



CODE OF CONDUCT HANDBOOK



**R. G. BARUAH COLLEGE
GUWAHATI, ASSAM**



About R. G. Baruah College

Established in 1978 with the noble aim of carrying the light of education to the marginalized sections of society, particularly in the Fatasil Ambari area of Guwahati city, R. G. Baruah College still stands committed to the ideal upon which it was founded. In the beginning of its journey, the college catered largely to the underprivileged students, most of whom were first generation learners. Even today the majority of students belong to the educationally and financially disadvantaged group. Be that as it may, the college, in keeping with its vision, has tirelessly endeavoured to help these students not only in pursuance of their academic pursuits but also in fulfilling their social responsibilities.

Over the years the college has been able to carve a niche for itself among the higher educational institutions of Guwahati. Students with poor to modest academic careers have shown marked improvement in their results in the undergraduate level. Their expectations are no longer just to pass examinations but to excel in them. So much so that in recent times almost all the departments have been able to produce students securing first class. They have gone on to realize their potential by working in various government and private organizations. Many of them have also excelled in the professional world by virtue of their entrepreneurial spirit.

The role played by the faculty of the college in giving shape to the life and career of the underprivileged students cannot be stressed enough. With great passion and patience, the teachers have been successful in drawing out the latent talents and abilities of the students. They make themselves accessible to students at all times, helping them with extra classes whenever needed. Financially weaker students have also been helped by providing them with books and other learning resources. Besides academics, these students have also been familiarized with various social issues by conducting regular awareness programmes and activities in and outside the campus. Cultivation of moral and social values among its students is another core area of concern in the college. Value-oriented programmes are periodically held for the benefit of students. Students of the institution thus demonstrate social commitment and moral uprightness.

Thus, students of the disadvantaged sections of society with weak educational and financial background who are admitted in large numbers in the college are not made to feel insecure or inferior to anyone else. Inclusiveness has always been in the foreground in the institution's plans for the future. The students have also responded in a positive manner by inculcating the values of hard work, sincerity and fellow feeling. The outcomes are conspicuous for everyone to see. What stands R. G. Baruah College apart from most educational institutions is its feeling of camaraderie amongst the students, teachers, staff and administration—irrespective of caste, creed or economic status.



Code of Conduct

Generally speaking, code of conduct is the most common policy of an organisation. Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behaviour. It means the way that a person behaves in a particular place or situation. The code of conduct provides guidance to all the stakeholders of an institution for handling difficult ethical situations related to his work.

Need of Code of Conduct

Code of conduct defines the **VALUES** of an organisation and provides to all employees the boundaries of their behaviour relative to their duties to the organisation. A well-written code of conduct **clarifies an organization's mission, values and principles**, linking them with standards of professional conduct. Written codes of conduct or ethics can become **benchmarks** against which individual and organizational performance can be measured. Additionally, a code is a **central guide and reference for employees** to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.



Code of Conduct for Teachers

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/her 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 communicate by temperament and amiable in disposition.

I. Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanour 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 meeting, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical, seminar and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise 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 temper, spirit of inquiry and ideals of democracy,
- (vi) patriotism, social justice, environmental protection and peace;
- (vii) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (viii) Pay attention to only the attainment of the student in the assessment of merit;
- (ix) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (x) Aid students to develop an understanding of our national heritage and national goals; and
- (xi) 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 making 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 organisations 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 organisations 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 the dignity of the profession;

- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; 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:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teacher's bodies and organisations, 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 for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise 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 apart 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.



Code of Conduct for Students

This Code shall apply to all kinds of conduct of students that occurs on the College premises and any off-campus conduct that has or may have serious consequences or adverse impact on the College's interests or reputation.

- (i) A student shall be regular and must complete his/her studies in the University. Students must have a compulsory attendance of 75%. On medical grounds or in any legitimate reason the students with a minimum of 60% shall be qualified for appearing in the final examinations after submission of valid certificate along with fine considered by college administration as per policy.
- (ii) A student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the College subject to written consent of the Principal.
- (iii) Every student will maintain proper discipline, integrity and dignity in the College Campus and will behave appropriately with the Officers, Authorities, Faculty Members, Staff Members and other students of the College. .
- (iv) In case any student causes any damage/breakage fully or partially to any property, article, equipment, apparatus which belongs to the College, by mistake or deliberately, the College will have all the rights to recover the damages caused by him/her and impose monitory fine on him/her, and in case of non payment, College may cancel his/her admission or may take any legal action against him/her.
- (v) During the entire duration of student's course, he/she will not enrol himself/herself for any other Regular Course in any other University/College /Institution.
- (vi) Student will neither indulge in any illegal, unlawful or criminal activity, ragging, malpractice, misconduct, fraud nor will get involved in consumption of liquor, drugs, smoking or any other kind of addiction in any manner in the College premises. In case he/she is found indulging in any of the above the College may take any legal action against him/her.
- (vii) Student would attend the College in prescribed College Uniform and carry and display his/her Identity Card issued by the College, every day, if unable to do so the College can initiate action as per rules and regulations.
- (viii) Participation of students in any Dharna/Pradarshan/Strike can lead to strict disciplinary action against him/her including his/her rustication from the College.
- (ix) Student will park his/her personal vehicle(s) in the College parking entirely on his/her own risk and in case of any mishappening to it i.e. theft, damage, breakage, loss etc. he/she will not claim any compensation from the College.
- (x) Student shall maintain proper discipline, peace and abide by the rules and circulars issued by the College time to time and in case of any default by him/her, the College can take action against him/her including cancellation of his/her admission and debarring his/her entry in the College Campus, Library, Sports Grounds, Canteen, Reception etc.

Code of Conduct for Principal

The Principal shall

- (i) Ensure faithful observance of the provisions of the Act, the statutes and the ordinances and shall, without prejudice to the powers of the President of Governing Body, possess all such powers as may be necessary on that behalf;
- (ii) Be responsible for the maintenance of discipline in the College.
- (iii) Have the powers to convene, meetings of the authorities of the college & committee of which he/she is the Chairman.
- (iv) Exercise such powers & performs other function that may be specified by the ordinance.
- (v) The Principal shall adhere to the following principles to maintain standards in Public Life.
 - Selflessness
 - Objectivity
 - Accountability
 - Openness
 - Leadership
- (vi) The Principal shall uphold values accepted by the College as listed below
 - Integrity
 - Honesty
 - Respect
 - Innovation
 - Excellence
 - Service
 - Hospitality
 - Freedom of Thought and Expression
- (vii) The actions of Principal should promote and protect the good reputation of the College, and the trust and confidence of those with whom it deals.
- (viii) Decisions taken by the Principal must have the intention of the benefit of the College, its students, staff, and others with an interest in it, and must be taken with a view to safeguarding the College's financial health.
- (ix) The Principal shall act for the effective and efficient use of resources, the solvency of the College and for safeguarding its assets.
- (x) The Principal shall act selflessly in the interests of the College; acting with integrity, in good faith, honestly, objectively and stays accountable to the purpose.
- (xi) The Principal shall ensure compliance of good governance practice and principles.
- (xii) The Principal shall not act for promoting at the College's expense; in a sectional interest; and shall not misuse the position and authority.
- (xiii) The Principal shall conduct in an orderly, fair, open and transparent manner.

General Code of Conduct for all Employees

The college expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties. The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

- (i) Maintain absolute integrity at all times.
- (ii) Maintain absolute devotion to duty at all times.
- (iii) Maintain independence & be impartial in the discharge of official duties.
- (iv) Must not be absent without sanctioned leave.
- (v) Maintain a responsible and decent standard of conduct in private life.
 - Must not indulge in bigamy except permitted in religious personal laws.
 - Must not give dowry, take dowry and demand dowry.
 - Must not neglect wife, children, and parent.
 - Must not employ child labour at home.
 - Must not involve in adultery, moral turpitude.
- (vi) Render courteous services to the public.
- (vii) Maintain political neutrality.
- (viii) Keep away from demonstrations organized by political organizations.
- (ix) Refrain themselves and their family from joining any organization that involved in subversive/criminal activities.
- (x) If arrested, must inform his/her superior in the office.
- (xi) Avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
- (xii) Must not travel abroad without information to the college and must not express any view on Indian or foreign affairs while visiting foreign countries.
- (xiii) Must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
- (xiv) Must not take private consultancy work.

