

# **JANATA COLLEGE, SERFANGURI**

**Affiliated to**

**BODOLAND UNIVERSITY**



**POLICY**

**ON**

**CODE OF CONDUCT AND ETHICS**



## **CODE OF CONDUCT & ETHICS**

Janata College, Serfanguri, is pleased to declare its policy of Code of Conduct and Ethics to be observed by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire employees and all the students who have enrolled in this college. It is binding on them to strictly adhere to and follow this Code of Conduct and Ethics and the rights, responsibilities including the restrictions. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the college. All the stakeholders are expected to be well acquainted with the Code of conduct and academic ethics, which can also be reviewed on the official website of the college.

### **Code of Conduct for students:**

Students are to note the following General Rules in cognizance with the ordinance of the Janata College, Serfanguri:

1. All common areas of the college, including the library, are under 24x7CC-TV surveillance.
2. Intentionally damaging or destroying the property of the Institute shall invite disciplinary action.
3. Students must not congregate in the foyer and corridors, or speak loudly near the classrooms and office block.
4. All students must deter from indulging in any forms of misconduct including ragging and any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
5. Students are expected to attend all department events and other College functions.
6. The administrative office is open to students for transacting business on all working days during the working hours.
7. Students are advised to consult college notice boards/website for routine information.
8. Students are responsible for their personal belongings including laptops, mobiles, handbags, books etc. The college is not responsible for the loss of personal property. Students are advised not to bring large sums of money, jewelry or other valuables items.
9. Students suffering from any contagious diseases are advised not to attend College.

## **CODE OF CONDUCT - TEACHERS**

1. He/She, 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 students and the society at large. Therefore, every teacher should see there is no incompatibility between his precepts and practice.
2. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.
3. He/She should seek to make professional growth continuous through study and research.
4. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
5. Respect the rights and dignity of the student in expressing his/her opinion.
7. Shall cooperate in the accepting additional responsibilities and positions of the institution and discharge responsibilities.
8. Speak respectfully of the other teachers and render assistance or professional betterment.
9. Cooperate with the authorities for the betterment of the institution.
10. Should adhere to the conditions of contract.
11. Refrain from taking part in any way in activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for National Integration.
12. Should treat the non-teaching staff as colleagues and cooperate with them in the disposition of their duties.

## **CODE OF CONDUCT - ADMINISTRATIVE STAFF**

1. The overall office related work should be taken care by the administrative staff.
2. Parents, Students and Staff members are to be treated well.
3. They should be co-operative with the faculty members.
4. All the activities allotted should be carried out properly.
5. Administrative Staff should not involve in unethical practices.

## **CODE OF CONDUCT - NON-TEACHING STAFF MEMBERS**

1. They are supposed to do their allotted work in time.
2. They are supposed to treat all students, faculty members, administrative staff and parents in a good manner.
3. They should not involve in non-ethical practices.

### **Committee/Cell to review Code of Conduct:**

**ANTI-RAGGING COMMITTEE:** The Anti-Ragging Committee, as constituted by the Institute and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

**The Discipline Committee:** Janata College, Serfanguri is one of the premier higher educational institution situated at Serfanguri BTR Assam. The existing discipline committee of Janata College, Serfanguri has been managed and looks after all the disciplinary activities concerned in all respects of the college since the long back.

**Grievance Redressal Cell:** Grievance Redressal Cell, primarily covers the receipt and processing of complaint from students and employees of the College. A wider definition includes action taken on any issues raised by them to avail services more effectively.

### **Regulation of the violation of the Codes:**

If there is a case against a student/faculties/non-teaching staff for a possible breach of code of conduct, then the committee handling Grievance and Redressal Cell, Anti-Ragging Committee, Discipline Committee, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student/ faculties/non-teaching. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.



Principal

Janata College, Serfanguri

Principal, i/c  
Janata College,  
Serfanguri