levels
- ☐ Update on a regular basis with the latest developments of knowledge in their respective fields of knowledge and to propagate and disseminate the same amongst their students
- ☐ Maintain the confidentiality of certain classified documents and information, both academic and administrative
- ☐ Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- ☐ Strive to be a role model not only amongst the students but also amongst peers and colleagues

GUIDELINES FOR TEACHERS

A. ACADEMIC

- ☐ Daily Routine Classes should be attended on time as far as practicable
- ☐ Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time framework
- ☐ Lesson Plans should be made at the beginning of every semester/ year
- ☐ Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- ☐ Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- ☐ Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- ☐ No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- ☐ For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments

- ☐ Make use of both departmental as well as central library facilities for maximum academic use

B. ADMINISTRATIVE

- ☐ Entries in the Daily Class Monitoring Diary should be made on a day to day basis
- ☐ Should assist the HOD in executing various departmental administrative works as and when asked for

GUIDELINES FOR HEADS OF DEPARTMENTS

HODs of all academic departments are expected to ensure that –

- ☐ Healthy academic environment prevails in the concerned department
- ☐ Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- ☐ Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements
- ☐ All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- ☐ Arrange for proper guidance, counseling and monitoring of students thereby creating a learner friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc
- ☐ Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines
 - (i) to be held in the first week of every month to review different academic and administrative issues and
 - (ii) to take necessary measures thereof
- ☐ IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis
- ☐ Departmental records are kept in order in properly designated files, viz.
 - (i) File for all incoming memos
 - (ii) File for all outgoing memos

- (iii) Stock register
- (iv) Student Attendance Registers
- (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings
- (vi) Issue Register
- (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.)
- (viii) Copies of Home Assignments
- (ix) Copies of Field Reports
- (x) File for Leave Applications
- (xi) Register of Students' Exam Records and Results
- (xii) File for Extension Activity documents
- (xiii) Proper records of students passed out and their progression to higher education
- (xiv) Stock piling of records as soft copies (photos, videos and documents)
- ☐ Confidential papers are kept under proper and safe custody
- ☐ All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups
- ☐ Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- ☐ Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR LIBRARIAN

[EXTRACT FROM UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

LIBRARIAN should:

- ☐ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ☐ Manage their private affairs in a manner consistent with the dignity of the profession;
- ☐ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ☐ Participate in extension, co-curricular and extra-curricular activities, including the community service;
- ☐ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR NON-TEACHING STAFF

Non-teaching staff of the college are expected to –

- ☐ Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- ☐ Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics Non-teaching staff shall –
- ☐ Be punctual in attending day to day routine works
- ☐ Execute and complete the allotted tasks to the satisfaction of all concerned
- ☐ Maintain harmonious and cordial relationships with all colleagues
- ☐ Behave in a manner that would not demean the institutional reputation
- ☐ Work towards earning the trust, honour and respect from one and all
- ☐ Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time

FUNCTIONING GUIDELINES FOR IN-HOUSE WINGS

- ☐ The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall normally function for a period of 1(one) year, effective from the date as mentioned in the appointment letters/ notice declaring the constitution/ formation
- ☐ The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall work in close coordination with the Internal Quality Assurance Cell (IQAC) of the college
- ☐ The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall meet at least once in every month (if possible) or at the most once in two (2) months, to discuss about the status/ progress of ongoing works and also to decide upon the course of future works
- ☐ Proceedings and resolutions of all meetings conducted shall be clearly hand-written in the official register provided, along with signatures of all members of the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units
- ☐ Copies of all resolutions adopted by the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units will have to be submitted to the Coordinator, IQAC, on a quarterly basis, both as hard copies and soft copies for being uploaded in the institutional website
- ☐ All members of different in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- ☐ The Chairperson, IQAC (Principal) reserves the right to dissolve and reconstitute any in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or replace any member there from if he/ she is satisfied enough that any particular in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or any concerned member has failed to perform in consonance with the desired expectation level
- ☐ The Chairperson, IQAC (Principal) reserves the right to extend the term of any working in-house Board/ Cell/ Centre/ Committee/ Council/ Unit depending upon the need and situation

CODE OF CONDUCT, INFORMATION AND GUIDELINES FOR STUDENTS

SECTION A: CODE OF CONDUCT

- ☐ All bona-fide students are expected to be conversant with the code and guidelines as stipulated below and any amendments that might be incorporated from time to time as per requirement and necessity
- ☐ Every student shall be familiar with the Academic Calendar of the college (uploaded in the college website)
- ☐ Every student shall behave towards every individual inside the campus in a way that is expected from a good educated citizen
- ☐ Students shall spend each and every working day inside the college campus in a meaningful way
- ☐ Class Representatives: The institution believes in and follows a decentralized and participatory mode of governance. Student representatives are nominated from each batch as member in the following in-house committees of the college: Academic Committee, Anti-Ragging Committee, Campus Beautification Committee, Canteen Monitoring Committee, Information and Career Guidance Cell (ICGC), Internal Quality Assurance Cell (IQAC), Library Advisory Committee, NSS Committee, Project Monitoring Committee RUSA, Sports and Games Committee, Students' Discipline Maintenance Committee and Students' Grievance Redressal Cell.
- ☐ All students are to note that most of the general campus area, classrooms/ laboratories are covered under CCTV surveillance

1. CONDUCT WITHIN THE GENERAL COLLEGE CAMPUS AREA:

- ☐ Students should come to the college preferably by mass transport systems; any other vehicle brought to the college must be parked in a disciplined way in the **designated parking lot inside the main gate of the campus**
- ☐ Wearing of proper college uniform and display of valid identity cards is mandatory to enter the college premises during working days/ hours.

College Uniform: The design and style of the uniform must be formal.

- ☐ The College will provide sample of the Uniform to all the students during the time of admission and hence they will be responsible for preparing it.

H.S. & U.G. (Boys): White shirt with blue stripe (decorated with the college emblem) are allowed; black trousers in summer, Jeans trousers Navy blue blazer/ sweater with the college emblem during winters are allowed

H.S. & U.G. (Girls): white kurta with blue stripe (decorated with the college emblem), white churidar, white dupatta are allowed in summer; Navy blue sweater (decorated with the college emblem), Jeans and leggings are allowed during winters.

Students' Identity Card: Every student is issued with an identity card at the time of admission. The card, which is non-transferable, contains information about the holder, viz. name, session, class, roll number, subject combination, etc. It also contains a passport sized photograph of the student, duly signed by the Principal. It is mandatory for every student to carry the identity card with him/ her so that it can be produced whenever necessary.

☐ Loitering inside the campus is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards engagement in extracurricular activities/ sports activities/ library visits/ attending any ensuing programs inside the campus or peer discussions amongst fellow students. Moving outside the college campus on flimsy grounds is not encouraged.

☐ Students should not create ruckus inside the canteen area and should not engage in gossip, thereby occupying the limited eating spaces

☐ Students are expected to participate actively in all sorts of departmental as well as institutional level activities/ events that shall be held from time to time

☐ **RAGGING** of newly admitted students is **STRICTLY PROHIBITED** and shall be dealt with a firm hand, under the existing penal provisions. If any incident of ragging comes to the notice of the college authority, the student (s) involved in ragging shall be given liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/ her from the college.

☐ The entire college campus has been declared as a **VIOLENCE INTOLERANCE ZONE**. No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc. during their presence inside the campus. Offensive behavior (including eve-teasing), violent behavior, skirmishes, protests, clashes, damage to institutional property and indulging in other unruly acts inside the campus shall be deemed to be acts of insubordination and shall be dealt with in a firm manner. Exemplary punishment will be awarded to students found to be involved in violent acts or incidents which may range from debarring from attending classes, filling up of examination forms and in extreme cases may lead to rustication.

☐ The entire college campus has been declared a **NO TOBACCO ZONE**. No student shall be in possession of any intoxicating substances (drugs, alcohol, etc.), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority. Any student detected/ identified to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves.

☐ 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 of in the designated dust-bins only

☐ All educational field trips/ excursions/ study tours shall be undertaken with prior permission of the Principal. All such activities shall be coordinated through a Teacher-in-Charge who shall obtain from each student an undertaking in a standard format before the start of the activity.

☐ Organization of political meetings inside the campus is strictly prohibited

☐ Students should not crowd inside the office premises so as to cause hampering in the normal discharge of duties by the office staff. For fees payment and submission of admission/ examination forms, students must queue in an orderly manner in the designated space

☐ All students are expected to participate in different Feedback Surveys that might be conducted from time to time and forward their valuable suggestions/ opinions, that will be used for betterment of services and conditions

☐ Cell phones must be kept in the **SILENT MODE** under all circumstances within the college campus.

2. CONDUCT WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOMS:

☐ Students are expected to actively participate in various departmental programs and activities organized by the respective departments from time to time, viz. Freshmen Socials, Farewell Functions, Sports activities, Cultural activities, Literary activities and other such activities and programmes organized by different wings/ cells/ departments within the campus from time to time

☐ Students are expected to actively contribute towards their respective annual College Magazine (SANGAM) and respective Departmental Wall Magazines and News Letters (if any)

- ☐ Students shall attend their classes at the designated time as specified in their respective daily class routines
- ☐ 75% attendance in each subject is mandatory for every student for appearing in the Term-end University/ Council examinations
- ☐ Students participation in Class Tests, Sessional Examinations and other co-curricular activities is mandatory, as notified and held from time to time
- ☐ Classes if not held at the proper designated time must be immediately brought to the notice of the Head of the Department/ Vice-Principal/ Principal
- ☐ **Class Representatives** shall actively participate in the Departmental Advisory Committee meetings and bring to the notice of all concerned various ideas/ academic grievances of his/ her fellow *batch mates*
- ☐ All matters of low-class attendance and other acts of indiscipline shall be discussed in the Departmental Advisory Committee meetings, for appropriate remediation
- ☐ Every student shall be a member of the Departmental WhatsApp Group, where academic and other important information shall be uploaded from time to time by the department.

3. CONDUCT INSIDE THE DEPARTMENTAL LABORATORIES:

- ☐ Students must adopt statutory precautions inside the laboratories so as to minimize damage to equipments, apparatus, instruments, specimens, models, containers containing hazardous chemicals, etc. and to reduce other health hazards to self and others
- ☐ Students must strictly follow all instructions and guidelines prescribed by the teachers in charge of the practical classes and laboratory bearers
- ☐ **Refer to detailed guidelines given at the end (Appendices A, B and C)**

4. CONDUCT INSIDE THE COLLEGE LIBRARY:

- ☐ All library visitors shall hand over their personal belongings to the library staff at the Property Counter, located at the main entrance. Both students and staff shall display their valid Library Card at the Library Attendance System. ☐ Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the bonafide members of the library and only during their stay within the library premises

- ☐ Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises
- ☐ Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises
- ☐ Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed inside the library.
- ☐ Books after use should be kept on the reading table; library staff on duty shall arrange these books properly.
- ☐ Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage, if detected at the time of return and shall be required to compensate for the defect noticed.
- ☐ Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence
- ☐ Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library
- ☐ Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action
- ☐ Violation of these rules may lead to withdrawal of library privileges from any user

5. CONDUCT INSIDE THE EXAMINATION HALLS:

- ☐ All examinees are expected to maintain decorum inside the examination halls and strictly follow all disciplinary instructions as printed in cover page of the University/ Council answer-scripts and other oral/ printed instructions communicated/ provided by the invigilator (s)
- ☐ Examinees should NOT bring any book/ loose paper/ mobile phones/ headphones/ electronic calculators and other electronic devices inside the examination hall, except

the ADMIT CARD, REGISTRATION CERTIFICATE and required stationery materials and hard boards

- ☐ Examinees are required to bring their own pens/ pencils/ erasers and other stationery materials as per requirement and should not create commotion inside the examination halls by way of borrowing from the fellow examinees seated near them or inside the hall
- ☐ Examinees may preferably bring their own water bottles or it will be provided by the room bearers, upon request made to the invigilators
- ☐ Any deed that demands the attention of the invigilators must be brought to attention of the concerned invigilator (s) by raising the hand
- ☐ All examinees must speak in a soft tone while conversing with the invigilator (s) regarding their need or clarification
- ☐ Questions papers should NOT be taken out of the examination halls while going to the washrooms
- ☐ There should not be any unreasonable delay in coming back from the washrooms after attending nature's call
- ☐ Scribbling is NOT permitted on the question papers/ hard boards/ admit cards/ registration certificates/ pencil and geometry boxes or any part of the body like palms etc
- ☐ Scribbling of notes/ answers on the desks/ benches/ walls of the examination halls is strictly prohibited
- ☐ Examinees must hand over the answer-scripts to the invigilators on duty at the end of their examination and on no account should leave it on their allotted desks

6. CONDUCT WITHIN THE GIRLS' HOSTEL CAMPUS:

- ☐ RAGGING is STRICTLY PROHIBITED. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law
- ☐ Boarders must positively enter the hostel premises by 6.00 p.m.
- ☐ Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken
- ☐ All forms of misconduct, misbehavior, disobedience, insubordination and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution

7. CONDUCT OUTSIDE THE COLLEGE CAMPUS:

- ☐ Students are expected to actively participate in various activities and programs that might be organized by the respective departments or by other wings/ cells/ departments outside the college campus
- ☐ Students must practice acts of self-discipline and restraint in all public places so as not to tarnish the name of their alma mater

SECTION B: INFORMATION AND GUIDELINES

1. SUREN DAS COLLEGE LIBRARY :

- ☐ The College Central Library (Suren Das College Library) is partially automated and offers library services by using SOUL 2.0 and D-Space
- ☐ The Library timings are from 10:00 a.m. to 05:00 p.m. while book issue timings are from 11:00 a.m. to 03:00 p.m. (except on Sundays and Holidays prescribed by the Gauhati University). The library remains open during the summer and winter breaks of the college
- ☐ The library has a well-equipped Reading Room with a seating capacity for 80 persons.
- ☐ Library users can search documents by Online Public Access Catalogue (OPAC)
- ☐ The library has a collection of more than 164,000 e-books, 6000 e-journals 12 offline and 6000 online periodicals, 10 daily newspapers and unlimited e-resources.
- ☐ Students of different classes are entitled to borrow books as follows:
Undergraduate (Major/ Honours Course) Students: 3 (three) books at a time
HS/ Undergraduate (General Course)/ Post-graduate Students: 5 (two) books at a time
- ☐ A Smart Card is issued to every student which shall be used during issue and return of books.
- ☐ Loss of Library Cards will have to be immediately reported to the Librarian; duplicate cards may be issued on submission of application without paying any fees.
- ☐ Library books are normally issued for 15 (fifteen) days; however, the books can be re-issued for another 15 (fifteen) days.

- ☐ If any member fails to return the borrowed book (s) or other resource within the stipulated due date, he/she shall be suspended from the library membership for a specific period.
- ☐ Library membership may be suspended at the sole discretion of the Librarian, if any member is found to be constantly irregular in returning books
- ☐ A Book Bank facility is maintained in the central library for catering to the demands of poor and meritorious students; such students can borrow 3 (three) books from the book bank for the entire semester period
- ☐ Reprographic services is available on payment basis
- ☐ Orientation programs are conducted for the users at the beginning of every new academic session
- ☐ Encyclopedias, dictionaries, periodicals, newspapers and other reference materials shall not be loaned out of the library
- ☐ For all materials that are lost or damaged while on loan, the borrower shall be held responsible, and he/she shall be required to compensate for the loss
- ☐ All borrowers whose membership ceases or is suspended, must return all books that were issued in his/ her name
- ☐ The Librarian reserves the right to recall any book (s) before the due date if necessity arises.
- ☐ The library reserves the right not to issue any book having maximum demand and less number of copies
- ☐ The library has the membership of **N-LIST**; for using it, library members will have to collect User IDs/ Passwords from the Office of the Librarian
- ☐ The library is under the supervision of a Library Advisory Committee:
- ☐ Contact Info: Hirendra Nath Bhattacharryya, Librarian,

2. DISCIPLINE and ANTI-RAGGING COMMITTEE:

- ☐ All ragging incidents must be reported to any member of the Committee, either in person or over mobile phone (List displayed in the College Campus and website) and through email communication with the Convener.

Contact Info: Munindra Das, (Convener) Assistant Professor, Department of Linguistics, Phone: 8472017378 E-mail: munindas29@gmail.com

3. STUDENTS' GRIEVANCE REDRESSAL CELL: □ All grievances of the students must be lodged with the Coordinator of the Cell, either in offline (in writing) or online mode. Contact Info: MUNINDRA DAS (Coordinator) Assistant Professor, Department of Linguistics, Phone: 8472017378 E-mail: munindas29@gmail.com

4. INFORMATION AND CAREER GUIDANCE CELL:

□ The ICGC was set up for creating awareness amongst students regarding various higher education and career options and to provide information thereof. Contact info: Ahmed Mukut Choudhury, (Convener), Assistant Professor, Department of Economics, Phone: 9101094219.

5. Women' Study Cell: This Cell of the college conducts and arranges meetings, workshop, seminar etc. for spreading awareness on issues allied to women empowerment and gender justice.

Coordinator: 9401659865

6. NATIONAL SERVICE SCHEME: □ The NSS is a Central Sector Scheme of Govt. of India, under Ministry of Youth Affairs & Sports. It provides opportunity to students to take part in various government led community service, activities and programs.

Contact Info: Rajib Das (Programme Officer)
Assistant Professor & Head, Department of Mathematics,
Phone: 9864201241 E-mail: drajib1974@gmail.com

7. SUREN DAS COLLEGE STUDENTS' UNION:

□ The SDCSU is the general body of the college, membership of which is compulsory for every student admitted in the college. The Executive Committee of SDCSU includes the following office bearers (i) President (ii) Vice President (iii) General Secretary (iv) Assistant General Secretaries–Boys (v) Major Games Secretary (vii) Minor Games Secretary (viii) Gymnasium Secretary (x) Debating Secretary (xi) Cultural Secretary (xii) Magazine Secretary (xiii) Boys' welfare Secretary (xiv) Girls' welfare Secretary (xv) Boys' Common Room Secretary. There are Teacher-in-Charges for every office bearer. The Executive Committee members of SDCSU are elected annually by voting through secret ballot, held during October-November every

year. The SDCSU organizes various sports, cultural, literary and social activities amongst students both within institutional campus. Apart from the Executive Committee as mentioned above, there are also Class/ Stream/ Departmental Representatives, one from each of the followings, viz. H.S. 1st Year, H.S. 2nd Year, P.G. (Odd Semester). Although these members are not members of the Executive Committee, they may be invited to the Executive Committee meetings to raise their grievances.

8. SUREN DAS COLLEGE ALUMNI ASSOCIATION:

□ A centralized body of alumni members exists in the college. All students who have undergone any academic programme in the college can become a bonafide member of SDCAA upon payment of a nominal membership fees. The SDCAA organizes different programs from time to time with the active involvement of its members

□ Contact Info: Abdul Gani Khan Choudhury (President)

Mr. Manoj Medhi (Secretary)

Phone: 6003033543 E-mail:

9. GYMNASIUM HUB:

□ The Gymnasium Hub caters to the needs of students, teaching staff, non-teaching staff and residents of the fringe localities. The Gymnasium Hub is equipped with the following infrastructural provisions, viz. Treadmill, Cycle, Multi-Machine, Bench, Ball, Skipping Rope, Push-up Stand, Twisting Machine, Cross Cable Machine, Yoga Mats, Eight Plate Bar, Dumbbells, Ab Roller, Weight Machine.

10. FIRST AID CENTRE:

□ The FAC functions under the Health Care Monitoring and Promotion Committee. It provides free first aid health facilities in cases of emergency to all students and staff of the college. The FAC is equipped with the following infrastructural provisions, viz. Semi Fowler Hospital Bed, Stretcher, Self Care Kit, Wheel Chair, Digital B.P. Apparatus (Automatic), Accu Check Instant, Saline Stand

11. SUREN DAS COLLEGE CANTEEN:

□ The canteen is a privately managed unit that runs on periodical contract basis. It is under the supervision of a Canteen Monitoring Committee. The canteen provides various snacks and beverages at reasonable rates.

Contact Info: Monmi Kakati (Coordinator) Phone: 8638513082

12. Extension Cell: The institution undertake extension education or outreach programs in order to spread awareness among community people on issues like environment, education, social justice, deadly diseases like AIDS, Cancer, COVID-19 etc. In pursuance of Govt. instruction, we have already adopted Hajo Koibartatola village, Manikut High School, RBK Anchalik High School and Kalitakuchi.

□ Contact Info: Monmi Kakati (Coordinator) Phone: 8638513082

13. Mentoring Committee: The college follows mentoring system where students' groups are formed having 25-30 students each group under the leadership of a teacher. The concerned teacher looks into the various problems both academic and personal faced by the individuals and the groups and give suggestion to solve in order to inculcate quality amongst the students.

Coordinator: Mr. Jayanta Kr. Das.

Contact info: 8638810383

NB: For recent updates, students may refer to the institutional website: www.surendacollege.co.in

APPENDIX – A GENERAL SAFETY GUIDELINES FOR SCIENTIFIC LABS:

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit.

- Entrance to a laboratory is not encouraged unless specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/ instructors
- Students must carefully read any experiment before coming to the laboratory
- All doubts needs to be cleared before the start of any activity/ experiment
- Students should not perform unauthorized/ unscheduled experiments; Prior permission is required from the concerned teachers before starting of any activity/ experiment
- Students are expected to follow all written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/ instructors

- ☐ Students must remain alert and attentive at all times
- ☐ Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors
- ☐ Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc
- ☐ Belongings not required for experimental work must be kept at a distance in proper places
- ☐ Food and beverages should not be brought inside or consumed inside the lab
- ☐ Dangling jewelry and loose-fitting clothes must be avoided; Loose sleeves must be rolled up; Long hairs must be pinned/ tied back
- ☐ Chemicals/ equipment/ instruments/ materials/ tools inside the lab must be handled carefully for the purpose for which it is intended
- ☐ Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- ☐ Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- ☐ Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- ☐ Hands must be washed thoroughly after leaving the lab
- ☐ Lab area must be left in a clean condition at the end of practical sessions
- ☐ In emergency situations like fire and earthquake: 1. Laboratory/ building must be vacated immediately through the nearest exit point, 2. All electrical switches must be turned off, 3. Running experiment must be aborted and instruments quickly turned off.

APPENDIX – B: SAFETY GUIDELINES FOR CHEMISTRY LABS:

- ☐ Do not carry inflammable items like match boxes, gas lighters, etc. inside the laboratory
- ☐ Safety goggles and lab coat must be worn inside the laboratory at all times

- ☐ Always stand during experiments involving Bunsen burners or chemicals
- ☐ Think of how much chemicals are needed before being taken out from a reagent stock bottle
- ☐ Do not overcrowd in the experiment area
- ☐ Be careful when handling apparatus that may be hot; hot apparatus must be picked up using tongs, wet paper, towel or other appropriate holder
- ☐ Immediately wash off any chemicals spilled on your skin or clothes
- ☐ Chemical spills and broken glass must be cleaned up immediately
- ☐ In case of breakage of thermometers, do not attempt to clean up Mercury spills by yourself; report to the concerned teachers/ lab in-charges/ instructors immediately
- ☐ Unused chemicals must not be returned to reagent stock bottles
- ☐ Dispose off waste chemicals only as instructed

APPENDIX – C: SAFETY GUIDELINES FOR PHYSICS LABS:

- ☐ Concerned teachers/ lab in-charges/ instructors must be requested to check all electrical circuits before power is turned on
- ☐ When working with electrical circuits, be sure that the current is turned off before making adjustments in the circuit
- ☐ Do not connect the terminals of a battery or power supply to each other with a wire; such a wire will become dangerously hot
- ☐ Caution must be exercised when handling liquids in the vicinity of electrical equipment.

**Compiled for in-house circulation by:
Internal Quality Assurance Cell (IQAC)
Suren Das College, Hajo, Kamrup (Assam)**