



**UTTAR BARPETA COLLEGE**

***Dhanbandha, Barpeta, Assam***

**COLLEGE CODE OF CONDUCT**

## **CODE OF CONDUCT POLICY**

### **UTTAR BARPETA COLLEGE**

**Dhanbandha, Barpeta, Assam**

1. The college is bound to assure a safe, positive and learning environment to the students and a respectful and cooperative working environment to the staff.
2. All students are expected to abide by its code of conduct for the progress of the college.
3. The students who are responsible to breaches of this code are subjected to disciplinary actions mentioned in the disciplinary policy and procedures of the college.

#### **CODE OF CONDUCT FOR STUDENTS :**

1. The code takes into consideration the conduct of the students both on and off college grounds if it affects the reputation of the college.
2. Students may raise matters of concern either directly to the college staff or through writing anonymously.

#### **General Rules :**

Students should-

- \* Be courteous with their fellow students, with the visitors and teachers along with other employees of the college.
- \* Avoid using offensive language and destructive handling of the infrastructure.
- \* Inform the member of the staff their concerns about the conduct of fellow students.
- \* Dress appropriately with uniform dresses and be punctual to college.
- \* Be honest and prompt in their academic activities. Harassment is not tolerated.
- \* Be free to approach the staff if they feel that they are harassed.
- \* Keep ID cards all the time during when they stay in college and should show when asked.
- \* Report lost or stolen identity cards to a member of office staff immediately and get a new card.
- \* Take care of their personal belongings.
- \* Report about suspicious packages or items seen in the college campus.

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### **HEALTH AND SAFETY :**

Students should-

- \* Not tamper with the safety equipment.
- \* Report to a member office staff if a fellow student needs first aid treatment.
- \* Be alert in case of any untoward incidents.
- \* Stay together in perfect harmony.
- \* Not bring pets or any objectionable things into the campus.
- \* Not consume alcohol.
- \* Not smoke or use any tobacco products.
- \* Not engage in, encourage, condone or conceal criminal activity.
- \* Report to authority/principal if any serious incident of aggressive or violent behaviour of other students/members of staff happens.

### **UTILISATION OF THE INFRASTRURE :-**

Students should-

- \* Attend all classes, tutorials and activities unless they have received prior authorization for absence or unwell.
- \* Treat resources and facilities belonging to the college with respect.
- \* Use college resources only for their intended purposes.
- \* Be vigilant about their safety when using the internet, should not provide personal details, contact information or images to strangers.
- \* Not post images of fellow students or members of staff on the internet.

### **COLLEGE WEBSITE:-**

Website Name:

[uttarbarpetacollege.ac.in](http://uttarbarpetacollege.ac.in)

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This is the official website of our college. We will update all the latest results, timetables of examinations and all the happenings of our college here.

### **Notice Board**

There is a notice board in the college for students and teachers where they can check results, holidays, news, notices, etc all will be updated here.

### **VISION:**

Our vision is to encourage the students and help them becoming socially responsible and law abiding citizen of India irrespective of the diverse socio-economic status, religion, caste and creed. We always aim at empowering the students for capacity building, inculcating basic moral values, community development and fair access to poor and socially backward groups of human resources in the light of changing socio-economic and cultural development along with all round education related teaching-learning improvement.

### **MISSION:**

- \* To provide an environment most conducive to learning and to create a stimulating intellectual atmosphere on the college campus,
- \* To achieve academic excellence,
- \* To ensure a holistic development of the students,
- \* To establish a good relationship between institution and society,
- \* To offer excellent education to all and serve the society by developing future leaders in academia with our commitment, dedication and devotion,
- \* To foster the pursuit of excellence and the spirit of healthy competition and prepare the students for the real world by facilitating their participation in competitive, academic, sporting and cultural activities,
- \* To facilitate the adoption of sustainable development perspectives and actions as a way of life,
- \* To be conscious of the social responsibilities towards the rural and semi-urban communities in the neighbourhood.

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**CODE OF CONDUCT FOR PRINCIPAL:-**

Principal should-

- \* Always be honest, fair, objective, supportive, protective and law abiding.
- \* Implement new ideas and plan to execute the college vision and mission.
- \* Promote democratic values in campus and make the campus a liberatory and emancipatory space.
- \* Listen to staff and student's ideas and set a supportive tone.
- \* Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- \* Be just and fair in interactions with staff and students.
- \* Establish effective channels of communication and ensure ease of access to staff and students.

**CODE OF CONDUCT FOR TEACHERS:-**

Teachers should :

- \* Adhere to a responsible pattern of conduct and demeanour expected of them by the academic community.
- \* Seek professional growth through study and research.
- \* Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
- \* Maintain active membership of professional associations and organisations and build networks and alliances within academia.
- \* Perform their duties in the form of teaching, tutorial, practical and seminar work and carry out all responsibilities assigned by the institution in matters relating to admission, invigilation and assessment.
- \* Participate in extension, co-curricular and extra-curricular activities including community service.
- \* Accord dignity and respect to all students across gender, caste, class, religious and ethnic locations.
- \* Respect students' rights to freely express their opinions.

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- \* Be just and impartial with students regardless of their religious, caste, political, economic, social locations.
- \* Celebrate diversity within classrooms not just in terms of social locations but also in terms of capabilities and strive to meet their individual needs
- \* Encourage students to improve their academic performance and also contribute towards the community.
- \* Inculcate among students a spirit of critical inquiry and the constitutional ideals of democracy, patriotism and peace;
- \* Not humiliate, belittle, objectify or body shame students.
- \* Treat students with kindness and compassion.

**CODE OF CONDUCT FOR NON-TEACHING STAFF:-**

- \* All staff members employed in the college shall discharge their duties efficiently and diligently as per the rules and regulations laid down by the college authority.
- \* All staff members should display the highest possible standards of professional behaviour.
- \* Punctuality and discipline are of utmost importance.
- \* Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- \* Every staff member should be respectful and dignified in interactions with students, teachers and colleagues
- \* Staff members must refrain from any form of harassment or discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

**GENDER POLICY:-**

The college recognizes gender as a student's social identity that can be male, female, trans or non-binary. Given the systemic nature of gender discrimination our approach to gender issues has been an integrated and holistic one, focusing on challenging gender stereotypes and subverting common sense perceptions of culturally prescribed gender roles. We believe in integrating and embedding gender concerns within every activity on campus including teaching and administration. Every constituency within the campus, that is, students, teaching and non-teaching staff is sensitized on gender issues on a regular basis through interactive sessions.

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The Women's Harassment Cell exists as a mandated body as per Section 3.2 (15) of UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015. The Women's Harassment Cell works in close association with Internal Quality Assurance Cell which addresses all complaints of sexual harassment within the college as per Section 4 of the Act.

The Women's Harassment Cell of the college works-

- \* To promote a nuanced understanding of gender as a social location and how it intersects with other marginal locations of caste, class, disability and ethnicity
- \* To ensure equitable access and use of resources, sustain spaces for conversations around gender and sexual identities through regular gender audits and sensitization programmes
- \* To support a zero-tolerance policy against all forms of sexual harassment.
- \* Identify discriminatory behaviour towards persons in gender marginal locations, including women, trans-persons or those with non-normative sexualities and expressions.
- \* To strengthen institutional mechanisms that redress incidents of gender-based discrimination.
- \* To sensitize students who can champion gender awareness through workshops and other activities.
- \* To support advocacy on gender sensitization and establish collaborations and linkages with women's rights and trans advocacy groups.

**THE POLICY AND THE PROCEDURE FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND THE SUPPORT FACILITIES:-**

These policy guidelines aim at equitable allocation and efficient utilization of available facilities and infrastructure. This will result in a quality learning and working environment for students, faculty and staff. This policy also provides a framework for the optimal use of physical assets as well as regular review of the infrastructural needs of the college. Maintenance of infrastructure, equipment and other facilities is either carried out at institutional level or AMC basis. College allocates budget at the beginning of the academic year for all infrastructural requirements.

**Objectives:**

- \* Establish standard operating procedures for the use of physical and academic facilities.
- \* Optimize the utilization and maintenance of college facilities.
- \* Periodically review the needs of infrastructure and plan for the future.

This policy applies only to the use of those facilities located in campus.

**Utilization:**

\*The college has open space available near the ground floor which is generally utilised for some common programs of the college like celebration of Independence Day, Republic Day or any other open gathering whenever required. On other days, this facility is available for the purpose of the parking of staff vehicles.

\*The utilisation of common facilities like Seminar Hall is allotted for the programs of the college by the Principal on the basis of availability.

\*Sports facilities can be used with the permission and on the basis of allotted time by the Sports Secretary of the college.

**Maintenance:**

\* Principal, being the maintenance head, prepares the routine and specific maintenance schedule for all physical infrastructure and allocates duties to the respective staff.

\* The maintenance schedules are executed with the support of both internal and external agencies.

\* The college has appointed four menials to look after the facilities like Seminar Hall, etc.

\* The staff brings to the notice of the Principal for any maintenance that has to be done. These requirements are then put before the Principal for approval.

\* On the basis of the type of work and budget either the Principal or the Governing Body takes care of the allotment of work.

This standard operating procedure of maintenance is followed at all places.



**POLICIES OF ACADEMIC AND SUPPORT FACILITIES:-**

**Utilization and Maintenance of Class Rooms:**

- \* Classrooms are utilised for the purpose of conducting regular lectures and are allotted on the basis of time table and student strength.
- \* Non-teaching staff is responsible for the cleanliness and the maintenance of the class rooms.
- \* All infrastructures related complaints are communicated to the Principal or the Governing Body.

**UTILIZATION AND MAINTENANCE OF LIBRARY:-**

- \* At the end of every year the Librarian informs all teachers and asks them to keep ready the requirement of books for the forthcoming academic year.
- \* Library can procure books on demand from faculty and students. After getting an approval from the Heads of Departments, the book list with price is submitted to the Principal for further action. After getting the budget approval, books are purchased for the library.
- \* The 1st Semester students are instructed to procure an Identity card which also enables access to the library.
- \* A student can borrow 2 books at a time for a period of one week. They can renew the book for another week if there is no reservation for that particular book. If they fail to return the book on time, a nominal fine is charged.
- \* Students can borrow books from the reference section for a day.
- \* Faculty can borrow any number of books and journals at any time.
- \* All the functions of the library, i.e. book borrowing and lending etc., are monitored by a fully automated library software.
- \* Library opens from 9 am to 4 pm on normal working days.
- \* The reading room is to be open throughout the year.
- \* Library membership is necessary to use the library. A barcode number is issued to the users which is attached to the college ID card.

- \* During annual maintenance if any book is found missing through students/teachers then they are fined as per the cost of the book.
- \* Weeding out of the books is done at the end of the academic year so that space is created for new books.
- \* Worn out and out of the syllabus books are weeded out periodically with the approval of the faculty.
- \* Old books are bound and kept. Pest control, dusting and cleaning are done on a regular basis.
- \* Stock register is maintained regularly.

#### **ADMISSION POLICY:-**

##### **General Principles :**

- \*The policy and procedures provide equal opportunities to students and fulfil the educational needs of the differently abled.
- \*Students are given guidance or advice.
- \*Students have the right to appeal about any aspect of the way in which their application or admission was managed.
- \*The college has the right to cancel any programme into which students have been accepted in accordance with its rules and regulations.

##### **Implementation of Policy and Procedures:-**

- \* All feeder colleges and the students applying individually should be made aware of the terms of student admissions policy and procedures by the Academic Cell of the college.
- \* AC monitors the student application and admission process, by providing the materials and means for application to the students.
- \* All the applications are processed by the AC in accordance with students` admissions policy and procedures.
- \* The entry requirements like student age, academic qualification etc. are looked after by AC.

**Admission Process:**

- \* The applications are received directly from an individual or via submitting an application along with the required documents through college website.
- \* As per the latest instructions and guidelines of Gauhati University the college undergoes the process of making admissions through online process.
- \* The AC maintains the records of all students` applications and admissions.
- \* The eligible students are given scholarships as per the Government norms and procedures laid by Government of Assam. In case of cancellation of admission, the college never refund any fee paid by the student.

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**Prepared by –**

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