



ALHAZ SUNAI BIBI CHOUDHURY COLLEGE

CODE OF CONDUCT

Udali Bazar, Hojai, Assam, 782446



ASBC COLLEGE

Estd. 1997

Accredited by NAAC at level-B in its 1st CYCLE 2023-24

CODE OF CONDUCT

VISION AND MISSION

VISION: To provide an inclusive, student centered environment that fosters lifelong learning and empowers individuals their full potential.

To support a creative and inclusive community that values diversity and encourage active engagement with the world.

MISION: To offer a high-quality, learner-centric education that integrates the latest competency based skill and learning with practical ideation to the real world.

To cultivate a sense of social and moral responsibility in students through community engagement and value based education.

To foster a culture of research, creativity, and continuous improvement among students and faculty.

OBJECTIVES:

To define the values of an organization.

To provide boundaries of behavior relative to the duties in the organization.

To clarify an organization's mission, values, principles, linking them with standards of professional conduct.

To assure safe, positive and learning environment to the students and a respectful and co-operative working environment to the staff.

PREAMBLE: This handbook indicates the standard procedure and practice of ASBC's (hereafter referred to as the "College", for Governing Body / Teaching Employee / Non –teaching Employees / Other staff of the college). All must know that it is incumbent upon them to abide by this code of Ethics and Conduct (hereafter referred to as the "Code" and the rights). All are thus requested to be well aware with this code.

JURISDICTION: The college shall have the jurisdiction over the conduct of all associated with the college and to take notice of all acts of misconduct

including incidents of ragging if otherwise takes place in the college related activities and functions.

College may also exercise jurisdiction over conduct which occurs off campus violating the student conduct and disciplines as laid down by in this rule as if the conduct has occurred on campus which shall include:

1. Any violations of the sexual harassment policy of the college against other students of the institute.
2. Physical assaults, threats of violence or conduct that threatens the health or safety of any person including other students of the college.
3. Possessions or use of weapons, explosive or destructive devices off campus.
4. Manufacture, sale or distribution of prohibited drugs, alcohol.
5. Conduct which has a negative impact or constitutes a nuisance to members of the surroundings off campus community.

CODE OF CONDUCT FOR GOVERNING BODY:

Governing bodies ensure compliance with the statutes, ordinances, and provisions regulating their institution, including regulations by statutory bodies such as UGC as well as regulations laid out by the State government and affiliating university.

1. The governing body offers inspirational, motivational, and value based leadership to the college.
2. It sanctions and accepts the matters proposed and passed through the academic committee/ council of the college.
3. It approves the prescribed new courses of study, restructure and redesign the courses to make it skill oriented and in accordance with the current industry scenario.
4. G.B ensures a high degree of ethics in decision-making that is in the best interest of the college.
5. Follow all rules and regulations provided by the university and work towards the continuous development of the college, adhering to its mission and vision.
6. The body must ensure non- discriminatory systems are in place, providing equality of opportunity for all staff and students regardless of religion, caste, political on academic status, race, sex or identity.
7. The Governing body should operate transparently. Agendas and minutes of meeting excluding confidential matters concerning individuals or commercial sensitivity should be accessible to staff.

8. Governing body ensures compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the state Government and affiliating university.
9. Members are required to use their reasonable endeavors to attend all governing body meetings.
10. The body will also ensure that any procedures that is put in place are monitored and enforced.

CODE OF CONDUCT FOR THE PRINCIPAL:

The principal of a college is the academic and administrative head, responsible for the college overall management. Including academic growth, student admissions, and faculty supervisions.

1. The principal should ever adhere strictly to the laws, regulations, and policies of the institution and regulatory body.
2. He / She will strive to promote research, encourage the staff to undergo different research at different impactful fields, publications and a culture of innovative thinking and professional development.
3. He / She will strive to ensure the discipline of staff and students in accordance with college rules and regulations.
4. Initiate and propagate the spirit of welfare within sections of human resources attached directly or indirectly with the college and hence to build mutual confidence amongst them.
5. Maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic staff.
6. The principal shall monitor various academic activities, curricular, co-curricular, and extra-curricular activities.
7. The principal should supervise all the cells and committees under IQAC and monitor the action taken report from the IQAC.
8. Work towards the progress of the region surrounding the college so that academic practices may result in community development.

CODE OF CONDUCT FOR TEACHING STAFF:

1. The teachers should uphold the vision and mission of the college, and work for the holistic development of the students.
2. All the teachers should be present at the respective departments before 9am and they can leave the campus only after 4pm.

3. They should mark the attendance online, and maintain the documentation in Attendance Register entrusted to them.
4. The teachers hold the responsibility of maintaining the general disciplines of the campus, and anything that is seen inappropriate should be reported to the principal.
5. They should maintain a personal contact with the students, and the class tutors and mentors have greater responsibility in the well-being of the students of their respective classes in the college.
6. Employees should be friendly and collaborative. They should not try to disrupt the workplace or present obstacles to their colleagues work.
7. No teaching employee will divulge official secrets, mutilate, expunge, conceal. Alter or forge official documentation/ receipts.
8. Must not be absent from duty without official approval and maintain the hierarchy in the administration.
9. All employees must show integrity and professionalism in the workplace and respect toward stakeholders and the community.
10. It is expected that employees shall avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS:

Students seeking admission to college as well as existing students should give an undertaking countersigned by their parents promising to abide by the guidelines of discipline prescribed by the administrative authority. They are responsible and liable to follow as:

1. He /She shall be regular and must complete his /her studies in the college.
2. In the event, a student is forced to discontinue his/ her studies, for any legitimate reasons, such students may be relieved from the college, subject to written consent from the principal.
3. As a result of such relieving, the students shall be required to clear their pending dues and if a student had joined the college under a scholarship, the said grant shall be revoked.
4. College believes in promoting a safe and efficient climate by enforcing behavioral standards, henceforth, all students must uphold academic integrity, respect all teachers and other staff and their rights and property and safety of others etc.
5. No student shall leave the premises before the college timing without the prior permission of the principal.

6. As per university rules 75% attendance is mandatory to appear in Semester End examination.
7. Every student of the college must always wear valid Identity Card issued by the college, with their recent photograph affixed, bearing the signature of the principal, around the neck.
8. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
9. Students must adhere to the Dress Code of the college and neat and tidy in their college uniform.
10. Consuming alcohol, gutkha and smoking is strictly prohibited in the premises of the college.
11. Every student helps to keep college premises/campus/classroom and desk-bench clean and neat, everyone must use dustbin for garbage.
12. During the conduct of lectures, student should not loiter in and around the college premises.
13. Use of mobile phones in the classrooms, library, area etc are strictly prohibited except the academic purpose.
14. No guests, visitors, any outsider shall be allowed with the students in college premises/ campus as well as in classroom.
15. Any student who damages the reputation of the college in anyway is liable to be expelled.
16. Offenders shall be liable to face legal action. For any kind of misbehavior with teachers/ administrative staff or creating disturbances in the college premises/ in class room by a student or group of students, a full range of disciplinary action will be taken against him/ her them.
17. Writing on the walls, pillars, bathrooms, and functions or white boards is strictly prohibited.
18. Students must conserve electricity and water. They must switch off lights and fans when they leave the classroom, study room of library and computer lab.
19. Any type of malpractice is strictly prohibited in Unit Test, University Examinations.
20. Students are prohibited from doing anything inside or outside the college that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
21. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/ concerning teacher, who will help them solve their problem.

22. Each student should park his / her vehicle at the parking of the college.
23. A student may not knowingly provide false information or make misrepresentation to any college office. In addition, the forgery, alteration, or unauthorized possession or use of college documents, records, or instruction of identification forged or fraudulent communication [paper or electronic mail] are prohibited.

CODE OF CONDUCT FOR NON-TEACHING STAFF:

1. Every non-teaching staff shall, at all times, maintain absolute integrity, and devotion to duty. They shall be strictly honest and impartial in his/her official dealings.
2. Non-teaching staff shall be present at the work place of his duty during the prescribed working hours. No body shall be absent from duty without prior permission or grant of leave except for valid reasons.
3. Respect and maintain the hierarchy in Administration.
4. Every non-teaching staff must not divulge official secrets, mutilate, expunge, documents/ receipts.
5. No non-teaching staff should not misuse Institutions equipment or use it frivolously.
6. All employees must be open for communication with their colleagues, supervisors, or team members,
7. No non-teaching staff is allowed to undertake any other job or engage in personal trade or business during college hours on college premises.
8. Non-teaching staff shall not engage in political activities which disrupt the harmony of the institution.
9. Every non-teaching staff shall refrain from any form of harassment or unlawful discrimination.
10. Any habitual late coming or early going or absence without proper permission will be viewed seriously and appropriate action will be taken.
11. No non-teaching staff shall provoke others against colleagues, students, teachers or college authorities.
12. No non-teaching staff shall refuse, without valid reasons, to carry out the decision of the appropriate administrative or academic bodies of the college.
13. Whenever, a non-teaching staff wishes to put forth any claim or seeks redressal of any kind grievances, he/ she must forward his/ her case through the proper channel.

CODE OF CONDUCT FOR THE LIBRARIAN:

Use of library is a privilege extended to all the students and faculty members of ASBC College to support learning and to promote academic success.

1. The librarian should be responsible to produce and issue library cards to all the students.
2. The librarian should maintain a record of all the books, due dates, and maintain a system that is smooth flowing.
3. He /She should be responsible for maintaining the condition of the books, resources, and facilities of the library.
4. The librarian should be aware about the various external educational materials, educational courses and external papers.
5. The librarian should be able to effectively guide the students and faculty for their requirements of the books, papers and models.
6. The librarian should ensure that all books are stored and maintained in a proper order in the assigned action.
7. The librarian should maintain discipline in the library and provide a comfortable reading environment.
8. The librarian should maintain a record for books to be ordered and inform the authorities

Approved by:

Governing Body
ASBC College

IQAC
ASBC College

Principal
ASBC College