

CODE OF CONDUCT OF JORHAT KENDRIYA
MAHAVIDYALAYA



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



JORHAT KENDRIYA MAHAVIDYALAYA

(Affiliated to Dibrugarh University, ASSAM)

CODE OF CONDUCT HANDBOOK

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Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

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General Details of institute:

Sr No.	Particulars	Details
1	Name of the institute	Jorhat Kendriya mahavidyalaya
2	Address	Kenduguri, Jorhat, Assam
3	Year of establishment	1981
4	Affiliation	Dibrugarh University
5	Courses Offered	XI th and XII th Arts, Science B.A. /B.Sc Community college 1. Diploma In tea plantation 2. B. VOCH small tea garden management and nursery 1. Skill course on led bulb repairing and vermicompost under NSDC 2 Eight Add on course under dibrugarh university Distance courses 1. B.A. (English, assamese economics, sociology, political science) 2. M.A. (English, assamese economics, sociology, political science)

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Vision & Mission of the College

Vision : We seek to provide quality education for all sections of society reaching out especially to the socially, economically, and educationally disadvantaged. We aspire to equip students for life, making them not only competent job seekers, but also socially committed citizens well equipped with a sense of tolerance and justice.

Mission: The Mission of the College is to create confident, dedicated honest and upright individuals who become assets to the society. We are especially committed to students from economically, socially and educationally weaker backgrounds and are continually engaged in improving the quality of education.

INTRODUCTION

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “Self Discipline Is The Best Discipline” The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Code Of Conduct For The College Students.

1. Classes start from 9.00 a.m. and may continue up to 4.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per Dibrugarh University rules 75% attendance is mandatory to appear in semester end examination.
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. No student allows, keeping fashionable/cool/unusual/ colour hairstyle.
9. Eatables snacks / beverages (drinks) are not allowed inside the College.
10. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
11. If any student/students is/are affected by the ragging in the college premises or outside of the college, He /She/They must inform immediately to the Principal/ Discipline & Ragging committee.
12. Consuming Alcohol, Guthkha And Smoking Is Strictly Prohibited In The Premises and Out of The College.

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14. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
15. No student spite in college premises/campus or in class room.
16. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.
17. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
18. Use of mobile phones in the classrooms, Library, etc. is strictly prohibited
19. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
20. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
21. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
22. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them
23. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
24. Furniture in the class rooms should not be moved or displaced.
25. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence
26. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.

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27. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.

28. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.

29. No function/program/ birth day in the college campus / class room without prior permission of the principal.

30. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.

31. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.

32. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.

33. Each student should park his/her vehicle at the parking of the college.

34. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Note:- (Besides above Code of conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the students by the Principal.)

2 . Code Of Conduct of Library for the college students

1. Every staff/ student of the college is eligible for membership of the Library .
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 09.00 A.M. to 4.00.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning students.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the books very carefully.
8. All students should note that, Library Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.2 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-

15. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library .

16. Students can use well equipped Library study room from 09.00 am to 4.00 p.m. with kind permission of the Principal/Librarian.

Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the students by the Principal.)

Code of Conduct / Professional Ethics for the Teachers

1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, Jorhat Kendriya Mahavidyalaya, Kenduguri 19 . Code of Conduct/Professional ethics/Guidelines competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.

11. The teacher should devote his time and energy to develop and improve his academic and professional competence.

12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.

13. Teacher should assist the College/University Examinations, Valuation works, Moderation etc.

14. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.

15. Every teacher should fairly & properly give the internal marks to the students , without keeping the view of partiality.

16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.

17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.

18. No teacher shall incite, instigate or provoke any students, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.

19. The teacher should maintain the positive relationship with all colleagues & students of the college.

20. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.

21. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
22. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
23. The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
24. Avoid conflicts between their professional work and personal interest.
25. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
29. Be punctual & careful in availing professional opportunities for career development.
30. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
31. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
32. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing