

A
HAND BOOK OF
CODE OF CONDUCT

FOR ALL THE STAKE HOLDERS OF

--- ::: JAGANNATH SINGH COLLEGE ::: ---
UDHARBOND



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--- ::: Introduction ::: ---

The Institute has framed the Code of Conduct for overall development of the Institute. It is in the form of a hand book which indicates the standard procedures and practices of Jagannath Singh College, Udharbond to be followed by all the stake holders of the institute. The codes depicted underneath will apply to all sorts of conduct of the stake holders within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the institution's interest or reputation. We know "Self Discipline is the best Discipline". The purpose of this code of conduct or guidelines is to make all the stake holders familiar about the rules and regulations of the institute and to progress towards the achievement of the mission and vision of the College.

--- ::: Code of Conduct for Teachers : ::: --- Professional Ethics (Source-UGC)

- Perform their duties of teaching, tutorials, practical, seminars and research work conscientiously and with dedication and strive to improve education and profession through them.
- Co-operate and assist in carrying out function relating to educational responsibilities of the institute.
- Discharge and not indulge in plagiarism and other non-ethical behaviour in teaching.
- Participate in extension, Co-curricular and extra-curricular activities including community service.
- Abide by the rules and regulations of the university and respect parent institute's vision, mission, cultural practices and tradition.



- *Respect the rights and dignity of the students and in expressing their opinions.*
- *Guide students even beyond their class hour and strive to meet their individual need which may be due to differences in aptitude and capabilities.*
- *Encourage students to improve their all round development and inculcate among students scientific outlook and respect for physical labour, ideal of democracy, patriotism and peace.*
- *Speak respectfully to other teachers and render assistance for professional betterment.*
- *Should treat the non-teaching staff as Colleagues and equal partners in a co-operative undertaking.*
- *Try to see through teacher's body and organization that institution maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting.*
- *Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being implemented.*
- *Work to improve education in the community and strengthen the community's moral and intellectual life.*
- *Perform the duties of citizenship, participate in community activities.*
- *Pay attention in attaining assessment of merit of students.*

--- ::: Code of Conduct for Students ::: ---



- Students should carry valid identity cards in the College.
- Students should submit all the required documents in time.
- No student is allowed to bring outsiders in the College premises. Visitors and Outsiders are not allowed to meet students without permission from the Principal or concerned authority.
- Student should greet the teachers when they see them for the first time in a day in the College.
- No student shall leave the College premises before the College timing without the prior permission of Principal / H.O.D. / Class Teacher.
- Ragging is strictly prohibited in the College premises and outside. Students indulging in it will be punished.
- Vehicles should be kept in the parking area of the College.
- Ensure regular attendance in classes.
- Alcohol, Tobacco etc. should be prohibited inside the College campus.
- Students must come to the College in their proper uniform.
- Students should help in keeping College premises neat and clean and maintain eco-friendly.
- Students must take proper care of College property.
- Students should take part in co-curricular and cultural activities.

--- ::: Code of Conduct for Principal ::: ---



- To look into the collective interest of different sections of the institution so that each one can perform his duty freely.
- Maintain social justice for all the stake holders.
- Enforce discipline in the behavioural manifestation of all the stake holders of the institute.
- To maintain campus security and overall supervision.

--- ::: Code of Conduct for Parents ::: ---

- To participate and contribute in PTA meetings.
- Provide suggestion or complain to the Principal.
- Maintain contact with teachers regarding the progress of their wards.

--- ::: Code of Conduct for Alumni ::: ---

- To attend maximum meetings organized by Alumni Association in the College.
- To participate actively in the projects run by the College.
- Provide suggestions and recommendations for betterment of the institute.

--- ::: Code of Conduct for Librarian ::: ---



- Prepare and issue library cards to the students and the teaching staff.
- Maintain records of books and books issued.
- Ensure discipline of the students in the library.
- Any other matter assigned by the Principal from time to time.

--- ::: Code of Conduct for Non-Teaching ::: --- and Other Staff

- To perform duties as instructed by the Principal or Competent authority.
- Should be punctual in rendering duties.
- Should develop team spirit among the staff.
- Perform their duties with dedication.
- Co-operate and assist in carrying out functions relating to administrative responsibilities of the institute.
- Abide by the rules and regulations of the Govt. and respect Parent institute's vision, mission and tradition.



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