

KHARUPETIA COLLEGE

DARRANG, ASSAM



CODE OF CONDUCT

FOR

**STUDENTS, TEACHERS, NON-TEACHING STAFF
AND ADMINISTRATORS**

CODE OF ETHICS

In order to inculcate a sense of discipline and values among the students, teachers and staff of the college, Kharupetia College has decided to adopt the Code of Ethics as detailed below. All the teachers, students and non-teaching staff of the college are expected to adhere to the code of conduct in order to fulfil the expectations of all the stakeholders.

Code of Conduct for Students

- Every student must carry his/her identity card while being present on the College Premises.
- Every Student must wear the prescribed college uniform.
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.
- Every student will remain answerable to the college authority for his/her activity and conduct on the College Premises.
- Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- Students are required to check the Notice Board and also website of the college for important announcements.
- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited.
- Playing cards, spitting and loitering are strictly prohibited inside the college and shall invite disciplinary action.
- Use of Cell phones is strictly prohibited during class hour.
- Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus will be considered as a punishable act.
- During leisure hours, students are advised to use the library as maximum as possible.
- Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
- Indulging in ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus are strongly prohibited as well as punishable.

Code of Conduct for Teachers

I) Teachers should:

- i) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (ii) Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- (iii) Seek to make continuous professional growth 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 organizations and strive to improve professional skills and competency through them.
- (vi) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- vii) Participate in extension, co-curricular and extra-curricular activities including community service.
- viii) Manage their private affairs in a manner consistent with the dignity of the profession.

II) Teachers and the Students:

Teachers should:

- (i) Respect the right and dignity of the students in expressing his/her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Recognize 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace.

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

(vii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

(viii) 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:

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

IV) Teachers and Non-teaching staff:

- (i) Teachers should treat the non-teaching staff with due respect and must not show any disrespectful behaviour.
- (ii) Teachers should help the non-teaching staff in times of their need

Code of Conduct for Non-Teaching Staff

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid down by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behaviour.
3. All Staff members should be punctual and disciplined towards their work.
4. Every staff member shall maintain the appropriate level of confidentiality with respect to student and staff related records and other sensitive matters.
5. Every Staff member should cooperate with students, colleagues & superiors.
6. All staff members should deal with the students and colleagues with due politeness and sense of co-operation.

Code of Conduct for Administrators/ Governing Body

Code of conduct for administrator/ governing body is governed by the Assam Non-Government College Management Rules, 2001 and other statutory guidelines framed by the Government from time to time. (Click here https://kharupetiacollege.in/wp-content/uploads/2022/03/College_Management_Rules.pdf)

Sd/-
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