

CODE OF CONDUCT



DIPHU GOVERNMENT COLLEGE
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CODE OF CONDUCT

I. Code of Conduct for Teaching Staff

Educators serve as the pillars of a country and society. They nurture and provide human resource development. Effective in shaping students, the future generation of a nation, the calibre of educators contributes to the development of a robust national foundation and the promotion of societal well-being. Teachers are under constant scrutiny of students and also the society. It is the responsibility of a teacher to maintain the standard and the dignity of his /her profession. Here are guidelines outlining laws and regulations that teachers must follow to uphold their professional standards. This may provide direction on how teachers should conduct themselves in certain scenarios and situations.

Teachers should:

- Adhere to the highest standards of practice in teaching and learning, and uphold the honour and dignity of the teaching profession.
- Adhere to the protocol and guidelines set forth by the institution
- Assist the college and university in carrying out its educational responsibilities, including assisting with the organization of examinations as in supervision, invigilation, and evaluation;
- Conduct personal matters in a manner that upholds the honour and respect of one's vocation;
- Make an effort to develop professionally through continuous study and research;
- Engage in impartial and candid discourse by attending scholarly conferences, seminars, and meetings, in order to advance knowledge.;

- Maintain active memberships in professional organizations and utilize them to advance education and career;
- Execute responsibilities encompassing teaching, tutorial, practical, seminar, and research endeavours with diligence and commitment;
- Collaborate and support in the execution of duties associated with the academic obligations of the college, including evaluating admission applications, providing guidance and counselling to students, and aiding in the administration of college examinations through supervision, invigilation, and assessment; and
- Engage in extension, co-curricular, and extra-curricular activities, and community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- Uphold the right and dignity of the students while they are expressing their viewpoints;
- Administer justice equitably and without bias towards students, irrespective of their religious, caste, political, economic, social, and physical attributes;
- Acknowledge the variance in aptitude and talents among students and endeavour to cater to their specific needs;
- Motivate students to enhance their achievements, cultivate their character, and simultaneously make positive contributions to the well-being of the community;
- Install a scientific perspective and appreciation for physical work, as well as values of democracy, patriotism, and peace;
- Display warmth and kindness towards the students, refraining from exhibiting any spiteful behavior towards any of them under any circumstance;
- Focus solely on the achievement of the student while evaluating merit;
- Offer assistance to students outside of scheduled class times, providing guidance and support without seeking compensation or recognition;
- Assist and motivate students to develop love and understanding of our national heritage and national goals; and
- Abstain from provoking pupils to act against other students, colleagues, or administrators.

III. TEACHERS AND COLLEAGUES

- Members of the profession are expected to treat each other with the same respect they desire for themselves.
- It is important to speak of fellow teachers in a respectful manner and offer help for their professional improvement.
- Abstain from making baseless accusations against colleagues to higher authorities.
- Do not let factors like caste, creed, religion, race, or gender influence professional efforts.

IV. TEACHERS AND AUTHORITIES

Teachers should:

- Ensure that they fulfill their professional obligations in accordance with the established regulations and follow methods and protocols that are consistent with their vocation when advocating for rule changes that are detrimental to the profession through their own institutional bodies and/or professional organizations;
- Abstain themselves from engaging in additional employment or commitments, such as private tutoring and coaching, that could potentially disrupt their professional duties.;
- Collaborate with the authorities to improve the institutions while keeping the profession's interests in mind and in accordance with the dignity of the profession;
- Accept responsibilities that such offices may provide and participate in the formulation of the institution's policies through their organizations;
- Collaborate with the authorities to advance the institution's interests while maintaining the dignity of the profession;
- Abide by the conditions of contract;
- Provide and anticipate appropriate notification prior to implementing a change in status; and
- Abstain from availing unnecessary leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their first and foremost responsibility towards the completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF

- Teachers are encouraged to regard the non-teaching staff as colleagues and equal partners in a collaborative effort inside educational institutions. Both are to treat one another with respect, empathy and kindness.
- Teachers are expected to contribute to the operation of joint staff-councils that include both teaching and non-teaching personnel. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Establish and maintain communication channels between teachers, organizations, and guardians. This includes sending performance reports to guardians when needed, arranging meetings for mutual exchange of ideas, and ultimately benefitting the institution.

VII. THE SOCIETY AND TEACHERS

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part 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.

VI. GOVERNING BODY PRESIDENT/MEMBERS/PRINCIPAL

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- Conduct himself/ herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as steward of the college's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

VII. CODE OF CONDUCT FOR THE STUDENTS

A student enrolled in an educational establishment serves as the fundamental basis of an institution. They represent the forthcoming members of society upon whom the progress and advancement of a country depend. It is imperative that they conform to the standards established by the college. Students must abide by the rules and regulations prescribed by the institution.

- Students are required to adhere to the prescribed uniform as instructed by the college administration.

- Additionally, students are expected to have their identification cards with them at all times when on campus.
- Students must consistently attend all classes and achieve the needed credit in each course.
- Students are encouraged to make efficient use of their spare time on campus by participating in creative activities, utilizing the college library, and so forth.
- It is imperative for students to participate on educative-recreational activities such as excursions, field trips, and educational tours. They should abide by all the laws and regulations while participating in excursions, field work, and educational tours.
- Students should familiarize themselves with the academic calendar as stipulated by the college.
- Students are expected to routinely monitor the notice boards and the college website for pertinent notifications, announcements, and other relevant information.
- Students are expected to uphold a standard of quietness and orderliness when on the college premises. Spitting, littering, and loitering are explicitly forbidden and will result in strict disciplinary measures. Students are expected to use cell phones in a judicious manner without causing disturbance to others and destruction of the teaching-learning process.
- Students are advised against engaging in any form of misconduct during examinations. Engaging in academic dishonesty, such as cheating and other forms of malpractice during exams, will result in disciplinary measures.
- Engaging in ragging and activities that are anti-institutional, anti-national, anti-social, or involve in immoral or political expressions is strictly forbidden and subject to punishment. Organizing any event within the campus necessitates obtaining permission from the college authority.
- Students are not allowed to distribute any objectionable news or materials that could harm the reputation or interests of the college.
- Damage to any college property or items will be regarded as a severe transgression. Engaging in vigilantism rather than according to the prescribed procedural stages and measures about any occurrence will be viewed as a grave offense. Students should familiarize themselves with the grievance redressal cell and Internal Complaints Committee.
- It is imperative for students to demonstrate reverence towards the national flag and the national song. They are encouraged to engage in the observance of important occasions held on the college grounds, such as Republic Day, Independence Day, and College Foundation Day.
- It is anticipated that each student will uphold overall cleanliness standards in the classrooms, laboratories, and on the college premises. Utilization of a dustbin is vital.
- Consumption of paan, gutka, tobacco products, smoking, and intoxicating substances are absolutely forbidden on the college grounds.
- Students are required to maintain exemplary behavior.

- Should a student engage in any form of indiscipline, the college authorities and the disciplinary committee have the jurisdiction to implement disciplinary measures, which may include suspension or expulsion from the institution.

VIII. CODE OF CONDUCT FOR THE BOARDERS

- It is the responsibility of the boarders to adhere to the regulations established by the warden of the hostel concerning meal schedules, study hours, roll call timing, and other related matters.
- During study hours, no boarder is permitted to leave the hostel premises without authorization from the warden.
- Boarders are required to seek approval from the warden for any leave requests. It is mandatory for boarders to settle all outstanding payments and obtain written consent from the warden before leaving the hostel premises.
- Any complaint or allegation made by a boarder against another boarder, the mess manager/in-charge, the cook, or the kitchen/dining hall assistant/helper must be reported to the warden.
- The warden has the authority to expel or have a boarder evicted from the hostel in the event of any significant transgression committed by the boarder. Being expelled from the hostel results in automatic expulsion from the college.
- No boarder is allowed to leave the hostel after sunset without the warden's consent.
- Application for leave of absence of boarders will not be granted or considered without written agreement of the local guardian of the boarder concerned.
- Prior to joining, leaving, or exiting the hostel, all boarders must obtain authorization from the warden.
- All boarders must maintain cleanliness and tidiness in their rooms.
- Boarders must obtain permission from the warden before using items such as radios, heaters, and electric irons.

- The under mentioned acts of boarders shall be deemed as **serious offences** –
 - i) Unauthorized overnight absence from the hostel without the warden's approval.
 - ii) Hosting or accommodating any visitor at the hostel without the authorization of the warden.
 - iii) Disrupting or annoying fellow boarders by any misbehavior.
 - iv) Engaging in immoral and unethical behaviors.
 - v) Persistent lack of discipline or habitual violation of regulations.
 - vi) Inappropriate and disrespectful conduct towards the warden, or members of the hostel managing committee.
 - vii) Vandalism of hostel property or objects.

viii) Engaging in actions that disrupt social order, injury to any individual, or incite social unrest, such as inciting community conflict, using inflammatory language, or making disruptive comments.

ix) Acts of aggression, bullying, or using inappropriate language towards fellow boarders, kitchen staff, dining hall assistants, or helpers.

x) Vigilantism instead of adhering to procedural steps and measures related to any incident.

xi) If a boarder is found to have misappropriated mess related fund, the warden will take action, and the person concerned could be expelled from the hostel.
