

Swami Vivekananda College

Chandkhira, District: Karimganj (Assam)

PIN: 788725

Established: 1990

Affiliated to
Assam University, Silchar



Published By
Internal Quality Assurance Cell (IQAC),
Swami Vivekananda College, Chandkhira
District: Karimganj (Assam)
Phone: 03843- 295000

Email-id principals.v.college@gmail.com

College website:- <https://svcollegecdk.ac.in/>

TABLE OF CONTENTS

I. CODE OF CONDUCT FOR STUDENTS	3
II. CODE OF CONDUCT FOR TEACHERS	6
III. CODE OF CONDUCT FOR HEAD OF THE DEPARTMENTS	7
IV. CODE OF CONDUCT FOR PRINCIPAL	8
V. CODE OF CONDUCT FOR OFFICE STAFF	10
VI. CODE OF CONDUCT FOR LIBRARIAN AND LIBRARY BEARERS	12
VII. CODE OF CONDUCT FOR GOVERNING BODY	13

Message from the Principal

It gives me immense pleasure to formulate the code of conduct of the institution for various stakeholders and bring to force the said code of conduct and make them accessible to all. The college in the past too adhered to standard practicable sets of rules and regulations which are now formally synthesized and published in the recent format being applicable to all concerned. This compiled document is a commendable work accomplished by the sincere effort of the incredible faculty of my Institution. It is imperative, therefore, that all concerned abide by the formulated code of conduct in letters and spirit. Nonetheless, the code of conduct is also amenable to modifications to meet the emerging needs.

Seal & Signature of the Principal

SWAMI VIVEKANANDA COLLEGE: CHANDKHIRA

CODE OF CONDUCT OF DIFFERENT STAKEHOLDERS

(Prepared in accordance with UGC regulation No. F-3-1/2009 Dated 30th June, 2010. Published in gazette of India, part III section (4) Definitions in this code of conduct unless the context otherwise requires.

- “College/ Institution” means and includes the Swami Vivekananda College, which is affiliated to Assam University, Silchar.
- “Student” means and includes a person who is enrolled in the college for receiving instructions and or qualifying for any degree/ diploma/ certificate awarded by the affiliating university/ college. This includes external students and candidates enrolled for various professional/ short term courses conducted by the college itself.
- “Teacher” means full time permanent teaching staff that includes Assistant professor, Associate Professor, Principal and college librarian. The contractual/ part time temporary teachers will also come under its purview.
- “Competent Authority” for the purposes of this code of conduct means and includes, the Governing Body of the Swami Vivekananda College, Principal of the college, Head of various Departments of the college, and such other person authorized by the Principal to deal with matters related to students and college development. The Principal shall only be the competent authority in respect of misconduct regarding University/ College examinations.

(I) CODE OF CONDUCT FOR STUDENTS

- (i) To enter into the college campus, students have to be in prescribed Uniform and should carry the college identity card duly signed by the appropriate authority. The details of the dress code are given in the Prospectus. He/ She must not possess any weapon, vulgar material, intoxicating substance and such other objectionable item.
- (ii) The students are instructed to park their two-wheelers at the designated parking places. They are encouraged to use eco-friendly vehicles.

- (iii) The students must be regular and punctual in attending the classes. All the students must have to attend a minimum of 75% of the classes as a mandatory requirement for appearing in the examination.
- (iv) The students should follow the classes with sincerity and utmost attention. They should behave properly during classes and maintain the decorum of the classroom.
- (v) The students are expected to behave with each and every one politely. They should refrain from using harsh language, slang words, derogatory remarks and shouting while communicating with others in the classroom/ campus.
- (vi) During gap period the students must not loiter and crowd in front of ongoing classrooms and refrain from making disturbing noises.
- (vii) If the classes are temporarily suspended for co-curricular/ other academic activity, the students must join the said programme instead of roaming around. On resumption of classes, they must come back to their respective classes.
- (viii) The college promotes reading habits amongst the students and full utilization of the Library resources. The students should regularly visit the college Library with valid Library Card and read/borrow books, journals, etc. as per the laid rules and norms. They should use the books and other library material with due care.
- (ix) While dealing with office staff in connection with admission, registration, fee submission, collection of admit card, mark-sheet, certificate and any other purpose, the students must stand in queue and patiently wait for his/ her turn. The students should behave gently with the office staff. In case of any confusion or complain, he/ she is asked to meet the Principal/ Vice- Principal/ Examination in-charge as the case may be.
- (x) Students are not allowed to form any association/ group/ club without prior permission from the Principal. When any student association/ group/ club is duly formed with the permission of the Principal, every member of it must abide by the guidelines laid by the authority.
- (xi) The students should develop and inculcate qualities of moral/ ethical values, sense of responsibility, national integration, brotherhood, social harmony and fellow feelings.
- (xii) At the time of college functions and celebration of days/ events, the students should participate overwhelmingly and contribute his/ her best effort for the successful

- accomplishment of the programme. The spirit of team work should be the guiding principle in such occasions. In celebrating intercultural/ interfaith festivals such as *Sawaswati Puja, Rabindra Jayanti, Sarad-Utsav, Bir Lachit Barphukan, Martyr's Day, Bihu*, etc. all the students are encouraged to join irrespective of their religious belief/ cultural/ linguistic/ ethnic background.
- (xiii) As a part of co-curricular activity, the students are encouraged to participate in games and sports which will keep their body and mind healthy, fit and fresh.
 - (xiv) Following the Lyngdoh Commission's Guidelines students are allowed to form the Student Union and may contribute in student welfare and overall college development.
 - (xv) During examination the students must strictly abide by the rules and regulations laid by the university/ college. University Admit Card clearly mentions the rules and regulations for appearing in the examination.
 - (xvi) To maintain the track records, the ex-students (alumni) are asked to volunteer their present academic/ professional status. The college expects their spontaneous effort and contribution for the development of the institution.
 - (xvii) Students should properly use the toilet facilities and use water judiciously.
 - (xviii) Students in their respective common rooms must follow rules and regulations laid by the college authority. They are prohibited to make nuisance and indulge in any activity that may vitiate the college atmosphere.
 - (xix) Students need to take utmost care and caution while using lab equipment and tools. They are supposed to use all the laboratory material under the guidance of concerned teacher/ lab bearer.
 - (xx) Students must use electric appliances in judicious manner to minimize the power consumption. They are supposed to switch off lights/ fans while leaving the classroom.
 - (xxi) In any circumstances the students are not allowed to bring outsiders (who are in no way the stakeholders of the institutions) in the college campus involving in matter of dispute.
 - (xxii) In this era of digital communication, electronic gadgets like smart phones, laptops and other devices are becoming indispensable part of teaching-learning process. However, while using mobile phones in the campus they have to follow certain protocols laid by the college authority. In classrooms, mobile phones must be kept in silent mode.

Playing music, games, etc. with mobiles and displaying earphone in the campus is prohibited.

- (xxiii) Ragging is strictly prohibited in the college campus and outside the premises. The institution has an effective mechanism to deal with ragging as per the anti-ragging policy based on the “UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”. Drastic actions will be taken against those indulged in ragging.

II. Code of Conduct for Teachers:

The teachers should abide by the code of conduct laid down for the college teachers by UGC, State Government and Affiliating University. The UGC guidelines make it obligatory for college teachers to follow standard professional ideals and ethical code. The conduct of a teacher is under constant scrutiny by the student community and the society at large. So, it is highly expected that he/ she as a responsible teacher should maintain standard moral, ethical and professional ideals to uphold the dignity of the profession. The basic ethical values underlying the code are care, trust, integrity, respect and social responsibility. A definitive code for this Institution comprises the following:

- (i) There is no specific Dress Code for teachers attending the college. However, all teachers are expected to put on modest dress. Local customs and traditions must be respected.
- (ii) The teachers must abstain from bad habits, like consuming alcohol, chewing tobacco/ betel nut, smoking, spitting here and there etc.
- (iii) The teachers must be sincere and regular in attending the college.
- (iv) The teacher must be punctual in addressing the classes and be devoted to teaching by full utilization of class hour.
- (v) The teacher must be cordial, amicable and sympathetic towards the students. He/ she should take extra care and attention while dealing with underprivileged/ physically handicapped (Dibyagjan) students.
- (vi) The teacher’s approach towards the students must be motivating and encouraging. Efforts must be given to imbibe good qualities and moral values in students.

- (vii) The teachers must be open to new changes and developments in the arena of higher education and need to equip themselves to meet the challenges. For that the teachers must undergo various training/ faculty development programmes to keep themselves updated.
- (viii) In imparting education, the teachers should utilize all available resources and try to develop innovative teaching methodology to reach the students in a better way.
- (ix) The teachers have the responsibility to carry out the instructions/ assignments from head of the department/ principal in implementing various plans and programmes.
- (x) In the department, the teachers must work as a team under the leadership of the HOD and should keep themselves involved in productive academic exercises for the overall benefit of the students.
- (xi) In the teachers' common room, they are expected to engage themselves in academic and constructive activities.
- (xii) The teachers should not indulge in sort of intimacy with students in social media.
- (xiii) The teachers should encourage the students to participate in co-curricular and extra-curricular activities for their personality development.
- (xiv) During celebration of National Days and other events, the teacher must ensure his/ her presence and active participation.
- (xv) The library resources must be fully utilized by every teacher for keeping them updated. Timely return/ re-issue of the library books, journal, periodicals etc. must be ensured by the teachers.
- (xvi) Every teacher must have the sense of responsibility and belongingness towards the institution.
- (xvii) The teachers must respect the ethnic/ religious/ cultural/ linguistic identity of students and colleagues and promote harmonious co-existence.
- (xviii) The attitude of the teachers towards the natural environment of the college must be eco-friendly and should act in such a manner to maintain the campus clean and green. They should use energy and water resources in judicious manner.
- (xix) The teachers must be gender sensitive and respectful to each other.

- (xx) The teachers as representative to governing body and teachers' association or as office bearer to teachers' council or convener to various committees should act sincerely and diligently to uphold the trust and responsibility conferred to them.
- (xxi) The teacher without due permission from the authority are not allowed to speak/ write or express his/ her views to electronic and print media in issues related to college affairs.

III. CODE OF CONDUCT FOR HEAD OF THE DEPARTMENTS

- (i) The HODs are in fact the team leader of a particular department and should act impartially. They need to distribute the workload uniformly among the faculty members at the beginning of every academic session keeping in consideration with the areas of specialization of the concerned teacher.
- (ii) He/ she must keep close vigil on academic activities of the department and regularly seek feedback from both the students and teachers to review the progress of teaching-learning in the classroom.
- (iii) The HODs must display the class routine, all notices concerning attendance, discipline, suspension of classes, result sheet of class/ unit tests and other related matter.
- (iv) He/ she should encourage students to participate in curricular, co-curricular and extracurricular activities in the department as well as in the college.
- (v) The HODs need to arrange and organize seminars, workshops, training, invited talks and such other programmes in the department in order to give better academic exposures to the students and the faculty members.
- (vi) He/ she has to organize parents meet, Alumni meet, students meet in association with other faculty members of the department at regular interval.
- (vii) The HODs should keep close liaison with the Principal of the institution and place the requisition and demands for necessary funds for the maintenance and development the department.
- (viii) The HODs must always be available to render the responsibilities and duties assigned by the Principal from time to time.

IV. CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal is the most dignified position in the institution with multifaceted and multilateral roles and responsibilities. As an administrator the Principal is not only the head of institution but at the same time a patron, custodian, supervisor, adjudicator, protector, motivator and so on. The academic and administrative authority of the Principal is liable to certain codes of ethics to be followed by him/ her as proclaimed by the UGC at per the guidelines programmed by the Ministry of Education and the set of prescripts enforced by the Department of Higher Education, Govt. of Assam. The salient and significant features of the codes applicable in the conduct of Principal are as follows:

- (i) Principal is the highest authority of the institution. He should be a man of integrity with high standard of moral and ethical values. As an administrator, he must act impartially and without any prejudice and favoritism.
- (ii) The principal should possess sharp analytical ability and capable of quick decision making; agile and prompt in executing plans and programmes. In all matters honesty and transparency must be the guiding principle.
- (iii) The principal as a good manager must be able to co-ordinate amongst various departments and wings of the college. In matters of dispute he must always give priority to the interest of the college and resort to amicable settlement.
- (iv) For better administration and efficient execution, the principal must recognize the role of HODs of various departments and heads of other wings and need to work on the principles of decentralization of powers and functions.
- (v) The principal after receiving any order/ circular/ recommendation from MHRD/ UGC/ DHE/ University, must immediately forward the matter to appropriate person for necessary action. Whenever required, he gives instructions to head assistant to display the same in the notice board or upload in the college website.
- (vi) The principal is responsible for making a conducive academic atmosphere in the college, so that each teacher gets self-motivated to impart quality education to the students to his/ her best of the ability.
- (vii) The principal must ensure that all classes are held regularly and punctually. He (or on his behalf, the Vice-Principal) keeps constant vigil on the attendance of the students and their conduct and activities in the classroom / campus.

- (viii) He encourages and promotes the teachers to go for faculty improvement programme and training to enhance their capability/ skill and performance.
- (ix) In matter for casual leave/ duty leave/ medical leave/ maternity leave/ child care leave, etc., the principal should always prioritize the matter and should deal with sympathetically depending on the urgency/ exigency.
- (x) The principal has to convene regular guardian/ parents meet to interact with them in issues related to the academic performance and activities of their children and seek their suggestion to improve the quality of teaching-learning in the college.
- (xi) He has to keep track of office activity, so that nothing remains pending beyond reasonable time and each of the staff delivers his/ her duty with sincerity and honesty.
- (xii) The principal should be responsible for raising issues concerning college development and academic matters in the forum of Governing Body and adopt necessary resolution thereof. He must act on the resolution and forward the matter to appropriate authority wherever necessary.
- (xiii) In matters of academic interest, the principal must act on by taking the Teachers' Council in confidence whenever required.

IV. CODE OF CONDUCT FOR OFFICE STAFF

The office staffs comprises of the non-teaching staffs of the college and include Head Assistant, Accountant, Cashier, General Office Staff, Office Bearers, Cleaning/ College Maintenance Staff and Security Guards. All non-teaching staff of college must follow the code of conduct stipulated by UGC, State Government and Affiliating University. The code of ethics and conduct for each category of office staff may be summarized as below:

A). Head Assistant:

- (i) The head assistant is expected to participate in all meetings concerning the planning, policy making and policy implementation process.
- (ii) All matters related to admission process, scrutiny of pertaining documents, maintenance of admission register, preparation of student attendance register, grant of scholarship, issue of

college certificate, migration/ transfer certificate, fee waiver, etc. are to be processed and settled under the supervision of the Head Assistant.

(iii) He/ she has to maintain and update the personal files and Service Book of all employees of the institution. Appointment order, promotion, roaster and such other matter have to be dealt with care and diligence by head assistant.

(iv) The leave record register for all categories of leave must be carefully maintained by the head assistant.

(v) The head assistant is responsible for all matters assigned to establishment section, student section, store section, maintenance section and security section.

(vi) He/ she has to prepare work schedule off class-IV employees and supervise the day to day activity of all staff of the office.

(vii) The head assistant must initiate and record all correspondence and put up the same to the Principal/ HODs.

(viii) Timely display of notices, orders and circulars in the college notice board as well as uploading in the college website issued from the higher authority must be ensured by the head assistant.

B). Accountant:

(i) Preparation of budget, allotment of budgets to every concerning units of the college and maintenance of records for the utilization budgetary allocations are the primary concern of the accountant.

(ii) The accountant must timely prepare and check monthly pay sheet and acquittance roll and forward it to the salary department.

(iii) He/ she has to TDS statement and file IT Returns.

(iv) The accountant need to control and check the advance register and ensure timely recovery of advances. He/ she must write cash book and ledger book daily. Verification of bills for payment must be done meticulously.

(v) He is the custodian of all receipt books and vouchers.

- (vi) The accountant should prepare all the records as required by the statutory auditors for annual audit.

C). General Office Staff

(i) The general office staff and support staff have their specific duties and responsibilities assigned by the Principal. They must be punctual and maintain integrity and efficiency in delivering their duties. The overall functioning of the office depends on the coordinated and concerted efforts of each and every employee deputed in different sections.

(ii) In dealing with students or their guardian they must adopt highest standard of professionalism. Their approach should be cordial and sympathetic towards the students. Special care must be taken for students with disability.

(iii) The queries and problems of the students must be addressed without unnecessary delay.

(iv) The cashier should be very cautious in dealing with cash transactions and required to maintain proper records of account.

(v) All concerned office staff must give special emphasis in compilation and preservation of important documents, both soft and hard copies using standard procedure for office documentation.

(vi) The officer in charge of examination and his/ her supporting staff are responsible for organizing all works related to university and college level examination. The work includes among others preparation of supervision chart, appointment of AOCs and invigilators, seating arrangements and issue of admit card for examination under the guidance of the Principal.

(vii) The office of the examination has the responsibility to make correspondence with affiliating university regarding university examination schedule, filling of examination form, verification of forms, evaluation and re-evaluation, results of students, students' complaints, unfair practices and difficulties during exam period.

VI. CODE OF CONDUCT FOR LIBRARIAN AND LIBRARY BEARERS

- (i) The Librarian is responsible for planning and execution of policies for maintenance, development and accessibility of the library.
- (ii) The librarian has to issue library cards to the students and teachers. The office of the librarian maintains issues registers, records, all necessary information regarding issue and return of books. Fines are levied in case of late return or damage of library resources.
- (iii) Librarian makes an comprehensive cataloging of all available books, journals, magazines, periodicals and e-books. Digitization of books and other library resources are to be done systematically to make them easily accessible.
- (iv) Librarian and the library staff take all necessary measures to maintain and preserve old and rare books. The old issues of journals, magazines and periodicals should be kept and preserved by binding.
- (v) The librarian need to seek list of requirements from different departments from time to time and arranges the procurement of these books in coordination with the Principal of the college.
- (vi) Regular meeting of the Library Committee under the chairmanship of the principal must be organized to deal with matters pertaining to overall development of the library.
- (vii) To popularize the readings habits among the students, the librarian should organize orientation programme with newly admitted students, celebrate library day, award the best reader etc.

VII. CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body is the highest authority of the institution and is responsible for ensuring the effective management of the college, planning and execution of policies for its all-round development.

- (i) The governing body should act to approve the plans and policies regarding the long term academic and infrastructural development of the institution, with the view to meet the aspirations and interest of various stakeholders including the local community.

- (ii) The body is constituted to address the issues pertaining to the college development and monitor institutional performance and quality assurance arrangements which should reflect the vision and mission of the college.
- (iii) The governing body ensures compliance with the statutes, ordinance and provisions regulating the institution, which include regulations by statutory bodies, such as UGC and regulations laid down by the State Government and the affiliating universities.
- (iv) The governing body should ensure that non-discriminatory systems are in place to provide equal opportunities for all staff members and students. The body should act in a pro-active manner to settle all such disputes that may arise out of any discrimination or lacuna in the system. For that a redressal mechanism must be placed to deal with any grievances that may crop up.
- (v) The governing body should cautiously monitor that the institution implements the constitutional obligations regarding reservations of seats and staff positions and follow appropriate roster. The body should also ensure the implementation of Government sponsored schemes for academic development of minority groups.
- (vi) The body should also ensure the implementation of Government sponsored schemes for academic development of Adivasis, tea-tribes ethnic and other disadvantaged groups.
- (vii) Based on the general principles of transparency and ideals enshrined in the Right to Information Act, the Governing Body must allow access to information about the proceedings of the Governing Body to the students and staffs of the college, which may include agenda of meetings, cleared draft minutes, signed minutes and any such other papers considered in the meeting. The principle does not apply in matters of confidentiality covered in the standing order.