

Handbook of Professional Conduct and Guidelines



**Abhayapuri College, Abhayapuri 783384
Dist. Bongaigaon, Assam**


PRINCIPAL
ABHAYAPURI COLLEGE

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THE CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR GOVERNING BODY

The College is a provincialized college and is managed by the Governing Body constituted as per the guidelines based upon Assam Non-Government College Management Rules and Assam College Employees (Provincialisation) Rules. The Governing Body is the sole decision making body. This body adopts various policies and plans regarding academic, administrative setup, appointment and financial activities of the institution. The Governing Body implements the service rules as framed by the state government. As mentioned earlier there are a good number of working committees/units concerning various aspects of the college. The Governing Body implements the policies and plans through these unit/committees. The Principal is the Secretary to the Governing Body. Hence the executions of all the decisions are made by him. The Principal monitors/guides the committees/units in implementing the aforesaid policies and plans. Thus the functioning of the institution is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. as per the norms of the state government which is duly implemented by the Governing Body through the Principal and the college runs in a well organised internal organisational system. The following are the Government notifications released from time to time by the Government of Assam and the Directorate of Higher Education, Assam.

1. ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001(15.06.2001)
2. ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)
3. ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)
4. THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005 (22.12.2005)
5. THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005(10.05.2010)
6. THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010(15.11.2010)


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

CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR PRINCIPAL

(Based upon UGC regulations for appointment of academic staff in Colleges and measures for the maintenance of standards in Higher Education, 2018)

The Principal should:

- Deliver an able leadership to ensure the optimal and effective utilisation of the assets of the College so as to facilitate a conducive workplace culture and learning environment.
- Maintain honesty, integrity, fairness, transparency and a great sense of responsibility in all dealings in order to serve the best interests of the College.
- Undertake value based policy making in academic and executive matters to ensure overall sustainable growth keeping in mind the special concerns of the environment and its human resources.
- Foster a spirit of collaboration among all stakeholders of the institution and pave the way for beneficial liaison within them and also beyond.
- Motivate and promote innovative thinking and action in teaching – learning, research as well as in community service.
- Display impeccable behaviour at all times in keeping with the dignity of the office and the expectations of society.
- Encourage and participate in extension, co-curricular and extra-curricular activities.
- Strive for impartiality in all dealings by disallowing considerations of religion, race or gender to interfere in the administration of the College.
- Endeavour to achieve excellence and maintain quality of goods and services of the College and make these equipped to deliver optimum service and satisfaction to community and country.


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The professional duties and responsibilities that the Principal has to execute as the administrative head of the institution are:

- Taking adequate action to transform into reality the vision and mission of the institution.
- Ensuring quality enhancement and capacity building of the College in collaboration with the IQAC and other in-house developmental committees.
- Monitoring continuously the performance indicators of various academic and administrative procedures/regulations and up-gradation/modification of these as and when the need arises.
- Constituting, nominating and monitoring various in-house subcommittees which are assigned the duty of planning and executing developmental schemes related to the academic and administrative matters of the College.
- Placing before the Governing Body for approval, various policy matters as proposed by different stakeholders of the institution including the IQAC.
- Ensuring the implementation of the various policy matters approved by the Governing Body within the stipulated time.
- Nominating various officers - in-charge to act on his/her behalf, he/she being the Officer- in- charge of various academic and non-academic examinations held in the College.
- Undertaking and executing various welfare measures for all the stakeholders of the institution.
- Ensuring the maintenance of a harmonious and efficient working and academic environment in the institution.
- Taking measures to liaise with external agencies for quality enhancement of the College.
- Focusing upon utilisation of advantageous local resources for the benefit of the institution as well as the society.
- Working towards developing institutional fringe areas by judicious utilization of institutional resources. Striving for strengthening the financial position of the institution.



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

(Based on NAAC Guidelines)

The functions of the IQAC are:

- Striving towards capacity building of the Institution by undertaking measures for quality improvement in the learners, the teachers and the teaching – learning environment.
- Facilitating the development of participatory teaching and learning process by taking steps for readying both learners and teachers for adopting latest knowledge and technologies in Higher Education.
- Envisioning and applying quality benchmarks for various academic and administrative activities of the College.
- Monitoring the practices and performance of the in-house committees.
- Organisation of inter and intra institutional workshops, seminars on quality enhancement topics.
- Arranging for feedback response from learners, parents and other stakeholders on quality related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Acting as a nodal agency of the institution for coordinating quality related issues including adoption and fruition of best practices.
- Development and maintenance of institutional database for enhancing and maintaining quality.
- Documentation of various programmes and activities organised in the College for quality improvement.
- Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC as per NAAC Guidelines.

The IQAC is also expected to adopt strategies for :

- Timely and efficient performance of academic, administrative and financial tasks.
- Ensuring the relevance and quality of academic and research programmes

- Facilitating equal and affordable access to academic programmes for various sections of society.
- Monitoring the adequacy, maintenance and functioning of the support structures and services.
- Promoting collaboration and networking in research 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.)

TEACHERS AND THEIR PROFESSION

It is the responsibility of Teachers to :

- Conduct themselves in a manner consistent with the ideals of the profession and in keeping with the expectations of society so as to become role models for all.
- Engage in continuous and multi-dimensional professional up gradation through study and research.
- Contribute to the creation and dissemination of new knowledge by active participation in seminars, conferences and professional meetings.
- Perform daily teaching duties such as classes, tutorials, practicals and evaluation with diligence.
- Execute every academic and co-curricular task prescribed in the respective syllabus and curriculum within the stipulated time.
- Strive to incorporate innovative and appropriate methods and materials for imparting knowledge.
- Discourage and not indulge in plagiarism or other non-ethical practices in teaching, examination, evaluation and research work.

- Maintain active membership of professional organizations through which improvements in education and profession may be derived .
- Keep abreast of latest government legislations, rules and policies on Education.
- Abide by the Acts, Statutes and Ordinances of the University and respect its ideals, vision, mission and traditions.
- Cooperate and assist in the smooth operation of related duties such as the admission procedure of the institution as well as in the supervision, invigilation and evaluation in college and university examinations.
- Participate in co-curricular, extra-curricular and extension activities including community service.

TEACHERS AND STUDENTS

Teachers should:

- Serve as mentors and facilitators who can awaken joy in the experience of learning.
- Be always amiable and accessible to students and guide them even beyond class hours.
- Motivate and inspire students to aim for excellence in academic and extra-curricular activities, to achieve their dreams and contribute to the welfare of community and country.
- Support students in developing personality by updating them about the latest developments in knowledge and technologies, thus broadening their horizons.
- Encourage students to develop a scientific temper and pursue independent study and research.
- Protect and sensitise students against any elements that might hamper learning or development of personality.
- Promote among students the ideals of democracy, patriotism, social justice, world peace and conservation of the environment.
- Help students to appreciate national and local heritage and national goals.

- Appreciate the differences in the aptitudes and backgrounds of the students, realise the worth of individual students and treat them with fairness, attempting to fulfil their unique needs.
- Treat students with dignity and impartiality regardless of their religion, gender, political, economic or social standing.
- Respect the rights and freedom of the students and not deal with them in a vindictive manner for any reason.
- Maintain impartiality in the assessment of merit of the students, not letting any other considerations to come into play while doing so.
- Refrain from inciting students against other students, colleagues or the administration.

TEACHERS AND AUTHORITIES

Teachers should:

- Adhere to existing rules and regulations of the institution and comply with any relevant order or instruction that might be issued from time to time by the College administration or by higher authorities.
- Participate in policy making for the institution by accepting various offices and discharging the responsibilities thereof.
- Execute sincerely every academic or administrative task assigned by the authorities.
- Extend all possible co-operation to the authorities to bring to fruition the developmental plans of the institution.
- Maintain the confidentiality of certain classified documents and information, both academic and administrative.
- Refrain from undertaking any other gainful employment which would interfere with their professional responsibilities.
- Give due notice about any change in position or plan.
- Avoid unnecessary availing of leave except for unavoidable circumstances and with prior intimation as far as possible.
- Act with justice and seek only legal and civilised means for redressal of grievances and not engage in vindictive behaviour against authorities.

TEACHERS AND COLLEAGUES

Teachers should:

- Cultivate a spirit of co-operation and a supportive attitude towards senior as well as junior colleagues.
- Refrain from any defamatory activity against colleagues and treat them with utmost respect.
- Refrain from allowing considerations of religion, caste, creed, race or gender in their professional dealings

TEACHERS AND NON-TEACHING STAFF

Teachers should:

- Treat office staff respectfully as colleagues and as equals.
- Co-operate in the activities of joint-staff committees.

TEACHERS AND GUARDIANS

Teachers should:

- Seek to establish a relationship of trust and partnership with guardians.
- Maintain contact with guardians through timely parent-teacher meets.
- Report to guardians about the academic and co-curricular performance of their wards whenever necessary.



TEACHERS AND SOCIETY

Teachers should:

- Understand that a teacher is constantly under the scrutiny of society and thus endeavour to be role models.
- Recognise that education is a public service and hence strive to keep the public informed about educational programmes delivered by the institution.
- Strive towards developing a relationship of trust, collaboration and service with society.
- Work to improve the standards of education and morals in society.
- Participate in community welfare activities for the eradication of social problems and shoulder responsibilities of public offices.
- Refrain from indulging in or inciting or assisting any activity that amounts to hate mongering among different communities, religions or linguistic groups.
- Actively work towards communal harmony and national integration.

GUIDELINES FOR TEACHERS' ACADEMIC

- Attend daily routine classes on time.
- Complete allotted topics of the syllabus for each semester within the stipulated time.
- Prepare lesson plans at the beginning of each semester.
- Complete evaluation of answer scripts of home examinations within a justified time.
- Discuss the evaluated answer scripts with students to point out the mistakes committed and the remedies thereof.
- Create repository of E-learning resources and utilise these for the benefit of students.
- Refrain from giving physical punishment to any student for improper conduct but issue a warning or report it to the HOD or the Principal if the need arises.
- Not deny entry to any student into the class for being late. However the teacher might deny attendance to the student if late for unjustified reasons.
- Make use of both departmental as well as central library facilities and facilitate students to do the same.

ADMINISTRATIVE

- Make daily entries in the Log Book for teachers.
- Assist the HOD in executing various departmental works.
- During invigilation duty (i) must report to the OC/AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the exam (ii) must be vigilant for preventing malpractices and maintaining a fair atmosphere inside the exam hall (iii) must refrain from using cell phones or indulging in gossip with fellow invigilators while on exam duty (iv) be attentive and cater to the needs of the examinees.
- Respond promptly to any instruction received from administrative authority.
- Ensure co-ordination among alumni, guardians and other stakeholders for the all-round growth of the department and institution.
- Provide different qualitative and quantitative data to the IQAC promptly as and when required.

GUIDELINES FOR HEAD OF DEPARTMENTS

HODs of all academic departments must ensure:

- A friendly and supportive atmosphere in the department that is conducive to growth.
- Co-ordination among the members of the department and regular reviewing of the progress in teaching, learning, evaluation, co-curricular, extra-curricular and extension services through departmental meetings held, according to guidelines, in the first week of every month.
- Timely and judicious distribution of syllabus contents among the faculty members of the department to enable course completion within the designated time.
- Orderly maintenance of the departmental records and files such as (i) incoming and outgoing memos (ii) stock register (iii) departmental meetings and proceedings register (iv) student attendance registers (v) student certificates in extra-curricular achievements (vi) copies of home assignments, classwork/tests, field study reports (vii) student exam and result records (viii) documents related to extension activities (ix) student progression records (x) stock piling of records as soft copies.

- Regular and timely holding of classes and oversee that no class is left unattended due to the absence of any teacher by making alternative arrangements to hold the same.
- Day-to-day updating of daily class records and activity records of the faculty members in the Log Book.
- Satisfactory execution of all co-curricular activities of the department such as project works, student seminars, home assignments and field trips or any other.
- Mentoring and guidance of students to create a learner-centred approach through mentoring sessions, tutorials, remedial classes, orientation programmes.
- Safe custody of confidential documents.
- Proper communication of academic and administrative matters to relevant authorities through institutional email ID or WhatsApp groups.
- Prompt response to relevant instruction or directive issued by any administrative authority.
- Submission of required data, qualitative or quantitative, as and when called for by the IQAC.



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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:

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

CODE OF ETHICS FOR NON-TEACHING STAFF:

Non-teaching staff of the college should be ingrained with values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.

Moreover, the non-teaching staffs is expected to conduct sincerely the following---

- Loyalty to the College by being punctual, reliable in all duties and the sense of belongingness.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with students and staff:
 1. Proper interactions with students.
 2. Maintaining professional boundaries with students and staff.


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- Maintaining dignity by treating students with care and kindness.
- Being supportive and cooperate with other staff members.
- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Practise mutual respect, trust and confidentiality.
- Practise justice by being committed to the well being of individuals, the wider community and the common good of all people.
- Must respect and maintain the hierarchy in the Administration.
- Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
- Must not use unauthorised persons to perform his/her official duties.

GUIDELINES FOR STUDENTS:

1. It is compulsory for students to come to college dressed in the prescribed uniform (as specified in the College Prospectus) and with their ID Cards displayed.
2. Students are allowed to stay inside the college campus only during class hours. Disciplinary action will be taken against students loitering purposelessly inside the classrooms or College campus. Any student who has been assigned special duties during college events or festivals must obtain permission from the authorities to stay inside college beyond the college hours.
3. Boarders residing in the Abhayapuri College Men's and Women's Hostels will have to follow the respective hostel rules.
4. Indulging in any physical/mental aggression upon fellow students or ragging/quarrelling /using abusive language is strictly prohibited inside the College campus. Anyone found guilty of such violent behaviour/ ragging will be punished according to Supreme Court anti-ragging laws.
5. It is the duty of students to take care of College property. Anyone found guilty of causing damage to College property will be penalized.



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6. Smoking, chewing *gutkha* or *paan* and spitting on the walls and floors are prohibited. Any student found indulging in any of these activities will be debarred from appearing in the semester exams.
7. Students are advised to keep their College campus clean. They should dispose garbage in the dustbins provided inside the campus and not elsewhere. Maintaining cleanliness and hygiene while using the toilets in the campus is mandatory.
8. Students must strive to maintain eco-consciousness in their behaviour and dealings in College. They must cultivate good habits such as switching off all fans, lights and ACs in the classrooms when not in use.
9. Drinking alcohol, taking drugs or any kind of intoxication inside the College campus is a punishable offence.
10. Students are advised not to bring any expensive gadgets or ornaments to College. The College authority will not be responsible for any theft or loss of the same.

11. Rules for student vehicles :

- i. Students coming to College on two wheelers or four wheelers are required to have :
 - a. Valid Vehicle Entry Card issued by the Principal
 - b. Valid Driving License
 - c. Registration Card (RC) of the vehicle
- ii. Vehicle entry Card will be issued from the office of the Principal on receipt of application in prescribed format. To get the formats, students must submit self-attested photo copies of valid Driving Licence and Registration Card (RC) of the vehicle.
- iii. Students must wear helmets while riding their bikes. No biker without a helmet will be allowed to enter the College campus.
- iv. All student vehicles must be kept within the specified parking area.


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12. Examination Rules:

The Final/End Semester Examinations shall be conducted according to the guidelines laid down by the Assam Higher Secondary Education Council and Gauhati University for HS and TDC classes respectively. In addition students will have to appear in the Sessional Examinations/Unit Tests conducted by the Home Examination Board of the College or any other mode of internal assessment conducted by respective Departments as per instruction of the Council/GU. The minimum marks to be secured by the students to pass these examinations are same as stipulated by the AHSEC and GU.

13. Attendance Rules :

All students must attend every lecture, tutorial and practical classes of the course opted by him/her. However, the attendance requirement is minimum 75 percent of the total classes in each subject. Students not having required attendance in a course will not be allowed to appear in the end-semester or final examination in the course.



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