

CODE OF CONDUCT

**Dakshin Kamrup College, Mirza
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Contents

1. General Rules for Maintaining Discipline for Students	03
2. Importance Notice to Parents/Guardians	05
3. Code of Conduct for Faculty Members	07
4. Code of Conduct for Office Staff	08

General Rules for Maintaining Discipline for Students

The college lays great emphasis on 'behaviour' and follows the saying 'Your behaviour is your identity'. Disrespect or discourtesy to teachers, office and library staff and seniors is not tolerated.

1. Students must come to college in proper uniforms and must carry their Identity Cards to the college. No students will be allowed inside the college campus without uniforms and Identity Cards. Students will have to produce their Identity Cards when asked for. In case of loss or damage of Identity Cards, the college authority should be immediately informed in writing to issue a new one.
2. Students should respect their teachers, office staff and seniors. They should refrain from the use of slang language, unruly behaviour and vandalism. Such behaviour on the part of the students will not be tolerated and they will be subjected to disciplinary action by the college authority.
3. Students' attendance in class in their respective subjects is compulsory. Any student found loitering outside during class hours will be strictly dealt with.
4. Students' irregular attendance will be considered only after receiving proper application letters addressed to the Head of the Departments with appropriate supporting documents.
5. During class hours students should maintain total silence and not loiter in the corridors and verandas as all the areas near the classroom are considered as Silent Zones.
6. Disobedience and undesirable conduct on the part of the students will be appropriately tackled with the co-operation of their guardians.
7. Ragging of any form – physical, mental or verbal – is strictly prohibited both inside and outside the college campus. Any student found indulging in such activities will be dealt with as per the directives of the Supreme/High Courts.
8. Students should complain any type of sexual harassment immediately in the Drop Box of GSCASH (Gender Sensitisation Committee against Sexual Harassment) located in front of the Administrative Block of the college. Complaints could be made in plain paper providing the address in detail, class and roll number. Complainants can also log in the GSCASH official website: gscash@rediffmail.com. All complaints will be kept strictly confidential and redressed according to the Vishaka Guidelines.

9. Students should maintain cleanliness of the college building, classrooms, laboratories, digital room, conference hall, auditorium, sports complex, students' washrooms, library and reading room, common rooms for girls' and boys', college canteen and parking areas. Students should throw the waste only in the dustbins allotted for the purpose. The college firmly believes in *Swachh Bharat Abhijan*.
10. Spitting, writing, and sticking bills on the college walls are severely punishable.
11. Students' should not damage college property. Cost of damage will be recovered from the guilty.
12. Students are advised not to bring costly items like ornaments, watches, mobile phones etc. to college. The college authority will not be responsible in any way for the loss of money and such items. Use of mobile phones inside the college campus is strictly prohibited.
13. The college campus is a No Smoking, No Tobacco, No Gutkha, No Drugs, No Alcohol and No Plastic Zone. The college authority reserves the right to fine anybody violating the above.
14. Students should park their vehicles in the specific areas allotted for the purpose. To avoid congestion HS students are advised not to bring motor cycles and four wheelers inside the college campus. Students are encouraged to ride bicycles.
15. Students should read the Notice Boards put up in different locations within the college campus regularly.
16. The college encourages the students to attend and participate in various extracurricular activities conducted by the college and other institutions and organisations on a regular basis in addition to regular studies for their all round development.

Important Notice to Parents/Guardians

1. Guardians should kindly co-operate with the college authority in ensuring an effective education for their wards. This can be done by –
 - a) Providing adequate facilities for study at home.
 - b) Providing not only text books in time but also other books, periodicals and newspapers as far as possible.
 - c) Assisting them in their studies at home and removing deficiencies where needed.
 - d) By controlling the viewing times of T.V. and videos. Moreover, the use of mobile phones during study hours should also be controlled.
2. Guardians should ensure that their wards return home in time.
3. Guardians must ensure that their wards come in proper college uniforms and are dressed neatly from the very beginning of the session. No excuse in this regard will be entertained.
4. Guardians are requested not to visit any teacher on their wards in the classroom directly. In case of urgency the Principal or the office may be contacted during college hours.
5. Guardians are requested to come to the college as and when they are asked to meet the Principal or the concerned Head of the Departments. In case of inability on their parts the Principal or the concerned Head of the Departments should be informed beforehand.
6. Guardians should ensure that their wards attend class regularly.
7. No private tuition is provided by any permanent college faculty members in accordance to the directives of the Assam govt. Syllabus of the courses are taken care of in their respective classes. The college provides remedial classes and mentoring sessions to weak learners. The guardians are requested to ensure that they send their wards to attend such classes and sessions if they are weak in any subject.
8. If your ward is participating in any individual or group sports event / camp / coaching etc. outside the college, the Principal or the concerned Head of the Departments should be given prior information with supporting documents for consideration of attendance.

9. Guardians are requested not to send their wards to college when suffering from infectious diseases. Leave application along with the medical certificate should be furnished later.
10. In order to ensure fellow feeling the guardians are requested not to provide expensive things such as gold ornaments, excess money, costly electronic items etc. to their wards.
11. Guardians should check the uniform and other accompanying materials of the students regularly so that they do not carry any prohibited or objectionable materials.
12. Guardians are requested to see that their wards do not violate the rules and regulations of the college.
13. The institution has a one to one relationship with each guardian. Any form of collective pressurisation on the college authority on any issue, inciting other guardians or other forms of coercive tactics will not be entertained.

Code of conduct for Faculty Members

1. Every Teacher shall discharge his/her duties efficiently and diligently to match the academic standards and performance norms of the institution.
2. Faculty members will be truthful when making a statement about their qualification and competencies.
3. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
4. Every Teacher shall complete the portions allotted to him/her from the syllabus by the concerned HoDs within the stipulated timeframe. Moreover, each Teacher shall abstain from giving private tuitions to students as per the State Government order.
5. Dignity and decorum shall be maintained by every Teacher while dealing with the superiors, colleagues, office staff and students.
6. No Teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
7. Prior information has to be provided by the faculty member to the concerned HODs and the college authority before taking leave.
8. The Teachers are to abide by the Government Leave Rules.
9. No Teacher shall associate with any political party or take part in any organisational activity, which is not in accordance to the duties and ethics of the teaching profession.
10. No faculty member shall attempt to bring any political or outside pressure upon the superiors and the authority in respect of service matters.
11. No Teacher shall incite, provoke or instigate any student or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
12. Every Teacher is to work for the development of the students and the College.
13. A faculty member when assigned with other academic, co-curricular and organisational activities from time to time shall carry them diligently.
14. In case any faculty member breaks the code of conduct the College authority **at its sole discretion** may provide an opportunity to the member concerned for presenting his/her case through a personal hearing before the Governing Body of the College before taking a final decision. The decision of the Governing Body will be final and binding.

Code of Conduct for Office Staff

1. Non-teaching employees and security personnel of the College are to carry out their duties and responsibilities efficiently and diligently.
2. Punctuality regarding office hours is to be strictly maintained by every office staff.
3. Every office staff shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
4. Each office staff shall be honest in words and actions and work for the all round development of the institution.
5. Each office staff shall be ready to help the students with information regarding admission, fees, examination dates and other University rules as and when asked for.
6. Each member of the office staff shall maintain dignity and decorum while dealing with the superiors, faculty members, colleagues and students.
7. Non-teaching employees and security personnel shall collaborate and cooperate with colleagues, faculty members and administrators.
8. Before taking any kind of leave prior information has to be provided by the member concerned to the office Head clerk.
9. The non-teaching employees and security personnel have to abide by the Government Leave Rules.
10. In case any non-teaching employee or security personnel breaks the code of conduct the College authority **at its sole discretion** may provide an opportunity to the member concerned for presenting his/her case through a personal hearing before the Governing Body of the College before taking a final decision. The decision of the Governing Body will be final and binding.