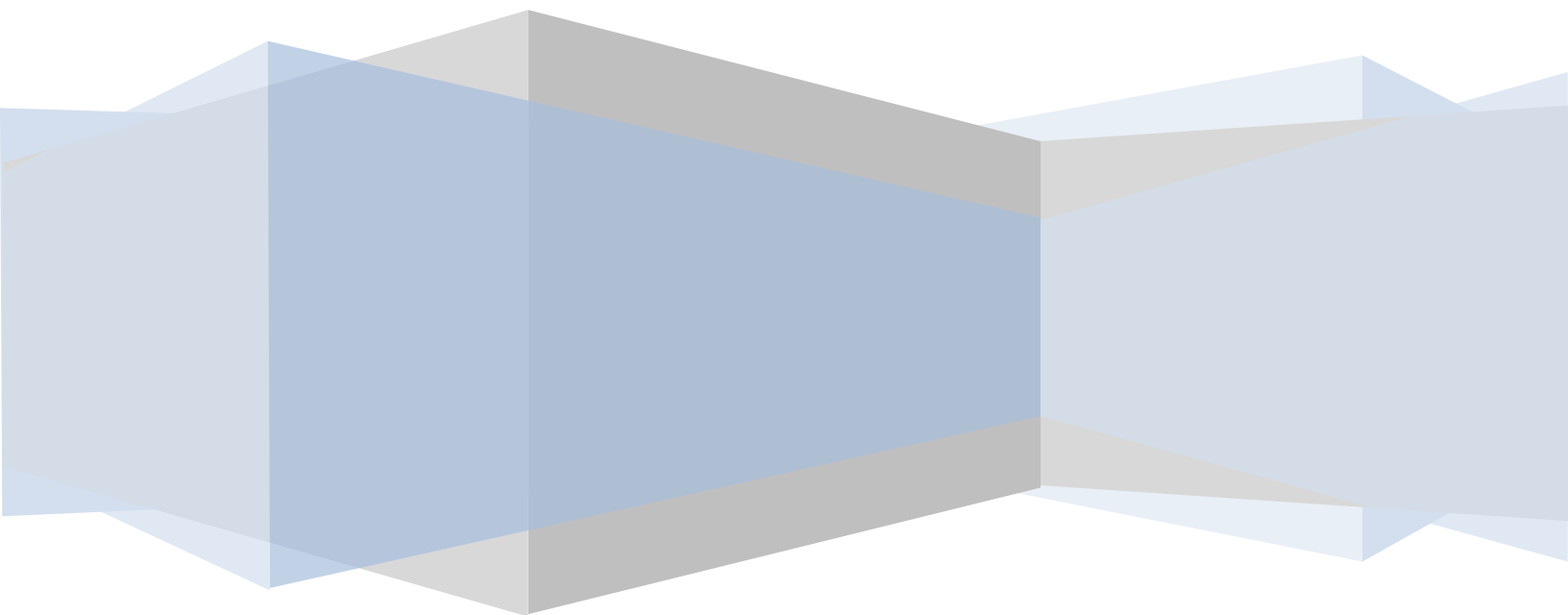


BARPATHAR COLLEGE

**Code of Conduct
Handbook.**



About the College

Barpathar college is one of the few premier institutions of Dhansiri Sub-division of Golaghat District. Established in the year 1987, at the heart of the town, it symbolizes those noble aspirations of enlightened spirits who felt the necessity of an institution of higher education in the Barpathar Mouza, which was already rich in agricultural economy.

Vision

Education for enlightenment of the downtrodden

Our Mission

The college strives to impart education of quality and tries to conduct programmes which enable one to face the current and future challenges.

Code of conduct for Principal

- The principal of the college will behave in such a way that he/she earn self respect for his/her farsightedness, integrity, dignity and decorum at all levels.
- The principal will maintain discipline and tolerance while facing some burning and important issues relating to the students and administrative staff.
- The principal will never discriminate teachers, office staff and students on grounds of gender, caste and creed and colour.

CODE OF CONDUCT FOR TEACHER.

Barpathar College is a provincialised college under the Government of Assam. Therefore, the teachers and staffs are liable to follow all the rules and regulations framed by the government of Assam.

- The teachers will demonstrate excellence in their work, behaviors' and personal achievements.
- Teachers will be a role model for society, uphold human dignity and promote equality of gender, religion, caste, creed and ethnicity
- Teachers will be responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and evaluating progress of students.
- Teachers will respect the privacy and confidential information shared by colleagues and students.

CODE OF CONDUCT FOR STUDENTS.

- Discipline among the students is the prime necessity for the all round development of the college.
- Students are responsible for their conduct and manners to the Principal, teachers and office staff. A student will be liable to disciplinary action by way of warning, fine, suspension and expulsion from the college for violation of college rules and discipline.
- Ragging is strictly prohibited. Students and their parents will give an undertaking at the time of admission
- Students will take proper care of the college property.
- Drugs, smoking and taking of gutkhas inside the college campus are strictly prohibited. Bi-cycles, scooters or motors cycles shall be parked in the shed.
- No society can be formed in the college without the permission of the principal.
- No student is allowed to wear hats and caps within the college campus.
- Use of mobile phone is strictly prohibited inside the classroom. A penalty of Rs. 500/- will be imposed against the mobile users inside the classroom.

- An identity Card is issued to every student and they must possess it during college hours.
- No student will be allowed to attend the classes without proper college uniform.
- A minimum attendance of 75% of the total lectures delivered is obligatory. Students attending less than 75% but more than 60% will be non-collegiate and less than 60% will be discollegiate. A relaxation of 5% attendance is allowed to NSS members.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- The college staff will demonstrate courtesy, respect, and patience, willingness to help and remain committed to the best interest of the student's teachers, guardians, visitors and general public.
- The staff will act with honesty and integrity in all aspects of their work.
- The staff will respect the privacy of others and confidential information received from others in the course of their professional practice.
- The staff will appropriately use and maintain all equipments and stationeries provided by the college for various use and ensure that college services such as photocopying and postage are used only for college purposes.
- The staff will not engage in any conflict among themselves and any students.

CODE OF CONDUCT FOR LIBRARY.

Library is a place for learning and scholarly reflection. The library staff and administration will strive to provide such a place for users with the objectives, Library Staff and users are asked to follow the library code of conduct.

- The library staff will take requisite measures for maintaining a congenial learning environment: noise level must be kept to minimum.
- Librarian will ensure that no one keeps library items beyond the due date and cause inconvenience to other library users.
- Mobile phones will be put on silent or vibration mode in the library.
- Anybody found in the library after closing hour will be deemed to trespassing and subject to disciplinary action.
- Library services related to internet and database searching and lending of materials will not be rendered to users who cannot produce a valid identity card.
- Library computers will not be used for playing games, sending offensive, defamatory or fraudulent material, and creating illegal content.

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COLLEGE CODE OF CONDUCT

It is incumbent upon all students, teachers and non-teaching staff of Barpathar College to follow and abide by the statute, ordinances, policies, acts and regulations of Barpathar College. They shall act according to the vision and mission of Barpathar College. The college will impartially address the requirements and grievances of all its stakeholders. The code of conduct should serve as a guiding principle about ethical and professional conduct for students, teachers and non-teaching staff affiliated within the institute.

Code of conduct for Principal

- The principal of the college will behave in such a way that he/she earn self respect for his/her farsightedness, integrity, dignity and decorum at all levels.
- The principal will maintain discipline and tolerance while facing some burning and important issues relating to the students and administrative staff.
- The principal will never discriminate teachers, office staff and students on grounds of gender, caste and creed and colour.
- The Principal shall plan the budgetary provisions and go through the financial audited statements of the Institute.
- The principal shall form various college level committees which are necessary for the development of the institute.
- The Principal shall never discriminate teachers, office staff and students on grounds of gender, caste and creed and colour.
- The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the college.
- The Principal shall maintain and promote academic activities in the College in all possible avenues for academic pursuit.
- The Principal shall Endeavour to promote and maintain harmonious relationships of the college with the adjoining society in order to ensure holistic development of the institution
- The Principal shall create an environment conducive for research and promote research activities in the institution.
- It is the responsibility of the Principal to ensure the observance of the acts, sttues, ordinances, regulations, rules and other issues there under by the authorities, other regulatory bodies and the management, from time to time.

Code of Conduct for Teachers

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of conduct, which sets forth to the teacher and the public it serves, standards of professional conduct and procedures for implementation. Moreover, Barpathar College is a provincialised college under the Government of Assam. Therefore the teachers and staff are liable to follow all the rules and regulations framed by the Government of Assam.

The Standards of professional conduct are as follows:

- Teachers shall act as a role model for society, uphold human dignity and demonstrate excellence in their work, behaviours and personal achievements.
- Teachers shall treat all students equally, irrespective of caste, creed, religion, and gender or socio economic status. There should not be any partiality or vindictive attitude towards any of them.
- Teachers shall carry out the teaching work assigned in a regular and punctual manner, to the best of his/her ability to benefit students for improved performance in the examination and furthering their academic growth.
- Teacher shall hold oneself responsible for ethical conduct.
- Teacher shall avoid the use of one's position for personal gain and avoid the appearance of impropriety
- Teacher shall carry out the college's educational responsibilities such as conducting admissions, seminars and other duties assigned to them diligently.
- Teacher shall refrain from taking part in or subscribing to or assisting in activities, which tend to promote feeling or hatred or enmity among different communities, religions or linguistic groups.

Responsibility to the Students:

Teachers have a primary obligation to treat students with dignity and respect. Teachers shall promote the health, safety and well being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

Teachers shall be committed to the best interests of students and promote their holistic development.

Teachers shall be responsible for analyzing needs, prescribing and carrying out educational programmes with updated knowledge and evaluating progress of students.

Teachers shall inculcate among students spirit of inquiry, ideals of democracy, patriotisms, social justice, environmental protection and peace.

Teachers shall establish and maintain an environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

Teachers shall refrain from divulging confidential information about students except to those who are legitimately entitled to it.

Teachers shall refrain from accepting remuneration for coaching or tutoring his/her own students except for remedial teaching under an approved scheme.

Teachers shall not incite students against other students, teachers or administration.

Responsibility of the College Community.

Teachers shall promote positive relationships and effective interactions with members of the college community, including the employer, colleagues, guardians and other stakeholders while maintain professional boundaries.

Teacher shall communicate with parents/guardians in timely and respectful manner that represents the student's best interests.

Teachers shall refrain from doing anything which may undermine student's confidence in their parents or guardians.

Teachers shall respect colleagues as fellow professionals and maintain civility when differences arise.

Teachers shall cooperate with the head of the institution and colleagues in and outside the institution in both curricular and co curricular activities.

Teachers shall collaborate with colleagues in a manner that supports academic achievement and related goals that promote the best interests of students.

Teachers shall work to ensure a workplace environment that is free from harassment. Teachers shall perform the duties of citizenships, participate in community activities and shoulder responsibilities of public offices.

Responsibility of the Profession

Teacher shall be committed to the highest levels of professionals and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

Teacher shall participate in programmes of professional growth like in service education and training, seminars, workshops, conferences etc.

Teachers shall reflect upon and assess one's professional skills, content knowledge, and competency on an ongoing basis.

Teachers shall conduct research in an ethical and responsible manner with appropriate permissions and supervision.

Teachers shall actively participate in educational and professional organizations and associations.

Teachers shall respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

Code of Conduct for Library Staff

Library is a place for learning and scholarly reflection. The library staff and administration will strive to provide such a place for users. With this objective, Library staff and users are expected to follow the library code of conduct.

The Library Staff shall take requisite measures for maintaining a congenial learning environment in the library: noise level must be kept to minimum.

Library shall ensure that no one keeps library items beyond the due date and cause inconvenience to other library users.

Anybody found in the library after closing hour will be deemed to be trespassing and subject to disciplinary action.

Library services related to internet and database searching and lending of materials will not be rendered to users who cannot produce a valid identity card.

Library computers will not be used for playing games, sending offensive, defamatory or fraudulent material, and creating illegal content.

Library Rules for Users

1. Library will remain open from 9.00 AM to 4.00 PM on all college working days.
2. Before entering into the library, members have to deposit their belongings, other than note books in the property counter.
3. A member will have to show the Library/Identity Card at the main entrance before entering into the library.
4. Books borrowed by the library members may be recalled by the librarian at any time.
5. Borrowers must satisfy themselves about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.

6. Books will be issued to the student members for 15 days, and overdue charge of Rs.1.00 for per day shall be levied on a member if a book is kept beyond the loan period.
7. A member must produce his/her Identity Card & Readers Ticket at the time of borrowing.
8. The membership Card and Readers Ticket are not transferable.
9. No reference books, rare books, periodicals shall be issued to members.
10. Silence should be strictly maintained in and around the Library.
11. Prior permission from the librarian and signing in the registers are required for using the computers (internet).
12. Please drop any suggestion, complaints in the reader's suggestion Box or contact the librarian.
13. Mobile phone should be kept silent mode in the library.
14. Decorum and discipline should be maintained in the library, disciplinary action will be taken against anyone who will be caught practicing unfair activities like spitting in and outside the library premises, use of tobacco products, writing on the walls and reading tables, creating disturbance inside the library etc.

Code of Conduct for Administration Staff

The college staff shall demonstrate courtesy, respect, patience, willingness to help and remain committed to the best interests of the students, teachers, guardians and general public.

The staff shall act with honesty and integrity in all aspects of their work.

The college staff shall respect the privacy of others and confidential information received from others in the course of their professional practice.

The staff shall appropriately use and maintain all equipment and stationary provided by the college for various use and ensure that college services such as photocopying and postage are used only for college purposes

The staff shall not engage in any conflict between themselves and any student.

The staff shall behave in a manner that would not demean the institutional reputation.

The staff shall adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time.

Code of Conduct for Students

It is incumbent upon all students to students to follow and abide by the code and guidelines of Barpathar College. A student will be liable to disciplinary action by way of

warning, fine, suspension and expulsion from the college for violation of college's rules and discipline.

Every student shall behave towards every individual inside the college campus in a way that is expected from a good educated citizen.

Students shall take proper care of the college property.

Drugs, smoking and consuming gutkas inside the college campus is strictly prohibited.

No student will be allowed to attend the classes without proper college uniform.

Students have to park their vehicles in the parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institution.

No society can be formed in the college without the permission of the principal.

No student is allowed to wear hats and caps within the college campus.

Use of mobile phone is strictly prohibited inside the college classrooms. A penalty of Rs. 1000 will be imposed against the mobile users inside the classrooms.

Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.

Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of authorities, students shall not bring outsiders to the college or hostels.

Ragging: ragging is strictly prohibited in the institution. Students and their parents will give an undertaking at the time of admission. Anyone found guilty of ragging and / or abetting ragging liable to be punished appropriately.

Punishment to be given

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.

5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festivals, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ragging from 1 to 4th semester.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. Fine ranging between Rs. 10,000/- to Rs. 50,000/-
11. Collective punishments: when the person committing or abetting the crime of ragging are not identified, the institution shall report to collective punishment.

Anti Ragging Committee: The College has an active Anti ragging Committee headed by the Principal of the college. The committee consists of representatives of faculty members, parents, students belonging to the fresher's category as well as seniors and non-teaching staff. The monitors the anti-ragging activities in the institution consider the recommendations of the Anti-Ragging Squad and takes appropriate decision, including spelling out suitable punishments to those found guilty. The contact information of Anti Ragging committee can be accessed from the official website of the college.

College Uniform: No student will be allowed to attend the classes without uniform. The college uniform is Black Trousers and White Shirt for boys and for girls white Suridar and red Jaipuri printed Churnni/Dupatta

Identity Card: An identity card is issued to every student and they must possess it during college hours.

Attendance: A minimum attendance of 75% of the total lectures delivered is obligatory. Students attending less than 75% but more than 60% will be Non- Collegiate and less than 60% will be Dis-Collegiate. Dis-Collegiate students will not be allowed to appear in the final examination. A relaxation of 5% attendance is allowed to NSS Members and Players and Students those who represent the college in different State/National/International/ University activities.

