

**BAPUJEE COLLEGE, SARUKSHETRI**

**P.O: SARTHEBARI, ASSAM**

**NAAC Accreditation: B GRADE**



## **Code of Conduct**

For

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

## **Preamble**

The rules included in this handbook may be called the 'Code of conduct' cum SOP (Standard Operating Procedure) for all the stakeholders of Bapujee College, Sarukshetri (hereinafter referred to as the 'Institute'). They (the rules) shall apply to all the stakeholders of the college. All the stakeholders shall abide by this 'Code of conduct' (hereinafter referred to as 'Code') that outlines the rules, values and ethical standards of the institute in addition to the rights and responsibilities of the stakeholders.

## **Code of conduct for students**

The 'Institute' shall protect the rights and freedoms of students by maintaining three basic principles- "Transparency, Accountability and Auditability. To execute these basic principles, the 'Institute' formulates the following guidelines for its students:

1. At the time of admission each student shall submit an undertaking expressing his /her consent to abide by the rules and regulations of the college.
2. Students shall attend the classes regularly and complete his/her studies in the Institute. Permission to discontinue a programme/course shall be granted to a student if and when a valid and legitimate reason against the prayer for discontinuation is found. Students with such permission shall have to clear all pending dues; and, scholarship, if awarded to the student, shall be revoked from the date of his/her discontinuation.
3. Ragging in the college premises is strictly prohibited. Violation of it invites strong disciplinary action. The students shall sign an Undertaking stating that he/she shall refrain from ragging.
4. Students shall maintain ethical standards in all the activities (in addition to teaching-learning) to maintain a congenial academic atmosphere in the college.
5. The students shall take an oath for maintaining green environment and Green Diary.
6. Students shall wear proper college uniform inside the college campus, and also in other institutions if and when they are sent to the same as representatives of the college.
7. Students must be in possession of the college Identity Card while inside the campus and during representation of the college in any other institutes for participation in any type of programme.
8. All students must uphold academic integrity. They should be respectful to all persons and refrain from indulging in any form of misconduct that may affect the Institute's interests and reputation. The students shall exhibit politeness for creation of a safe and healthy academic atmosphere, respect the employees, protect the property of the college, and, refrain from all forms of misconduct both inside and outside the campus.

**The various forms of misconduct the students are expected to refrain from include:**

- A.** Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- B.** Intentionally damaging or destroying Institute's property or property of other students

or Faculty members & Support staffs.

- C.** Any disruptive activity inside the class rooms or in any event sponsored by the College.
- D.** Inability to produce the identity card issued by the Institution, or refusing to produce it on demand by campus security personnel.
- E.** Participating in activities includes:
  - a)** Organizing meetings and processions without the permission from the head of the Institution.
  - b)** Accepting membership of any group banned by the Institution or by the State or Central Government.
  - c)** Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - d)** Unauthorized possession or use of harmful chemicals and banned drugs.
  - e)** Smoking and taking intoxicating drugs are strictly prohibited in the college campus.
  - f)** Possessing, consuming, distributing, selling of alcohol in the Institute or throwing empty bottles in the campus of the Institute.
  - g)** Parking a vehicle (Four wheeler/ Two wheeler/ Bicycle etc.)in a no parking zone or in the area earmarked for other than the students.
  - h)** Rash and negligent driving inside the campus that may cause any inconvenience to others.
  - i)** Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - j)** Pilfering or unauthorized access to the resources of others.
  - k)** Misdemeanor or exhibiting disruptive attitude at the time of the election to Students' body or during any activity of the Institute.
  - l)** Engaging in disorderly, lewd or indecent conduct creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
- F.** Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons into the campus without the written permission of the authority of the institute.
- G.** Students are not permitted to record (either through mobile or through any other electronic devices) the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission of the authority.
- H.** Students are not permitted to provide the print or electronic media with audio or video clippings of any activity of the campus without prior permission.
- I.** while using the Social Media students must desist from posting derogatory comments on other individuals of the Institute and refrain from indulging in such activities that may spoil the reputation of the Institute.
- J.** Causing damage to or destruction of any property of the College or any property of others at the college premises shall be punishable.

A committee will be there to look into the breach of the aforesaid codes of conduct by a student. After proper enquiry the committee shall recommend suitable

disciplinary action against the said student considering the severity of the offence.

## 1. Academic integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence, its violation constitutes a serious offence. The Policy on academic integrity is an integral part of the Code which every student should adhere to.

### **As per the principles of academic integrity a student should:**

- a. Properly acknowledge and cite the source of reference of the ideas, results, materials used.
- b. Properly acknowledge all contributors who have contributed to a piece of work.
- c. Make sure that all assignments submitted / completed for a particular course are his/her own.
- d. Properly acknowledge and cite the source of reference of the ideas, results, materials used.
- e. Have right to pursue their educational goals without interference.
- f. Refrain from cheating. Cheating includes :(i)adopting unfair means during examinations ,and copying of assignments, project, report etc. (ii) facilitating copying, or impersonation in the examination (iii) Using unauthorized material, copying, collaborating when not authorized and purchasing or borrowing papers or material from various sources without permission (iv)Fabricating (making up) or falsifying (manipulating) data and supplying them for publication.(v) Creating sources, or citations that do not exist(vi)Altering previously evaluated works and re-submitting the same for re-evaluation (vii) forged signature on an assignment, report, research paper or attendance sheet (viii)Use of Mobile Phone and other electronic gadgets during examination.

## 2. Anti-ragging

The Institution has a coherent and an effective anti-ragging policy which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009’ (hereinafter referred to as the ‘UGC Regulations’). The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian educational institutions and colleges. The said UGC Regulations shall apply *mutatis mutandis* to the Institution. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a student;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.
- j) Any act of forceful consumption of intoxicants, liquors, drugs, etc.

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

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

- (i) Suspension from attending classes and academic privileges.
- (ii) Withholding /withdrawing of scholarship/ fellowship and other benefits.
- (iii) Debarring from appearing in any test/ examination or other evaluation process.
- (iv) Withholding of results.
- (v) Suspension/ expulsion from the hostels and mess.
- (vi) Cancellation of admission.
- (vii) Expulsion from the institution, and consequently, debarring from admission to any other institution for a specified period. i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- (viii) If deemed necessary the college authority shall file an FIR (First Information Report) against the offender (Ragger/perpetrator/of abettor of ragging) with the police authorities.

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

### **3. Gender discrimination and allied harassment:**

For prevention and prohibition of sexual harassment at workplace, the Institution has a functional committee for prohibition of sexual harassment known as *Internal Complaint Committee*. Students should note that sexual misconduct or harassment encompasses a range of conducts, including but not limited to sexual assault, molestation or persistent irritating comments, e-mails, or exhibition of obscene pictures, which may constitute harassment depending on the circumstances of each case. Any such instances will be investigated and punishment will be given by the committee. The committee will decide (as it deems necessary) the nature of punishment against the incident(s) occurred.

# Code of conduct for Teachers

All the teachers are duty bound to obey the guidelines mentioned in the **Assam Government Service Rules (Director of Higher Education)** and the rules framed by the UGC for college teachers. As per UGC guidelines, a person engaged in teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is always assessed by his/her students and the society concerned. Therefore, every teacher should see that there is no incompatibility between his precept and practice. The national ideals of education must be his / her ideals. A teacher entrusted with social responsibility should be the embodiment of the basic ethical values like care, trust, integrity, respect etc. Code of conduct meant for teachers of this institute encompasses the following:

## 1. Professional Values

- (i) The basic aim of teaching profession is to educate the students. Therefore, a teacher should be committed to the interests of the students, towards the specific needs of each student. He/she should be conscientious and dedicated, and if necessary, should help the students even beyond the class hours as per his / her convenience without accepting any remuneration.
- (ii) A teacher should not prevent any student from expressing his/her viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged for constructive criticism.
- (iii) A teacher should try to develop an educational environment. He / she should provide equal treatment to all students irrespective of caste, creed, religion, gender or socio-economic status and there should not be any partiality or vindictive attitude towards any one of them.
- (iv) The teacher should inspire students to generate interest in the pursuit of knowledge.
- (v) The teacher should exhibit a scientific and democratic outlook among his/ her students to make them responsible citizens.
- (vi) A teacher should conform to the ethos of his profession and act in a dignified manner. Teachers should keep in mind that society has entrusted them to take the responsibilities of the students.
- (vii) A teacher should refrain from any form of abuse.

## 2. Professional development and practices:

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself / herself in his / her field in order to enrich himself/herself and the student community as well. He / she must also acquaint himself / herself with recent methodologies and other applications.
- (ii) A teacher should, alongside teaching, pursue research and innovation to contribute to

the continuous progress and development of a subject.

- (iii) A teacher should regularly participate in seminars, workshops etc. of his / her own interest for continuous professional development.
- (iv) Developing new teaching strategies and implementation of those in the academic system should be an integral part of the professional duties of a teacher.
- (v) A teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He / she should also participate in extra-curricular activities of the College as in sports, extension activities, cultural programmes etc. This will generate a holistic development and a congenial relationship with the students.

### **3. Professional integrity**

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

### **4. Professional collaboration**

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

## Code of conduct for guardians

1. The college expects active co-operation of the guardians in ensuring effective education for their wards.
2. Guardians will encourage their wards to imbibe the values followed by the college for the greater interest of the society and the nation.
3. Guardians must ensure that their wards must attend the classes regularly.
4. Guardians will guide their wards to develop a sense of equality and fellowship among the students.
5. Guardians must take the responsibility of the students outside the campus.

## Code of conduct for support staff

Being the employees of the Government of Assam, all the support staff of this College should follow the code of conduct stipulated by the Government of Assam. Following are the codes of ethics for the support staff of the college.

### 1. Professional conduct

- (i) The support staff should acquaint themselves with the College policies and adhere to them to the best of their ability.
- (ii) Each of them should perform his/her assigned duties sincerely and diligently as well as with accountability.
- (iii) The support staff should not, under any circumstances, undertake any other job within the stipulated office hours. Neither shall he/she engage himself/herself in any trade or business within the college premises.
- (iv) They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- (v) They should not exhibit any kind of misbehavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### 2. Workplace conduct

- (i) They should be punctual as their timely presence is required daily for the commencement and smooth functioning of the college activities.
- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) They have to maintain confidentiality in those matters related to examination and official records.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste,



language or religion.

### **3. Professional relationship**

(i) Interactions between support staff and students take place very frequently during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly manner with the students.

(ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior.

(iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities.

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## **Code of conduct for Principal**

The Principal of a college has got multifaceted roles to play and has to shoulder multilateral responsibilities as a patron, custodian, supervisor, administrator, adjudicator, protector, an inspirer and so on. As the academic and administrative head of the College the Principal is liable to follow certain codes of ethics proclaimed by the *University Grants Commission (UGC)* along with the guidelines framed by the *Ministry of Human Resource Development (MHRD)* and the set of rules enforced by the Director of Higher Education (Government of Assam). Following are the significant codes of conduct for the Principal of a college:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and every employee can perform freely and give their best for the all round development of the institution.
3. To institute, nourish and enforce equal treatment to all the stakeholders of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate alertness among all the stakeholders of the college to prevent sexual harassment and to eradicate it completely. (The Sexual harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the measures for redressal of the issues related to sexual harassment within the boundary of the college campus.)
7. To initiate and propagate the spirit of welfare among all sections of human resources attached directly or indirectly to the college, and hence, to build mutual confidence

amongst them.

8. To maintain and promote academic activities in the college in all possible avenues already explored, and thus, encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive to research oriented academic parleys, and thus, promote research activities in the institution.
10. To uphold upkeep and enforce discipline among the stakeholders of the institution, and thus, maintain campus-serenity required for a congenial academic atmosphere.
11. To promote and maintain the practice of extra-curricular activities.
12. To endeavour for upkeep of tranquility in the region surrounding the College so that academic practices may go on without any disturbance.
13. To promote and maintain harmonious relationship of the College with the adjoining society and also to promote its sense of responsibility towards the society.

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## **Code of conduct for Governing Body**

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

1. The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that its activity fulfill the interest of the stakeholders, including students, local communities, Government and others representing public interests.
2. The body is formed to monitor institutional performance and quality assurance arrangements which should be benchmarked against other institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institutions, including regulations by statutory bodies, such as UGC, as well as regulations laid down by the Govt. of Assam and the affiliating university.
4. The governing body should ensure that non-discriminatory systems are in operation to provide equality of opportunity for staff members and students.
5. The governing body should actively monitor that the Institution implements the reservation policy of the Govt. of Assam during allotment of seats to the students and appointment of its employees..
6. In order to maintain transparency the G.B supplies its proceedings to the applicant (if eligible) if and when applied under RTI Act, 2005.

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