

**HAND BOOK
OF
CODE OF CONDUCT**



**Udali College, Bamungaon
Lanka:Nagaon:Assam**

CODE OF CONDUCT FOR PRINCIPAL:

- 1.The Principal is responsible to abide by the Code or Professional Ethics for college teachers given by UGC and the other statutory Bodies from time to time.
- 2.The Principal is responsible for daily administrative activities of the college.
3. The principal should take initiative development activities of the college in consultation with the Governing Body.
- 4 The principal has the prime responsibility to maintain the academic atmosphere of the college.
5. The Principal ensures the discipline of the Teaching, non-teaching staff and students. The Grievance and Redressal and lateral Complain Committee of the college should inform the Principal if there arises any such complains.
6. The principal should take measures to ensure the collective responsibility of all staff and students in the college and thereby build mutual confidence amongst them.

CODE OF CONDUCT FOR DEPARTMENT & FACULTIES:

All the faculty members should abide by the following rules and regulations for the smooth functioning of the institutions. Nobody can violate these Rules and is subject to any disciplinary action against the departments and faculty members by the authority.

1. All faculties of the college should do his/her duty efficiently and diligently in academic and non- academic matters assigned by college authority.
2. All faculties should be present in their class in time. The deadline of entering the college campus at 10 A.M. and they can leave the campus only after 2 P.M. They hold the responsibility of maintaining the general discipline of the campus. If anything inappropriate is seen it should be reported to the principal. They have to do properly the special duties assigned by the principal from time to time.
3. Heads of the Departments (HoDs) are assigned all the responsibility of the Departmental activities.
4. Each Department should prepare departmental routine and implement the same as per college routine and Academic Calendar prepared by IQAC.
5. HoDs and all faculties should maintain Departmental Daily performance Index. It should be crosschecked by the Head of the institution once in a month.
6. All departments should organize Departmental meetings and all discussions should record in the Proceeding Books. All the decisions taken in the meeting should abide by the faculty members.
7. All faculties should follow the professional ethics for College Teachers given by UGC and the other statutory bodies from time to time.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF:

1. All the non-teaching staff should enter the college premise on or before 10 AM and they can leave the campus only after 4 PM or until the completion of official emergency.
2. They should maintain the academic atmosphere of the college through the works assigned to them.
3. They may not allow leaving the College campus during working hours without the permission of the Principal.
4. They should deal with students, staffs and colleagues with respect and in a good manner.
5. They should maintain discipline and justice in their official duties.

.CODE OF CONDUCT FOR STUDENTS:

1. Students must maintain a high standard of discipline, good conduct and follow rules and regulations of the college prescribed by the college authority.
2. Students must wear college uniform in the college premises even in college function also and must carry their identity cards while being in the college.
3. Mobile phones are strictly prohibited in class rooms. Mobile phones are not returnable if found ON in Class rooms. No request will be entertained in this regard.
4. Students must observe strict silence inside the College campus, Loitering in veranda is Strictly prohibited during class hours.
5. Moving bicycle, bike is strictly prohibited inside the college campus. Students must keep Their bicycles, bikes in the college area allotted for the purpose (Cycle Stand).
6. The college campus is no smoking. No Tobacco, No Gutkha, No Drugs, No Alcohol, No Cracker zone. Spitting, writing and sticking anything in the classroom or inside the college building is an offence.
7. All powers for maintenance of discipline are vested with the Principal and his decision shall be final in all such matters.
8. Ragging of any sort is strictly prohibited.
9. Any notice desired to be pasted or circulated by the students anywhere in the College premises shall require the approval of the principal. Nothing can be done in the college campus without the knowledge of and permission from the college authority.
10. Violation of rules, unsatisfactory progress, irregular attendance, irregular clearance of college dues, showing discourtesy to the teachers and office staff in any form etc. are some of the offences which may make students liable for disciplinary action like termination of scholarship, forced transfer and even expulsion from the college.
11. Minimum 75% attendance in each subject of a student is required to be eligible to in any final Examination.
12. Continuous absence for 25 days in a class is enough to debar the concerned students attending the class or from appearing in the Final Examination.
13. Scholarship holders with less than 75% attendance may be deprived of the scholarship.
14. Students should take proper care of the college property. Disciplinary action will be taken if anyone is found causing damage to the college property.

COLLEGE EXAMINATION:

1. In the present semester system 20% of total marks come from sessional Examination and rest 80% end semester evaluation .
2. The Students must appear the sessional examination conducted by the college. No application seeking exemption from appearing the sessional examination will be entertained. However, if any student fails to appear in the sessional examination, due to some genuine reasons, he /she will duly apply to the head of the department concerned and must appear in the sessional exam within 05 days from the completion of scheduled dates of each sessional exams.
3. Nobody will be allowed to appear in the final examination without appearing the sessional examination conducted by the college.
4. At the time of final examination of each semester the students must wear college uniform.