

**A Handbook on
Professional Ethics
and
Code of Conduct**

Introduction

S.B. Deorah College established in 1984 under the pioneering leadership of some visionaries of Ulubari area of Guwahati is a prominent seat of higher learning in North East. The prime vision of the college is to transform the college into an excellent centre of learning. It intends to provide the students a congenial environment for learning and development of skills, required not simply for living and livelihood but also to face the challenges of rapidly evolving society and to make the students better human beings. Being a provincialised college, it follows certain codes of ethics as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Assam as in the Assam Service Rules (ASR).

The Code of conduct is a set of basic principles binding for all representatives of the profession and identifying their social mission and ethical responsibilities in all environments of their professional activity. The Code of Conduct Handbook of S.B. Deorah College provides a framework of principles for all the

stakeholders associated with the teaching profession. Increased awareness of the ethical principles governing the teaching profession is essential to ensure professionalism. A written code will serve as a reminder about the great responsibility vested on the various stakeholders of the teaching profession. The code encompasses the various attributes of character-truthfulness, respect, responsibility, fairness caring and service orientation.

Students' Code of Conduct

Discipline among the Students

The students are expected to maintain high standard of discipline. They must abide by the rules and regulations of the college authority. Violation of rules may make a student liable for disciplinary action like termination of scholarship, forced transfer, and even expulsion from the college. Any willful damage or theft of college property will be treated as serious offence and will be dealt sternly.

Attendance

Students must be regular and punctual in attending their classes. It is to be noted that at least 75% attendance is essential for appearing in Council and University exam failing which he/she shall be treated as non-collegiate. A non-collegiate student will be debarred from appearing in Sessional examinations. A student failing to attend classes for 25 days at a stretch from the date of commencement of classes will forfeit his/her seat.

College Uniform

It is mandatory for all students to use the standard prescribed college uniform. Students who are not in proper uniform will be refused entry into the college campus. The details of the outlets from where the uniform can be purchased are given on the day of the admission.

College Identity Card

A non-transferable Identity Card will be issued to all students. Students must carry their identity card at all the times inside the college premises and must be produced whenever demanded.

Ragging

Ragging in any form inside the college premises and in the women's hostel is strictly prohibited. Students indulging in Ragging will be punished severely as per the existing directives of the Supreme Court/High Court.

Cleanliness

Cleanliness of the college premises must be maintained at all cost. Waste should be disposed off in the waste bins kept for the purpose. Writing and sticking of Bills on the walls is strictly prohibited. Spitting is strictly prohibited. En masse fine will be imposed on the offenders.

Tobacco Chewing

Smoking or chewing of tobacco and 'Paan' in any form is strictly prohibited. Anyone found chewing tobacco or in possession of tobacco within the college campus will be fined Rs. 200. Repeated offenders will be fined up to Rs. 500.00 and will be suspended from the College.

Mobile Phones

Use of mobile phones in the college campus is highly restricted.

Code of Conduct for Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community and manage their private affairs in a manner consistent with the dignity of their profession.
- Seek to make professional growth through study and research. Express and make free and frank opinion by participating in meetings, seminars, conferences, etc. towards contribution of knowledge.
- Making active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in the form of teaching, practical, tutorial seminars and research

work conscientiously and with dedication.

- Cooperate and assist in carrying out functions related to educational responsibilities of the college and university such as: assist in appraising applications for admission, advising students as well as assisting in the conduct of college and university examinations including supervision, invigilation and evaluation.
- participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and students

- Respect the right and dignity of student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic and social characteristics.
- Recognize the difference in the aptitude and capabilities among students and strive to meet their individual needs
- Encourage the students to improve their attainments and develop their personalities and at the same time contribute to community welfare.
- Inculcate in the students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in

a vindictive manner towards any of them for any reason

- Pay attention to only the attainment of the student in the assesment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- And refrain from inciting students against other students,colleagues or adminstration.

Teachers and colleagues

Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations of colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

Teachers and authorities

Teachers should

- 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 organizations for change of any such rule detrimental to the professional interest.

- Refrain from undertaking any other employment and commitment including private tutions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other instituions and accept offices.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the condition of contract.
- Give and expect due notice before a change of position.
- Refrain from availing themselves of leave expect on unavoidable grounds and as far aspracticable with prior intimation,keeping in view their particular responsibilty for completion of academic schedule.

Teachers and non teaching staff

- Teachers should treat the non teaching staff as colleagues and equals in a cooperative undertaking within every educational institution.
- Teachers should help in the function of joint staff council covering both teachers and and teaching staff

Teachers and guardians

Teachers should

- 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 benefit of the institution

Teachers and society

Teachers should

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problems and take part in

activities which would be conducive to the progress of society and the country as a whole.

- Perform the duties of citizenship,participate in community activities and shoulder responsibilities of public offices
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enimity among different communities,religions or linguistic groups but actively work for national integration.

Code of Conduct for the Principal

The Principal has a vital role in academic, infrastructural and financial management in the college. The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector and so on. The Principal is the Secretary of Governing Body and DDO of the College. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the set of prescripts enforced by the Government of Assam as in the Assam Service Rules (ASR). The duties and responsibilities of the Principal are mainly based on different Acts and guidelines- such as the Assam Non-Government College Management (Amendment) Rules 2009, the Assam College Employees (Provincilization) Act 2005, the Assam College Employees (Provincilization) Rules 2010, the Department of Education of the Government of Assam and the affiliated University. These codes of conduct are applicable, in general, for the college Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by

S.B.Deorah College are jotted underneath:

- To promote a collaborative and supporting working environment of the college. He will protect, encourage and recognize faculty and staff in the performance of their duties.
- The Principal will see to and ensure the teacher's duties in classes and examination and attendance in the college as per norms of the UGC. The Principal will deal with academic calendar within the norms of UGC, affiliating University and curricular activities of the teachers in the college
- To report to the DHE about any deviation of financial norms and procedures or any loss of assets of the college immediately, whenever it comes to his notice.
- To make all correspondence with the appropriate authority on behalf of the Governing Body. He will ensure submission of audited annual accounts and annual administrative report to the DHE.
- To be responsible for maintenance of cash book, receipt book, making payments as per rules, preparation of salary bills, disbursement of amount, keeping of account and submission of various reports to higher authorities.
- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.

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- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- 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.
- To create an environment conducive for research

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oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

- To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- To ensure the existence of an academic environment within the College and endeavor for its enrichment by encouraging research activities. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

Code of the Governing Body

- The Governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.
- The Governing Body shall be responsible for the proper financial management, including the upkeep of the assets of the College and management of its academic affairs.
- The Governing body shall see that the teachers perform their duties in classes and examinations and attend the college as per norms of the university grants commission
- The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.
- Restriction of some members to attend the Governing Body. -- No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to

leave the meeting after doing so, when decision is to be taken.

- No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.
- Any member, who absents himself for more than 4(four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds: if he becomes insolvent; (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such; (iii) on death or resignation; (iv) on his being convicted of a criminal offence involving moral turpitude.
- Vacancy in the Governing Body: (1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up. (2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.
- Meeting of the Governing Body :- (1) The Governing Body shall meet at least once in every

six months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary. (2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice. (3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present. (4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

- Proceedings of the meeting of the Governing Body : (1) Minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present. (2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book. (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.
- Presiding over the meeting: All the meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of

them to preside over the meeting already notified and approved before-hand by the President.

- Quorum. -- At least six members of the Governing Body, excluding the Co-opted member, shall form a quorum of the meeting.
- Secretary to make correspondence: Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body : Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.
- Governing Body to obtain prior approval of the Director in certain matters. Minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non- teaching staff including that of the Principal of any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director.

Code of conduct of the Librarian

- Librarians shall provide users access to information for all for personal development, education, cultural enrichment, leisure, economic activity and informed participation in and enhancement of democracy.
- Librarians should use the most effective ways to make the material accessible to all. They should ensure that the websites of librarians is not subject to barriers.
- The information provided by the librarian shall be as complete and impartial as possible, not conditioned by the librarians personal opinion or values or any external pressure.
- In order to promote inclusion and eradicate discrimination, librarians must ensure that equitable services are provided to everyone irrespective of sex, gender, caste, creed, religion etc.
- Librarians shall promote users development of autonomous critical faculties related to the search comprehension, selection and evaluation of documentary or information sources.
- Librarians in the conduct of their profession shall not be in a position of conflict of interest or place

their own private interests above the library and its users interest.

- Librarians should promote a proper balance between the right of accessing information by users and the rights both ethical and legal of authors and publishers. They commit themselves to promote in particular the ethical use of information and the fight against any form of plagiarism.
- Librarians professional competencies shall be constantly updated, also through participation in associations and organizations in the field.

Code of conduct of the non teaching staff

The non teaching staff of the college is expected to inculcate the following values: loyalty, responsibility integrity, justice, care

The support staff can demonstrate loyalty by:

- Being punctual and conscious in duties.
- Advocating a drug and alcohol free lifestyle
- Speaking positively of the college where we work.

The support staff can demonstrate responsibility by:

- Cooperating with their colleagues and administration.
- Fulfilling the required standard for every task.

The support staff can demonstrate integrity by:

- Being honest
- Acting according to the law
- Maintaining cordial relation with students
- Being fair and unbiased

The support staff can demonstrate justice by

- Being fair and just
- Being committed for the betterment of the college

The support staff can demonstrate care by:

- Showing care and respect to everyone in the college
- Exercising sound and fair judgement
- Respecting diversity and treating students with compassion
