



SONARI COLLEGE

সোণাৰি মহাবিদ্যালয়

AFFILIATED TO DIBRUGARH UNIVERSITY



CRITERIA 7 (2022-23)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

7.1.10 -THE INSTITUTION HAS A PRESCRIBED CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES IN THIS REGARD

2022-23

HAND BOOK
ON
DUTIES,
CODE OF CONDUCT
AND
PROFESSIONAL ETHICS

Sonari College
P.O. Sonari
Dist. Charaideo
Assam



**POLICY DOCUMENT OF CODE OF CONDUCT AND
ETHICS**

Part-A

**DUTIES, CODE OF CONDUCT AND
PROFESSIONAL ETHICS
FOR PRINCIPAL**



SONARI COLLEGE

CODE OF CONDUCT AND ETHICS FOR PRINCIPAL

DUTIES, CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR PRINCIPAL

- (a) 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;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT AND ETHICS FOR PRINCIPAL

PART- B

**DUTIES, CODE OF CONDUCT AND
PROFESSIONAL ETHICS
FOR TEACHERS**



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CODE OF CONDUCT AND ETHICS FOR TEACHERS

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.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other no-ethical behaviour in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students:

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;

CODE OF CONDUCT AND ETHICS FOR TEACHERS

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

III. Teachers and Colleagues :

Teachers should:

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

IV. Teachers and Authorities :

Teachers should:

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

CODE OF CONDUCT AND ETHICS FOR TEACHERS

- (v) 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;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular or completion of responsibility academic schedule.

V. Teachers and Non-Teaching Staff:

Teachers should:

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

VI. Teachers and Guardians:

Teachers should:

- VII. Try to see through teachers' bodies and organizations, 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:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

CODE OF CONDUCT AND ETHICS FOR TEACHERS

Part-C

**DUTIES, CODE OF CONDUCT AND
PROFESSIONAL ETHICS
FOR LIBRARIAN**



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CODE OF CONDUCT AND ETHICS FOR LIBRARIAN

A librarian should:

- Refrain from any conduct or practices that may have impact on their professional dignity or image of the college.
- Adhere to a responsible pattern of conduct and contribute through their work to the developments of individuals and the community.
- Enhance their professional skills through continuous workshops and trainings.
- Aware the college community about the ethical and legal aspects of library and its services.
- The Librarian shall always work to the benefit of the user and should show willingness to serve with the best possible service to the users.
- The Librarian should assist the user by providing the materials they are searching for.
- The Librarian shall arrange or adjust library and its resources as per the needs of the users in a convenient and attractive form.
- The Librarian shall follow the principle of the highest priority while cataloguing library resources taking care for continuous updates.

CODE OF CONDUCT AND ETHICS FOR LIBRARIAN

Part-D

**DUTIES, CODE OF CONDUCT AND
PROFESSIONAL ETHICS
FOR NON-TEACHING STAFF**



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**CODE OF CONDUCT AND ETHICS FOR NON-TEACHING
STAFF**

The Non-teaching staff of the college shall follow the following rules and regulations:

1. Execute official decisions and policies with fidelity and impartiality, striving for the best feasible standards of performance
2. Act in a way that does not bring the institution's reputation into disrepute.
3. Encourage employees to work as efficiently as possible.
4. Be punctual on your day-to-day responsibilities.
5. Create an environment that encourages collaboration.
6. Carry out and accomplish the assigned responsibilities to the satisfaction of all parties involved.
7. Make every attempt to accomplish the allotted work within the specified time frame.
8. Work to win the trust, honour, and respect of all.
9. Resolve genuine grievances as soon as possible.
10. Keep the records and any sensitive information secret.
11. Collaborate and communicate with colleagues as needed to ensure that students receive a consistent and thorough educational experience.
12. Take care of the institute's assets.
13. Creating a pleasant environment.
14. Avoid all forms of discrimination.
15. Do not take bribes or engage in any other corrupt actions.
16. Demonstrate qualities such as accountability, loyalty, dedication, commitment, honesty, and morality in various official concerns and obligations both inside and beyond the college.
17. Treat all students fairly and equally, regardless of their religion, caste, gender, political, economic, social, or physical qualities.
18. Maintain courteous and amicable relationships with all colleagues.
19. Follow the various processes and rules that may be required by the institution's administrative mechanism or higher authorities from time to time.

CODE OF CONDUCT AND ETHICS FOR NON-TEACHING STAFF

Part-E

**DUTIES, CODE OF CONDUCT AND
PROFESSIONAL ETHICS
FOR STUDENTS**



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CODE OF CONDUCT AND ETHICS FOR STUDENTS

General Rules:

1. All bona-fide students are required to be familiar with the code and guidelines outlined below, and any amendments that might be incorporated from time to time as per requirement and necessity.
2. Students must attend lectures and tutorials according to the timetable. Students should not be absent from lectures, tutorials and examinations without prior permission of the Principal.
3. In case of illness, a student must apply for leave producing the doctor's certificate. He/She must personally report the matter to the Prof. In charge / Vice Principal.
4. Every student must be familiar with the college's Academic Calendar (uploaded in the college website)
5. Students must wear college badge & keep Identity card within the college premises always. They shall have to purchase badge & card from the office at the time of admission.
6. No Society or Association can be formed in the College and without the authorization and consent of the Principal, no one is allowed to address a meeting.
7. All College activities must be organised and planned under the guidance and supervision of the Principal and Professor In-Charge with prior permission only. Students are expected to take proper care of college property and to help in keeping the premises neat and clean. Causing damage to the property of the College, or breach of the discipline, the concerned guilty will be duly punished accordingly.
8. Use of cell phones is banned inside the college premises. Defaulters are liable to be punished.
9. Wearing proper uniform as prescribed in the prospectus is compulsory.
10. The college campus is declared as tobacco free. So, the chewing Gutkha within the college campus are strictly forbidden.
11. Indecent behavior or conversation of any kind is strictly forbidden. If someone is found behaving or talking indecently he or she would be punished as the authority feels deem fit.
12. Students must not interrupt the cozy environment inside or outside the classes.
13. Use of earring and bangle in respect of boys are strictly prohibited inside campus.
14. Demonstration and *Dharna* against college authority are strictly prohibited.
15. All students should be aware that the majority of the main campus area, as well as classrooms and laboratories, are under CCTV observation.
16. Matters not covered under the existing rules and regulations will rest at the absolute discretion of the Principal.

CODE OF CONDUCT AND ETHICS FOR STUDENTS

College Uniform:

- (i) Boys: White shirt & Black pant (Boys can't wear jeans & sporting) & use Black colour Sweater for winter season (Cann't wear Jacket).
- (ii) Girls: Muga or Muga colour mekhela & White chador having Green border with Green blouse or White churidar kurta with Green dupatta & use Black colour Sweater for winter season.
- (iii) Students must wear I.D. Card.

Rules for Hostel Boarders :

- i. Boarders must abide by the rules & regulations of the hostel prescribed by the college authority, violation of which will be liable to disciplinary action to the extent of expulsion from the hostel & the college as well.
- ii. Boarders must enter the hostel within the time fixed by the authority concerned.
- iii. Entertainment of the guest & visitors will not be allowed except prior permission of the authority.
- iv. Ill treatment/ragging to co-boarders/cook/other employees of the hostel are strictly prohibited.
- v. Disturbance of any kind during study hours will be treated as a serious offence.

Ragging Inside College Campus:

RAGGING inside the college campus is Strictly Prohibited. If any incident of ragging comes to the notice of the college authority, the concerned students will be given liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/ her from the college.

UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009.
(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

- 1. Every public declaration of intent by any institution, in any electronic audio visual, print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.
- 2. The application form for admission, enrolment or registration shall contain an undertaking mandatorily in English or in one of the regional languages known to the applicant in Annexure -I to these Regulations to be filled up and signed by the applicant and the parents/guardian in Annexure-II.
- 3. The institution shall constitute an Anti-ragging committee to take appropriate decision in regards to punishment or otherwise, depending on the facts of its incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti-Ragging squad.

CODE OF CONDUCT AND ETHICS FOR STUDENTS

4. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:
 - a) Suspension from attending classes and academic privileges.
 - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - c) Debarring from appearing in any test/ examination or other evaluation process.
 - d) Withholding results.
 - e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - f) Suspension/ expulsion from the hostel.
 - g) Cancellation of admission.
 - h) Rustication from the institution for period ranging from one to four semesters.
 - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

CODE OF CONDUCT AND ETHICS FOR STUDENTS