

HAND BOOK  
OF  
CODE OF CONDUCT  
AND  
GUIDELINES



**Nowgong College**  
**Nagaon-782001, Assam**

**[Based upon: The Gazette of India, Part-III, Section-4 Notification Dated 12<sup>th</sup> February, 2018, Ministry of Human Resource Development (University Grants Commission), New Delhi]**

**Constitution of Governing Body:**

The Governing Body is the supreme body, constituted vide provisions and guidelines of UGC Autonomous College as per *The Gazette of India, Part-III, Section-4 Notification* dated 12<sup>th</sup> February, 2018, Ministry of Human Resource Development (University Grants Commission), New Delhi.

The Governing Body shall consist of:

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of College	Ex-Officio

**Term:** The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.

**Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.

- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

### **Code of Conduct for Principal**

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

### **Code of Conduct and functioning guidelines of Internal Quality Assurance Cell (IQAC):**

Some of the functions expected of the IQAC are:

- IQAC cell shall be established in the college for regular monitoring of the college under intimation to UGC. The Cell shall have an external Peer Team comprising of academicians of repute and will send report to UGC regarding the performance of the College. The report shall also be put on public domain on the website of the

College. The external peer review shall be conducted atleast once in a year.

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### **STRATEGIES OF IQAC**

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services

- Research sharing and networking with other institutions in India and abroad.

### **Code of Conduct for teaching staff:**

***[BASED UPON 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]***

### **GUIDELINES FOR HEADS OF DEPARTMENTS**

#### **HODs of all academic departments are expected to ensure that:**

- Healthy academic environment prevails in the concerned department
- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements
- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session etc.
- Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof
- IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis
- Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.) (viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications (xi) Register of Students' Exam Records and Results (xii) File for Extension Activity documents (xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos,

videos and documents)

- Confidential papers are kept under proper and safe proper custody
- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

**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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the 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
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **GUIDELINES FOR TEACHERS**

### **A.ACADEMIC**

- Daily Routine Classes should be attended on time as far as practicable
- Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time framework
- Lesson Plans should be made at the beginning of every semester/ year
- Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments
- Make use of both departmental as well as central library facilities for maximum academic use

### **B. ADMINISTRATIVE**

- Entries in the Daily Class Monitoring Diary should be made on a day to day basis
- Should assist the HOD in executing various departmental administrative works as and when asked for

When appointed as invigilators (i) must report to the OC/ AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees (iv) must refrain from all sorts of gossip with the fellow invigilators (v) must immediately cater to the needs of the examinees viz. drinking water, additional sheets, medical assistance, etc.

- Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

**Code of Conduct for non-teaching staff:**

Non-teaching staff of the college are expected to

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics

**Non-teaching staff shall**

- *Be punctual in attending day to day routine works*
- *Execute and complete the allotted tasks to the satisfaction of all concerned*
- *Maintain harmonious and cordial relationships with all colleagues*
- *Behave in a manner that would not demean the institutional reputation*
- *Work towards earning the trust, honour and respect from one and all*
- *Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time*

**LIBRARIAN:**

**Librarian should**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;



- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

### **Code of Conduct for Students:**

- All bona-fide students are expected to be conversant with the code and guidelines as stipulated below and any amendments that might be incorporated from time to time as per requirement and necessity
- Every student shall be familiar with the Academic Calendar of the college (uploaded in the college website)
- Every student shall behave towards every individual inside the campus in a way that is expected from a good educated citizen
- Students shall spend each and every working day inside the college campus in a meaningful way
- Class Representatives from every academic course batches shall be members of Departmental Advisory Committees in every academic department, who shall communicate to the higher authorities the opinion/ suggestions of his/her batch mates
- The institution believes in and follows a decentralized and participatory mode of governance. Student representatives are nominated as members in the following 17 in-house committees of the college: *Academic Committee, Anti-Ragging Central Committee, Campus Beautification Committee, Canteen Monitoring Committee, Extension Education Advisory Committee, Health Care Promotion and Maintenance Committee, Hostel Advisory Committee, Information and Career Guidance Cell (ICGC), Internal Quality Assurance Cell (IQAC), Internal Complaints Committee (ICC), Library Advisory Committee, NCC Advisory Committee, NSS Advisory Committee, Sports and Games Promotion Committee, Students' Counseling Centre, Students' Discipline Maintenance Committee and Students' Grievance Redressal Cell.*
  - All students are to note that most of the general campus area and classrooms/ laboratories are covered under CCTV surveillance

**College Uniform:** The design and style of the uniform must be formal.

**Boys:** White Shirt and Black trousers, Jeans are not allowed. Blue sweater in winter

**Girls:** Muga or muga-coloured mekhla, white blouse and chaddar with blue-border or white blouse and white saree with blue border.

or

White salwar kameez and peacock blue chunni Black cardigans or black shawl

### **Attendance in classes:**

Every student is required to attend all lectures, tutorials and practical except for a convincing reason for which due leave should be obtained. Applications for leave on medical grounds, countersigned by a parent and duly supported by a medical certificate, must be submitted within one week of returning to the college. Afterwards such applications will not be accepted. The Principal may consider condoning the attendance requirement in exceptional cases of serious illness or accident.

All the internal and sessional examinations are part of the University examinations. Everybody must qualify in the internal and sessional examinations to be eligible to sit for the final examination. 75% attendance is compulsory to qualify in the sessional examination.

### **FOR ATTENTION OF STUDENTS:**

- Please go through the prospectus carefully before signing the admission form.
- Students will be selected strictly on the basis of merit.
- Seats are reserved for students belonging SC/ST/MOBC/OBC/physically handicapped as per Govt. rules.
- Admission to the college hostels will be on the basis of merit after the college admission.
- Original mark-sheet certificate of the last qualifying exam, caste certificate, gap certificate if any.
- Provisional certificate will not be accepted. Filling up of Registration Form immediately after the admission is compulsory for registration in Gauhati University.

**Note to Parents:** Parents and Guardians are reminded to keep watch on their wards' progress in studies and general conduct. The college expects parents I guardians to co-operate with the college authorities in the matter related to their progress in education. Their co-operation is solicited especially to ensure a regular attendance.

### **Code of Conduct within the College Campus:**

- Students must strictly maintain COVID-19 SOPs notified by the Department of Health and District administration viz., wearing mask, maintaining social distancing during COVID-19 pandemic.
- Students must wear the approved college uniform on all working days.
- Students must keep their college ID cards in their possession at any time inside the campus
- Students must observe strict silence in between class hours
- Students are prohibited from bringing MOBILE phones inside the college campus.
- RAGGING IS A CRIMINAL OFFENCE. Any kind of Ragging is strictly prohibited both inside and outside the campus.
- Moving with bicycle, bike etc. is banned inside the college campus. Students must keep their bicycles, bikes etc. in the area allotted for the purpose
- Students should not damage any college property. Cost of damage will be recovered from the students.
- Students will not indulge any kind of misconduct and indiscipline INSIDE and OUTSIDE the campus.
- The College campus is a NO SMOKING / NO TOBACCO / NO GUTKA / NO DRUGS / NO ALCOHAL / NO CRACKER Zone. Spiting, Writing and sticking anything on the college property are strictly prohibited.

Any Violation of the code of conduct will be seriously viewed and will be punished as per rule of the college. Outside the college campus students must behave in a manner befitting students, thereby upholding the dignity and pride of Nowgong College

NOWGONG COLLEGE IS A POLYTHENE FREE ZONE.  
Everybody must maintain cleanliness inside the college.

**Compiled for in-house circulation by:  
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