CODE OF CONDUCT OF STUDENTS

CACHAR COLLEGE

The Code of Conduct of Students of Cachar College is a statement regarding students' standards of conduct, both academic and non-academic. Students are expected to follow the Code in letter and spirit. They are liable to disciplinary action for violation of the Code. Students' misconduct may also be subject to other laws and regulations, including but not limited to those related to complaints of harassment and discrimination.

CODE OF CONDUCT OF students of Cachar College

- Students are expected to have a clear knowledge of the Programmes, Admission Policies, the Code of Conduct of students, Rules and Regulations of the College, Central Library of the College, Departmental Libraries, Laboratories and examinations, and notices issued from time to time.
- Students shall appreciate the Institutional Goal and Objectives and contribute to the realisation of the same by participating in relevant institutional activities.
- Students shall spend each and every working day inside the college campus in a meaningful way.
- Students shall cooperate with Gate Keepers in the proper discharge of their duty.
- Wearing of proper College Uniform and display of valid Identity Card is mandatory to enter the college premises during working days/ hours.
- Students should come to the College preferably by mass transport systems; any other vehicle brought to the College must be parked in a disciplined way in the designated parking slot.
- Students should appreciate that the College campus is VIOLENCE INTOLERANCE ZONE, NO PLASTIC ZONE and GREEN ZONE as such each and every student is expected to come and act in the responsible manner.
- Students are expected to make optimum use of the Learning Resources and other Support Services available in the Institution. They should cultivate the spirit of lifelong learning.
- Students should prepare for their Continuous and Comprehensive Evaluation (CCE) through Unit Tests, Internal Assessment and Term-end Examination.
- Students should give feedback for system improvement and try to leave as worthy alumnus of the Institution.

Attested

Principal

Cachar College, Silchar-1

- Students should treat others in the same manner as they themselves wish to be treated.

- Students should speak and behave respectfully to teachers and non-teaching staff of the College.

- Students should refrain from lodging unsubstantiated allegations against fellow students and others to the higher authority.

- The Principal is accessible to the individual student as per the official schedule only. Entry of students in a body in the Principal's Chamber id strictly prohibited.

- Students should always honour and comply with the Rules and Regulations, of the College. They should strictly follow the guidelines of Internal Discipline of the College which includes the following-

  - RAGGING in any form is treated a cognizable offence and is banned in this College.

  - Keeping the College building and furniture clean and intact is the duty of the students. Writing/ sticking bills, posters on the walls, spitting and littering shall be treated as breach of discipline.

  - Circulation of leaflets, notices, putting on posters, banners, festoons, inside the campus, holding meeting, discussion by students in the College or Hostel premises shall require prior approval of the College authority.

  - Irregularity in classes (both theory and practical) is viewed seriously. Students are sent up for Final/Term End Examination on the basis of their performances in the Internal Examinations (Unit Tests, Assignments etc.) and Class Attendance.

  - Use of Mobile Phone is strictly prohibited in classroom unless permitted by the concerned teacher in the class.

  - Consumption of intoxicating substances, *Gutkha* and other tobacco products are strictly prohibited. Disciplinary actions will be taken for the violation.

  - Violation of any rule, unsatisfactory behaviour within/outside the classes, showing discourtesy to the authority, teachers and non-teaching Staff of the College shall invite disciplinary proceedings.

1.

Student Code of Conduct related matters in PROSPECTUS, CACHAR COLLEGE

INSTITUTION'S RESPONSIBILITIES TOWARDS STUDENTS

The Institution Shall

- communicate its goals and objectives systematically and clearly to all students.
- offer programmes that are consistent with its goals and objectives.
- offer a wide range of programmes with adequate academic flexibility.
- obtain feedback from students on the initiation, review and redesign of programmes if and when necessary.
- facilitate effective running of the teaching-learning programmes.
- implement a well-conceived plan for monitoring student progress continuously.
- ensure that the student assessment mechanism is reliable and valid.
- provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and students support services.
- ensure sufficient and well-run support services to all students.
- promote healthy practices.

2.

COLLEGE UNIFORM

Cut pieces of cloth for college uniform should be collected against payment by all students from the specific sale outlet in the College during the process of admission. Wearing college uniform is compulsory failing which a student will not be allowed to enter the college campus during college hours. It is also mandatory for studnets to keep identity card along with them.

3.

STUDENTS' RESPONSIBILITIES OF LEARNING

The Student Shall

- appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities.
- have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- follow the time schedules, rules and regulations of the institution.
- undertake regular and intense study of learning materials.
- make optimum use of the learning resources and other support services available in the institution.
- prepare for continuous internal assessment and term-end examinations.
- give feedback for system improvement.
- have faith and ability to pursue life long learning.
- l ive as worthy alumnus of the institution.

Attested

Principal

Cachar College, Silchar-1

4.

INTERNAL DISCIPLINE

The College has always kept a high standard of internal discipline for students in the interest of conducive academic environment. To honour the time tested heritage of the College, students are advised to comply with the following guidelines.

1. Ragging in all form is banned in this college. This institution is committed to follow the anti-ragging circular of the UGC in letter and spirit. Students are accordingly warned against all types of ragging activities which are treated as cognizable offences.
2. Entry to the College Campus is permitted only when a student is in College Uniform and in possession of the Identity Card. The guard posted at the College Gate is instructed accordingly. Students are only expected to cooperate with him in the proper discharge of his duty.
3. Irregularity in classes (both theory and practical) is viewed seriously by the College authority. Taking both the Unit Tests and the Test Examination is mandatory for all. In fact, students are sent up for final examination on the basis of their performances in the internal examinations and class attendance.
4. Keeping the College building and furniture clean and intact is the duty of the students. Writing/sticking bills, posters on the walls, splitting and littering shall be treated as breach of discipline.
5. The Principal is accessible to the individual student as per the official schedule only. Entry of students in a body in the Principal's Chamber is strictly prohibited.
6. Circulation of leaflets, notices, putting on posters, banners, festoons inside the campus, holding meeting, discussion by students in the College or Hostel premises shall require prior approval of the College authority.
7. Students are expected to abide by all rules and regulations of the College. Violation of any such rule, unsatisfactory behaviour within/outside the classes, showing discourtesy to teachers and non-teaching staff of the College shall invite disciplinary proceedings.
8. **Use of Mobile Phone is strictly prohibited in classroom, varandah, corridoor unless permitted by the concerned teacher in the class.**
9. **Consumption of Gutkha and other tobacco products, littering of college campus with plastic materials are strictly prohibited. Disciplinery actions will be taken for violating the above rules.**

***

Attested

Principal
Cachar College, Silchar-1

CACHAR COLLEGE, SILCHAR

CODE OF CONDUCT OF TEACHERS

Principal, Cachar College, as in any other Provincialised colleges in Assam, is the Head of the Institution and the Administrator of the College. The UGC recommended CODE OF PROFESSIONAL ETHICS which indicates the CODE OF CONDUCT **of Teachers and Other Academic Staff in Universities and Colleges** which is equally applicable for the teachers and Principals drawing UGC scale of pay. The UGC recommended the CODE in **"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 2010**, No. F. 3-1/2009, dt. 30 June, 2010, and published in THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 [Part III-Sec-4]. The relevant parts of the recommendations, as **ADAPTED FOR TEACHERS OF CACHAR COLLEGE**, are detailed below:

CODE OF CONDUCT OF TEACHERS, CACHAR COLLEGE

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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

(i) Adhere to a responsible pattern of conduct and demeanour 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 organizations and strive to improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and

research work conscientiously and with dedication;

(vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

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

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(ii) 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) 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 lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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 organizations 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 organizations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(vi) Should adhere to the conditions of contract;

(vii) Give and expect due notice before a change of position is made; 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 responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

(i) 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) Recognize 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.

Principal
Cachar College, Silchar

Principal
Cachar College, Silchar-1

CACHAR COLLEGE, SILCHAR

CODE OF CONDUCT OF ADMINISTRATOR/ PRINCIPAL,

Principal, Cachar College, as in any other Provincialised colleges in Assam, is the Head of the Institution and the Administrator of the College. The UGC recommended CODE OF PROFESSIONAL ETHICS which indicates the CODE OF CONDUCT **of Teachers and Other Academic Staff in Universities and Colleges** which is equally applicable for the teachers and Principals drawing UGC scale of pay. The UGC recommended the CODE in **"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 2010**, No. F. 3-1/2009, dt. 30 June, 2010, and published in THE GAZETTE OF INDIA, SEPTEMBER 18, 2010 [Part III-Sec-4]. The relevant parts of the recommendations, as **ADAPTED FOR PRINCIPAL/ ADMINISTRATOR OF CACHAR COLLEGE**, are detailed below:

CODE OF CONDUCT OF ADMINISTRATOR/ PRINCIPAL, CACHAR COLLEGE

I. PRINCIPAL AND HIS/HER RESPONSIBILITIES:

Principal is constantly under the scrutiny of his/her students, teaching and non-teaching staff and the society at large. Therefore, Principal should see that there is no incompatibility between his/her 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 post further requires that he/she should be calm, patient and communicative by temperament and amiable in disposition.

Principal should:

(i) Adhere to a responsible pattern of conduct and demeanour expected of him/her by the community;
(ii) Manage his/her private affairs in a manner consistent with the dignity of the profession;
(iii) Express free and frank opinion by participation at meetings, seminars, conferences etc. towards the contribution of knowledge;
(iv) Maintain active membership of institutional organizations and strive to improve education and profession through them;
(v) Perform his/her duties and work conscientiously and with dedication;
(vi) Co-operate and assist in carrying out 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 and evaluation; and
(vii) Promote and participate in extension, co-curricular and extra-curricular activities including community service.

II. PRINCIPAL AND THE STUDENTS

Principal should:

(i) Respect the right and dignity of the student 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) Pay attention to the attainment of the student in the assessment of merit;
(viii) Make himself/herself available to the students;
(ix) Aid students to develop an understanding of our national heritage and national goals; and
(x) Refrain from inciting students against other students, teachers against other teachers or administration.

III. PRINCIPAL AND COLLEAGUES (TEACHERS)

Principal should:

(i) Treat other members of the institution in the same manner as he/she himself/herself wishes to be treated;
(ii) Speak respectfully of other colleagues and render assistance for professional betterment;
(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. PRINCIPAL AND AUTHORITIES:

Principal should:

(i) Discharge his/her responsibilities according to the existing rules and adhere to procedures and methods consistent with his/her position in initiating steps through institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest of the colleagues;
(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with his/her institutional 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 his/her organizations in the formulation of policies of the other institutions and accept offices;
(v) Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the position;
(vi) Should adhere to the conditions of contract;
(vii) Give and expect due notice before a change of position is made; and
(viii) Refrain from availing himself/herself of leave except on unavoidable grounds.

V. PRINCIPAL AND NON-TEACHING STAFF:

(i) Principal should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
(ii) Principal should help in the function of joint staff-councils covering both teaching and the non-teaching staff.

VI. PRINCIPAL AND GUARDIANS

(i) Principal should try to see that the institution maintains 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. PRINCIPAL AND SOCIETY

Principal should:

(i) Recognize 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.

Principal
CACHAR COLLEGE, SILCHAR

Principal
Cachar College, Silchar-1

Code of Conduct of Non-teaching Staff (Employees)
Cachar College

Non-teaching Staff of Cachar College comprises of employees of the College who are posted in the General Section, Accounts Section, Central Library and Laboratories as Assistant(s) and Bearers. Members of this non-teaching staff will be referred hereunder as **'Employees'**. **Code of conduct of Employees** is a set of principles that reflects the way of carrying out day to day tasks, beliefs and institutional culture of the persons involved in it. It sets forth core values, shared responsibilities, commitments, and general guidance about the expectations of the institution. Code of conduct of Employees gives emphasis on sustained commitment to ethical practices. The College expects all employees to comply with the Code of Conduct at par with all other Rules, Regulations and aspirations of the institution, the state and the nation.

Code of Conduct for Non-teaching Staff (Employees), Cachar College

Employees should:

i. Recognize that service in educational institution is a public service, strive to help the public in official matters related to education and work to improve education in the community and strengthen the community's moral life.

ii. 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.

iii. Be ethical and responsible when dealing with students, colleagues, team members and supervisors, teachers, guardians, visitors and others; communicate openly with all.

iv. Comply with all Service Rules, environmental, safety, fair dealing laws and all laws, whether local, national or regional.

v. Follow descent dress code and personal appearance guidelines.

vi. Be punctual when coming to and leaving from work.

vii. Be professional and complete time bound works efficiently.

viii. Maintain work environment free of coercion, discrimination, and harassment.

ix. Conform to equal opportunity policy in all aspects of work, performance evaluation and interpersonal relations.

x. Stay away from all forms of substance abuse as well as the use or distribution of drugs and alcohol while at work.

xi. Treat College property, whether material or intangible, with respect and care.

xii. Maintain and preserve accurate and reliable records of general, academic, financial and service matters of all involved- institution, teachers and other employees and students.

xiii. Protect and maintain the secrecy and confidentiality of confidential records and information.

xiv. Avoid situations involving an actual or potential conflict of interest and which may raise doubt about employees' integrity.

xv. Never accept briberies for the benefit of any external or internal person/ party.

xvi. Remember that disciplinary action may be taken against the employee who repeatedly or intentionally fails to follow the Code of Conduct; legal action may also be taken in cases of corruption, theft, embezzlement or other unlawful behaviours.

Principal
CACHAR COLLEGE, SILCHAR

Principal
Cachar College, Silchar-1

***