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Internal Quality Assurance Cell
PRAMATHESH BARUA COLLEGE

Gauripur, PO: Gauripur, Dist: Dhubri, Assam, PIN: 783331
(Affiliated to Gauhati University, Guwahati)
NAAC accredited with Grade-B

HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal, Teaching Staff & Non Teaching Staff)



Prepared by
INTERNAL QUALITY ASSURANCE CELL
(IQAC)
Pramathesh Barua College, Gauripur

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ABOUT THE COLLEGE:

Pramathesh Barua College (P.B. College), Gauripur began its tryst with destiny on the 1st day of June 1964 to put forward the intellectual and cultural ethos of Gauripur in the erstwhile Goalpara District of Western Assam. Named after the proud son of Gauripur, Rajkumar Pramathesh Chandra Barua, this institution of Higher Education took its strides with luminaries like Prof. Alokesh Ch. Barua, Dr. Birendra Nath Dutta and galloped to prosperity under some other academic administrators such as Dr. Krishna Kanta Bora, Prof. Jayanta Kumar Chakraborty, Prof Gajanan Prasad Kanu and Prof. Ganga Sankar Pandey. The College initially started with the support of the people of the region and financial assistance from the Zamindar family of Gauripur. This co-educational institution of higher education was subsequently taken over by the Govt. of Assam under deficit grant-in-aid system in 1969. It got permanent affiliation by the Gauhati University and was recognized under section 2 (f) in 1969 and 12 (B) of the UGC Act 1956 in the subsequent year.

The College imparts teaching in UG Degree in two streams of Arts and Commerce. Besides, the college has been teaching Higher Secondary (10+2 level) Courses in Arts and Commerce stream since inception. To face the emerging challenges in trade and commerce, the College started the Commerce Stream in 1979, which was first of its kind in Dhubri district. Besides, the college imparts value added and add-on courses related to skill development along with higher education in Arts & Commerce streams for UG Classes.

The college has already undertaken two assessment and accreditation cycles of NAAC, and accredited with grade 'B' in both the cycles. The majority of the students admitted in this College hailing from the rural, agricultural and economically backward for them the higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent academic environment that promotes learning.

(Dr. Kalyan Das)
Principal & Chairperson of IQAC
Pramathesh Barua College, Gauripur

MISSION STATEMENTS:

Pramathesh Barua College is essentially conceived as an avant-garde premier institution of Higher Education to affirm responsiveness to social accountability in the face of dynamic and competitive world. Its mission include-

- To provide "inclusive education" to reach the unreached;
- To weave a symbiotic academic culture of the indigenous and the global;
- To expand development skills and generate employability;
- To collaborate with stakeholders to make "quality" the defining element of its "relevance" and "functionality"; and
- To nurture the spirit of democracy, peace, and progress in society.

VISION STATEMENTS:

- To create opportunity for access of affordable quality education, while equipping students with knowledge and skills in their chosen disciplines.
- To inculcate values, identify hidden talents, provide opportunities for students to realize their full potential.
- To work for equity in learning process among the Socio-economic disadvantaged groups including gender.
- To evolve Holistic Educational Eco-System reviving the heritage of Indian Knowledge System in consonance with 21st Century Skill requirement and changing global knowledge landscape.
- To shape students into future leaders, entrepreneurs and above all good human beings.

MOTTO OF THE COLLEGE:

“Education is the manifestation of the perfection already in man”

INTRODUCTION:

The Institution has formulated Code of Conduct as per the administrative standards and performance of norms laid down by the UGC/Affiliating University/Higher Education Department, Govt. of Assam/ Director of Higher Education, Assam/ College Management to improve overall development of students, teachers and other stake holders by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of the institute depends on the academic performance as well as on the behavior of the students and other stakeholders. The Motto Pramathesh Barua College is **“Education is the manifestation of the perfection already in man”**, a very famous quotation of **Swami Vivekananda**. The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

1. CODE OF CONDUCT FOR THE STUDENTS:

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Higher Secondary Level and Under Graduate Level are being introduced to the following code of conduct which must be followed by every student of the college.

1. Classes start from 9.00 AM and may continue up to 5.00 PM on all the six days of a week except holidays declared by the affiliating university and the Govt. of Assam.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per Gauhati University, Guwahati Regulation 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the teachers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. 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.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform
8. All students should come to college wearing college uniform. Every student must avoid exaggerated fashions.
9. No students are allowed to keep fashionable/cool/unusual/coloured hair style.
10. Eatables/ snacks / beverages (drinks) are not allowed inside the College.
11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college and action will be taken as per UGC guidelines.
12. If any student/students is/are affected by the ragging in the college premises or outside of the college, She/he/they must inform immediately to the Principal/ Discipline & Anti-Ragging Committee Coordinator of the college.
13. Consuming **Alcohol, Gutka and Smoking** is strictly prohibited in the premises and out of the college.
14. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
15. No student should spit in the classrooms, conference hall, library or any other place of the college premises used for academic environment.
16. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room/library and conference hall.

17. During the conduct of lectures, students should not loiter in and around the college premises. Students are liable to be punished in terms of academic awards and legal offence for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
18. Use of mobile phones in the classrooms, library etc. is strictly prohibited.
19. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
20. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
21. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
22. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
23. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study-room of the library, computer lab and Language Lab.
24. Furniture in the classrooms should not be moved or displaced.
25. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is a breach of discipline of the college and will be considered a punishable offence.
26. Writing on walls, pillars, bath rooms, and furniture or white boards is strictly prohibited.
27. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
28. Any type of malpractice is strictly prohibited in Unit Test/Sessional Examinations/College/University Examinations.
29. No function/program/ birth day in the college campus or classroom will be allowed without prior permission of the Principal of the college.
30. To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
31. Students are prohibited from doing anything inside or outside the college that will interfere with its orderly administration or affect its reputation. No outside influence, political or any other should be brought into the college directly or indirectly.
32. 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.
33. Each student should park his/her vehicle at the parking place of the college.
34. A student must not knowingly provide any false information or make misrepresentation to the college office. In addition, the forgery, alteration, or unauthorized possession or use of college documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

2. CODE OF CONDUCT OF COLLEGE LIBRARY FOR THE STUDENTS OF THE COLLEGE:

1. Every staff/ student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 9.00 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/in study-room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerned student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that defaced books will not be accepted at the time of returning the book to the library.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued to him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages of the books.
12. The borrowed books should be returned on or before due date, if not, overdue charge of Rs.1.50 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost Borrower's Card shall make a written report to the Librarian of the college and a duplicate Borrower's Card will be issued on payment of Rs. 50/-
15. All final year students should return their Borrower's Card and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Admit Card of University Examination.

3. PROFESSIONAL ETHICS & CODE OF CONDUCT FOR THE PRINCIPAL:

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
2. The Principal is to chalk out a policy and plan to execute vision and mission.
3. The Principal is to keep the co-ordination in all college works.
4. The Principal is to provide guidance, leadership, direction to the all stakeholders.
5. The Principal is to oversee and monitor the administration of the academic programs and general administration of the college.

6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Higher Education Department, Government of Assam/ UGC/ Director of Higher Education, Assam / Affiliating University and other concerned authorities.
8. To maintain Assessment Reports of the Teaching and Non teaching staff of the college.
9. To manage the Teaching and Non-teaching staff (supporting staff) follows the Code of Conduct of the Institution.
10. Assessing reports/Academic dairy /Monthly Teaching Plan/ Monthly Course Completion Reports/Plan of Action and Action Taken Reports of IQAC/Teachers/Head of the Departments/Conveners/Coordinators of various Cells and Units.
11. Assessing the Academic Syllabus/ Learning Outcomes of the Students/ Course Outcomes/ Course Attainment of the Students etc.
12. To assess the Feedback Forms of various stakeholders (Students/Teachers/Adm. Employees/Alumni/Guardians) and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A Service Book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To encourage the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with optimum utilization of their potential in curricular and extracurricular activities.
18. To encourage Teaching and Non-teaching staff for their professional development.

4. CODE OF CONDUCT FOR LIBRARIAN: [BASED ON 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, 2018]

1. Discourage and not to be involved in plagiarism and other non ethical behavior in teaching and research;
2. Maintain good co-operative atmosphere towards the employee of library and other teaching and non-teaching staff.
3. Committed to work and involve in all academic and non academic and co-curricular activities of the institution.
4. Maintain equal considerations irrespective of caste, creed, religion, race, gender or sex in his/her professional endeavour.

5. THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR NON-TEACHING STAFF INCLUDING LIBRARY STAFF:

1. Every one of the Non-teaching staff members of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance of norms laid down by the U.G.C/Affiliating University/Higher Education Department, Govt. of Assam/ Director of Higher Education, Assam/ College Management circulated from time to time.
2. To maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. To be punctual in attendance of the office on every working day.
4. To assist in carrying out functions relating to the administrative responsibilities of the college and the university such as:
 - (a) Assisting in appraising applications for admission,
 - (b) Advising and counseling the students
 - (c) Conducting the university and college examinations, including all types of Examination works.
5. To respect the right and dignity of the student while assisting/helping/guiding them in any office works etc.
6. To speak respectfully and behave politely with everyone of the institute such as - the Principal, Teachers, Students, Visitors, Parents etc.
7. To deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view of the interest and in conformity with dignity of the profession.
11. Should adhere to the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as an employee of the college in the society. Therefore, no employee should act in any manner that violates the norms of decency or morality

in his/her conduct or behavior inside or outside of the College Campus. Everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.

17. Any employee should not indulge in any organised anti-institutional activity, and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

18. To avoid conflicts between their professional work and personal interest.

19. No one of the non-teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.

20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.

21. To report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.

22. Should adopt a humane approach in dealing with students who are physically challenged.

23. To be punctual & careful in availing professional opportunities for career development.

24. No one shall meet/approach directly to any member of the Management/ Governing Body of the College for their personal or any issue or matter of the college. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the college in written form.

25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.

26. No one of the Non-teaching staff of the college shall leave headquarter without permission of the Principal.

6. THE PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR THE TEACHERS (AS PER UGC NOTIFICATION-2018):

Introduction: The College is providing the following guidelines of UGC for maintaining the Professional Ethics for the Teachers. The Guidelines are adopted from UGC Notification (New Delhi, the 18th July, 2018) i.e. 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, 2018.

(Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

CODE OF PROFESSIONAL ETHICS

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.

- (i) Adhere to a responsible pattern of conduct and demeanor 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-meetings 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 of 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

(Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

7. CODE OF CONDUCT / PROFESSIONAL ETHICS FOR THE TEACHERS (AS PER RESOLUTION OF THE GOVERNING BODY OF PRAMATHESH BARUA COLLEGE, GAURIPUR):

Following code of conduct/code of professional ethics for the teachers of Pramathesh Barua College, Gauripur have been guided, suggested, approved & resolved by the Resolution No. 29 Misc (ix) of Governing Body meeting which was held on 30.08.2023.

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Higher Education Department, Government of Assam/ UGC/ Director of Higher Education, Assam / Affiliating University/Governing Body of the college and other concerned authorities from time to time.
2. Maintain their professional knowledge & skills and keep updated himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.

8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in **mentoring** the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular and extension activities organized by the Departments/Committees/Cells/Units of the College.
13. Teacher should assist the College/University Examinations, Evaluation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the Teachers.
15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
16. The teacher should not demand/force for any assistance or money from the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc. The deviation will attract disciplinary action.
17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
19. The teacher should maintain the positive relationship with all colleagues & students of the college.
20. The teacher possesses his/her identity as a teacher/Employee of the college in the society. Therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus. Every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrade, harass or insult any person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. To be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his/her academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the IQAC & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college. After verifying, the file will be forwarded to the IQAC by the **Placement Scrutiny Committee** and IQAC will forward that file to the Principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the academic session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month-wise reviewing by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing and signature by the Principal, it will be returned to the teacher.
33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
34. No teacher shall meet/approach directly to any member of the Governing Body of p.B. College for their personal or any issue or matter. He/She should put/forward the issue/matter through the Principal to the Governing Body of the college in written form.
35. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of their colleagues.
37. The teacher shall be punctual in attending the National Anthem & Prayer held in the college.
38. No teacher shall leave the college campus during 9.00 AM to 5.00 PM during duty hours without prior permission of the Principal.
39. No teacher shall leave headquarter without permission of the Principal.
40. Every teacher should follow the 'teacher's dress code' as directed by the Principal and the Higher Education Department, Govt. of Assam or any other competent authority from time to time.

8. CODE OF CONDUCT/ NATURE OF WORK/DIRECTIONS/GUIDELINE FOR THE ALL HEAD OF THE TEACHING DEPARTMENTS OF ARTS & COMMERCE FACULTY OF THE COLLEGE:

The Head of the Teaching Departments of P.B. College, Gauripur will follow the code of conduct/code of professional ethics as guided, suggested, approved & resolved by Resolution No 29 Misc (ix) of Governing Body meeting which was held on 30.08.2023.

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the Principal and organize the planned events accordingly.
2. To prepare the Semester-wise/ annual Time Table of the Arts & Commerce faculty/ Department.
3. To guide/direct the faculties of the department to prepare Semester-wise/subject wise Monthly Teaching Plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the periods/Lectures & keep watching for smooth conducting of classes.
5. Organise/take student feedback (Two times) after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organized under the (Ex-officio) Chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom,etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
9. To maintain the updated minutes book of the Departmental Meetings and submit it to the Principal time to time.
10. Each year, every teaching department of the college should establish **“Students’ Study Circle”** of the students, by the students, for the students by constituting their ‘Students’ Executive Body’ at the beginning of the session to inspire them to conduct/organize the departmental programs/activities.
11. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
12. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
13. Use ICT up to the maximum level of possibility for teaching learning process.

14. Find out and make list of **Slow learners & Fast learners**. Organize **extra classes/remedial classes for slow learners** & provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.

15. Organize “Industrial/Environmental study Tour” for the students. After the tours, evolution/output/benefit report of the tour & produce is to be prepared and submitted to the Principal and also keep one hard copy of it with departmental document file.

16. To organise guest lectures on various subjects for the students, with kind permission of the Principal.

17. To organise **Student Centric programs** in first academic session as well as second academic session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.

18. Whatever approved expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/activities/events to the Principal.

19. To keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

20. Provide the subject notes/question papers/study material etc. to the students.

21. Redress the grievance of the students, if any, relating to course completion at Teaching Department Level & Counsel them as needed fully.

22. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the IQAC in hard & soft copies, before or up to the 31st March of each academic year.

23. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s, the Head of the concerning Teaching Department must submit the cause/s of it, in ‘written form’ with name & duly signed to the Principal.

24. HoD of Arts and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date of the every month in working hours.

Note: (Beside the above Code conduct/Directions/guidelines, if any further information requires the Teachers/HoD will be communicated from time to time by the Office of the Principal for specific purposes.)

9. CODE OF CONDUCT FOR THE COORDINATORS/CONVENERS OF THE COMMITTEES/CELLS/UNITS (SUCH AS EXTENSION CELL/ NSS/ N.CC/ SPORT/ CULTURAL UNITS ETC.):

The following Code of Conduct / nature of work / directions / Guideline for Coordinators / Conveners of other than teaching departments of P.B. College, Gauripur as guided, suggested, approved & resolved by Resolution No. 29 Misc (ix) of Governing Body meeting which was held on 30.08.2023 for knowing his/her duties, responsibilities, nature of work for smooth functioning.

1. All Co-ordinators/Conveners are to prepare yearly “Plan of Action” at the beginning of the academic session, for their Department/Cell/Committee, for the current session & conduct the Students’ Centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in the College Annual Calendar for each session.
3. Whatever approved expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/activities/events to the Principal of the college.
4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under the Ex-Officio Chairmanship of the Principal, before the program. And ‘Minutes Book’ of each meeting must be maintained by the Coordinator/Head/Convener in proper manner.
5. For creating and maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.
6. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also to submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the IQAC in hard & soft copies, before or up to the 31st March of every academic year.
7. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in ‘written form’ with name & duly signed to the Principal.
8. Coordinator/Head/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organized under the Ex-officio Chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.

10. Whatever approved expenses of the programs/events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/activities/events to the Administrative staff officer.

11. To keep all documental records of the Programs/activities/meetings (just as: Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.



(Dr. Kalyan Das)

**Principal & Chairperson of IQAC
Pramathesh Barua College, Gauripur**

**Principal
P. B. College, Gauripur**