



DULIAJAN

COLLEGE

CODE OF CONDUCT

for

STUDENTS, TEACHERS, GOVERNING BODY AND ADMINISTRATION

MISSION AND VISION:

The college has a vision of imparting value based quality education to the learners with the slogan '**Bidyaya Sadhayat**'. Duliajan College, being situated in a semi-urban locality, about 70 per cent of the students hail from rural areas with weak financial and academic background as well as poor academic base. So, the college undertakes all possible measures to uplift academic as well as extra academic performance of such students. The institution ensures quality education steps like - Faculty members are encouraged to get themselves updated and upgraded by attending Faculty Development Programme, Refresher courses, Orientation courses, Short Term Courses, Seminars, Conferences and Workshops. The IQAC conducts students' feedback on various aspects like: feedback with teachers, with courses and teaching learning process, with employees/non-teaching staff, with principal and entire administration. Institution obtains feedback on administration of the institution from the following stakeholders' - students, teachers, employees and alumni.

The college ensures all round development of the students by organizing cultural, literary and sports activities and encourages students to participate in such activities at Local, District, State and National level. The College inculcates social responsibility and good citizenship amongst the students by encouraging and allowing them to participate in various types of extension activities undertaken by various in-house bodies like NSS, Science Council, Arts Forum, Duliajan College Commerce Forum and IQAC as well as other organizations like Assam Science Society.

The college is affiliated to Dibrugarh University and recognized by Assam Higher Secondary Education Council. The College has centers like PGDCA, DODL, KKHSOU, CMA, and have MOU/linkage with various institutions viz. Socio- Cultural organisation like Pathr, sports organization like D. Laser Shots T.T. Academy, and other educational organizations like D. H. S. K. College, Margerita College, Duliajan Girls College, Dibru College, Kachari Pater High School.

The college has a vision of

- ❖ imparting value based quality education to the learners ,
- ❖ empower individuals to become self-reliant, successful and responsible global citizens
- ❖ instill a life-long zeal to keep in acquiring knowledge and skills for employability and professional excellence.

A committee looks after the implementation of the Institutional Code of Conduct and its reforms as and when required. The committee consists of following office bearers:

- Adviser: President, Governing Body.
- Chairman : Principal,
- Member Co-ordinators : Academic Coordinators of Arts, Commerce and Science Stream
- Members :
 - i. IQAC Coordinators
 - ii. Convener of Hostel Management Committee
 - iii. Convener of Grievance Redressal Cell
 - iv. President of Alumni Association
 - vi. President of Guardian Forum
 - vii. President of Student Union
 - vii. Head Assistant of College
 - viii. President Duliajan College Teachers' Unit

CODE OF CONDUCT FOR THE GOVERNING BODY

The governing body of the college is the supreme body for ensuring the management of the college and for planning its future development. The Governing Body is as per the rule framed by the Govt. from time to time and for a fixed tenure. The President of the Governing Body if approved by the DHE, the secretary is the Principal, one govt. nominee, usually the M.L.A. of the constituency, two members from parent university, one donor member nominated by the College, guardian members nominated by the Guardian forum, one lady guardian member, librarian of the college, one member from non-teaching staff, two teachers representative from teaching fraternity nominated by teachers' unit of the college.

Governing Body runs with the following code of conduct:

- The Governing Body would act as a regulatory authority of the institution. It shall be a union of all stakeholders and mediate between government authority, college authority represented by the Principal and teachers.
- The Governing Body shall ensure compliance with the statutes, ordinances and provisions laid out by UGC as well as the state government and Dibrugarh University.
- The Governing Body shall actively monitor that the institution implements the requirements of the state governments for reservations of seats and staff positions.
- The Governing Body shall seek to settle disputes in the most amicable and reasonable way.
- The Governing Body shall ensure complete transparency in matters related to appointments and finance.
- The Governing Body in spite of the changes of the President and other members from time to time would be a continuous democratic management system.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal is the academic and administrative head of the institution. He is also the implementing authority of all decisions taken by the Governing Body and all government agencies. He is the chairperson of all the internal committee of the college. He plans and supervises the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff, members of various committees of the college. He makes every effort for the overall development of the college and shall be responsible for the internal management and administration of the college. Code of conduct for the Principal run as follows:

- Provide inspirational and motivational value based academic and executive leadership to the institution through policy formulation, management, full optimization of human resources and concerns for environment and sustainability.
- Conduct himself/herself with transparency, fairness, honesty, ethics and decision making that promotes the best interest of the College.
- Ensure social justice of all stake holders of the College as per the provisions laid by the Indian Constitution irrespective of their caste, creed, race, gender and/or religion.
- Always look forward to promote work culture that brings in quality, professionalism, satisfaction and service to the nation and society.

- Create a conducive environment for research and look forward to promote research activities within the institution. Proper channeling must be done to publish the research works and make them available to a wide readership.
- Encourage students to take part in co-curricular and extra-curricular activities by holding various cultural, literary and sports related programmes in the institution and encourage students to take part in various inter-college competitions to put up the face-value of the College at various events and places.
- Sponsor and create an environment for academic practice and progress and look forward to collaboration with the organizations and institutions which will cater to usher positive changes in the environment of the institution.
- Promote and maintain a harmonious relationship of the institution with the nearby areas/society/community/adjoining areas and promote a sense of responsibility towards the society.
- Manage all private affairs in a manner consistent with the dignity of profession.

CODE OF CONDUCT FOR THE TEACHERS

Teachers with a wide variety of subjects, develop a teaching plan, plan for the lessons and assignments. They assess students' progress through grading papers and tests and advise students about which classes to take to achieve their goals.

- Provide safe, inclusive, respectful and conducive learning environment to the students, treat the students fairly without any discrimination, engage in active teaching-learning process and respect the diversity with regards to viewpoints and backgrounds of the students.
- Uphold academic honesty and ensure honesty in all interactions amongst students, colleagues and administrators and treat everyone with an equal eye.
- Treat other colleagues with utmost respect , maintain professionalism and avoid any form of harassment or discrimination thereby build up a positive and collaborative work environment.
- Avoid conflict of interest that might create a negative impact on the teaching learning structure and environment, report any unethical behavior or academic misconduct.
- Recognize the differences in aptitude and capabilities amongst students and take every necessary step to nurture them. Encourage constructive discussion and debate in a classroom setting.
- Respond to students' queries in a timely manner with efficiency and maintain a clear, effective communication with students as well as other colleagues.
- Look forward to continuously update knowledge and teaching methods and maintain high level of expertise in subject related domain.
- Stay updated with various technological advancements/advancements in pedagogy and technology and try to incorporate them in teaching-learning process to facilitate the process and thereby enhance teaching methods.
- Seek to maintain and enhance professional growth through study and research activities and discourage/not indulge in plagiarism and other non-ethical behavior in teaching as well as research.
- Participate in extension, co-curricular and extra-curricular activities as well as corporate life of the College including community service.
- Manage all private affairs in a manner consistent with the dignity of profession.

CODE OF CONDUCT FOR THE STUDENTS

A) The Responsibilities of the College towards Students:

The College shall

- Communicate its goals and objectives systematically and clearly to all students.
- Offer programmes that are consistent with its goals and objectives.
- Offer a wide range of programmes in Arts, Science and Commerce streams with adequate academic flexibility.
- Obtain feedback from students to make the institution more accountable, efficient and transparent.
- Facilitate effective running of the teaching-learning programmes.
- Implement a well-conceived plan for monitoring student progress continuously.
- Ensure that the student assessment mechanism is reliable and valid.
- Provide clear information to students about CBCS programmes has already incorporated interdisciplinary or multidisciplinary approaches to some extent by introducing courses like Multidisciplinary Course, Environmental Studies, Skill Enhancement Courses, etc
- Provide clear information to students about NEP 2020 programmes (FYUG) has incorporated interdisciplinary or multidisciplinary approaches for overall development of the students' community.
- Provide clear information to students about admission procedure and completion requirements for all programmes, fee structure, financial aid, and insurance, hostel /library/sports/canteen etc. facilities and other students' support services.
- Ensure sufficient and well-run support service to all students.
- Promote healthy practices.

B) Students' responsibilities of Learning:

The Students shall

- Appreciate the goals and objectives of the College and to contribute to the realization of the same by participating in relevant activities.
- Have a clear knowledge of the programme, admission practices, rules and regulations of the College.
- Undertake regular and intense study of learning resources and other support services available in the college.
- Prepare for continuous internal assessment and term-end examination.
- Give feedback for system improvement.
- Have faith and ability to pursue life-long learning.
- Live as worth alumni of the College.
- The student is required to repose faith in the education provided in the college and to strive for growing ability to pursue lifelong learning.
- Attend at least 75% of the classes held are to be attended compulsorily by the students to be qualified and regular collegiate candidates for their respective final examinations.

CODE OF CONDUCT FOR THE NON-TEACHING STAFF

Non-teaching staff play an important role in running of a college. They maintain dignity by treating students with care and kindness. Being supportive and cooperate with other staff members, assist Principal and other management staff, and maintain a cordial relation/friendly environment within the college campus. The non-teaching staff's code of ethics has been proposed by the college along the following lines:

- Get a thorough understanding of the College policies and practices and follow them as closely as possible.
- Adhere strictly to office hours.
- Carry out tasks diligently with full/utmost sincerity that has been assigned to them.
- Uphold personal conduct that aligns with the institutional values and avoid any behavior that could reflect negatively on the College's reputation.
- Hold confidentiality with regards to institutional matters in all circumstances including sensitive information, students' records and institutional matters.
- Treat the students of the institution with kindness and patience and assist them during admissions, providing information related to financial aid disbursements, whenever necessary.
- Treat all teaching staff of the institution as colleagues rather than distinct groups.
- Stay updated on relevant skills and practices regarding technical know-hows.
- Be adaptable to changing circumstances and requirements and show willingness to take new tasks and responsibilities.
- He/She must not allow anybody to perform official duty on his/her behalf.

CODE OF CONDUCT FOR HOSTEL BOARDERS

- Boarders must keep the hostel premise clean and tidy.
- Boarders must seek permission from the Warden if they wish to move out of the hostel form important purposes.
- No informal functions/meetings shall be held in the hostel without the prior information of the Warden.
- In case of any grievance/disputes, boarders must immediately inform the Warden and refrain from taking actions permanently.

GENERAL PRINCIPLES

1. NEP & Multidisciplinary/interdisciplinary Programme: The institution is affiliated to Dibrugarh University and as such awaiting for the necessary guidelines to be issued by the said university to get ready for implementing NEP in the programmes offered by the college. However, the college has already organized a number of workshops and seminars on NEP to create awareness and preparedness among the faculty members of the college. The present CBCS programmes has already incorporated interdisciplinary or multidisciplinary approaches to some extent by introducing courses like Multidisciplinary Course, Environmental Studies, Skill Enhancement Courses, etc. The college having the three streams, i.e. Arts, Science and Commerce and is quite capable of running the programmes with multidisciplinary or interdisciplinary approach

2. Clean and green campus initiatives: with this concept the college is imitated with a virgin forest area within the campus named as Micro Forest. This project is launched in an area of about 2 acres. The area has already variety of naturally grown plants. Thus initiative has been taken to plant a number of indigenous trees along with necessary protection and then left it undisturbed so as to allow it to become a virgin micro-forest.

3. Our campus is declared as: Ragging Free, Plastic Garbage Free, Tobacco Free and Eco-friendly.
