

Hand Book On

**CODE OF CONDUCT
&
PROFESSIONAL ETHICS**



**Birjhora Kanya Mahavidyalaya
Bongaigaon,
Pin – 783380, Assam**

Code of conduct for Principal:

1. The Principal should ensure quality in education as well as in academic activities.
2. The Principal should frame policies and plans (both short form & long term) to execute the vision and mission of the college.
3. The Principal has to ensure observance of acts statuses ordinances, regulations rules and other order issued by affiliating university and management from time to time.
4. The Principal should have impartial attitude towards staff and students.
5. The Principal should take care that the governance and management of the institution is based on democratic involvement of all stakeholder.
6. The Principal in carrying out his functions and duties should place interest of the institution above his/her own interest.
7. The Principal as the head of in institution should take the responsibly of addressing and resolving any kind of grievances that may ride from students, faculty members and office staff.
8. The Principal should monitor all financial matters efficiently and maintain transparency.
9. With regard to disciplinary measure the Principal is the authority and can take any necessary action whenever needed.
10. The Principal has the responsibility to deliver leadership, direction and co-ordination within for the College.

Code of Conduct & Professional ethics for Teachers:

1. Every teacher should adhere to a responsible pattern of conduct and bimanous expected by the community.
2. Every teacher should maintain absolute integrity and devotion towards teaching, tutorial and practical, seminar and research work.
3. Every teacher has to be punctual in his/her duty and shall not be absent without prior permission or grand of leave of from the concern authority.
4. No teacher shall leave the head quarter without prior permission from the authority even during holidays and vocations.
5. Every teacher should co-operate assist in to carrying one functions relating to the educational responsibilities of the institution.

6. Every teacher has to participate in extension, co-curricular and extra-curricular activities including communication.
7. The teacher shall be impartial towards students & should respect the right & dignity of the students in expressing his/her opinion.
8. The teacher should be affectionate to the students and not behave in vindictive manner towards any students, for any reason.
9. No teacher shall take an active part in politics nor shall he/she associate in any manners with any movement or organisation directly or indirectly.
10. No teacher shall undertake any other employees and commitment in any other organisation. Nor should he/she manage himself and any business aridity or inaridity.
11. Teacher should treat in non-teaching employees as colleagues and equal partner in a cooperative under taking within the institution.
12. Every teacher has to respect and trust the head of the institution as well as recognize the management as the prime source of his/her sustainable development.
13. Every teacher should follow a formal dress code both inside the class and inside the campus.

Code of Conduct for Non-teaching Staff:

1. All the non-teaching staff must be punctual while reporting to their duties.
2. Every person must strictly adhere to the rules and regulations of the college, and to the job and responsibilities.
3. All non-teaching staff must Respect and maintain hierarchy in administration.
4. No person must remain absent from the duty without prior permission from the authority.
5. Every staff is expected to maintain Honesty, Integrity and fairness in all activities.
6. No staff should divulge official secret, mutilate, conceal, forge official documents.
7. All staff must avoid using social media during office hours.
8. Every office staff irrespective of the position must maintain a strong relation with students, guardians and teaching staff.
9. All staff are expected to practice mutual respect, trust and confidentiality.
10. Disciplinary action will be initiate to any person violating the rules and regulations or misbehaving with any person within the college campus.

Code of Conduct for Students:

1. The student should reach at College premises before 10-30 a.m. positively as the College gate will remain closed after 10.30 A.M.
2. Wearing uniform is compulsory for students except on Thursday.
3. Students are strictly prohibited from leaving the college campus during the college hour without prior permission of the authority.
4. Every students should posses Identity Card with her photo affix on it duly attested by the Principal.
5. A Student of H.S. Classes must attend at least 75% of the total classes held during the session and for a degree student 95% attendance is compulsory.
6. Any form of ragging is strictly prohibited. Such activities will be dealt with strictly.
7. The Principal is the authority to frame and issue any disciplinary rules whenever necessary.
8. Use of Cell phones inside the classroom is strictly prohibited.
9. Any students violating the rules of the College may be suspended from the College.
10. In case of any breakages of College property by students will be regarded an offence and student will be Rave to bear the cost of the particular item.
11. Students are strictly forbidden from participating in Political agitations of any kind.
12. Students are forbidden from organizing any meeting in the college or collect money for any purpose without prior permission of the principal.
13. Students are forbidden from posting any post in social media that may create problems for the institution.



Co-ordinator, IQAC

(Dr. Kalpana Kalita Das)

Birjhora Kanya Mahavidyalaya,

Bongaigaon, Assam

**Co-ordinator
IQAC
Birjhora Kanya Mahavidyalaya
Bongaigaon**



Principal I/C

(Dr. Gagan Sarma)

Birjhora Kanya Mahavidyalaya

Bongaigaon

**I/C Principal
Birjhora Kanya Mahavidyalaya
Bongaigaon**