



# Bahona College

## Handbook on

## Code of Conduct

Bahona College,

Jorhat Assam

## Preamble

We, the students, the teaching and non-teaching staff, and the stakeholders of Bahona College, have solemnly agreed to follow the rules and regulations mentioned in this handbook as code of conduct. The code of conduct is established to foster and protect the core values of Bahona College to nurture academic, extra-curricular and civic development of its students, and teaching and non-teaching staff in a safe, and secure and inclusive learning environment, and to protect the people, properties and processes that support the institution and its mission.

## **Chapter: 1**

### **Applicability**

Article 1: The Code is applicable to all students, teaching and non-teaching staff, support staff, outsourced staff and individuals engaged with the college in any capacity. The Code applies to all physical and virtual locations within the purview of the College.

## **Chapter: 2**

### **Jurisdiction**

Article 2: The Code applies to the on-campus conduct of all the stakeholders of the college, at all physical and virtual locations of the college.

Article 3: The Code applies to any activity sponsored, conducted, or authorized by the college, by individual departments, or by the registered student organizations;

Article 4: All students, teaching and non-teaching staff, support staff, outsourced staff, and stakeholders shall continue to be subject to the laws of the land while at the campus, and violations of those laws shall also constitute violations of the code. All must follow the Common Rules and Regulations along with specific rules and regulations applicable to the person concerned.

## **Chapter: 3**

### **Common Rules and Regulations**

**Article 4:** The following Rules and Regulations are applicable to all. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions shall be taken against such person(s).

**Article 5:** All the teachers, students, office staff, library staff, support staff and outsourced staff shall obey the rich heritage of the college. Everyone shall work for the upliftment of the college. All shall follow the Mission and Vision of the college at every step.

**Article 6:** All shall be regular to her/his/their duties.

**Article 7:** All shall have decent and respectful behaviour towards the students, their colleagues, teachers, non- teaching staff, support staff, outsourced staff, visitors & college authority.

**Article 8:** All the students, teaching and non-teaching staff, support staff, outsourced staff, stakeholders and visitors shall be at their best behaviour towards individual(s) with disabilities, and shall not infringe upon their dignity willingly.

**Article 9:** The first bench of each classroom shall be reserved for students from the category of Persons with Disabilities. Therefore, the first right for seating in the first bench belongs to the student from the category of Persons with Disabilities.

**Article 10:** All the students, teaching and non-teaching staff, support staff, outsourced staff, stakeholders and visitors shall be at their best behaviour towards individuals identifying as third gender/transgender, and shall not infringe upon their dignity willingly

**Article 11:** No one shall damage any property of the college. All shall try to protect the resources of the college.

Article 12: No one shall be involved in any kind of violent activities and behaviours.

Article 13: All societies, bodies, cells, clubs, organizations and associations of the college shall be under the guidance and control of the college authority. All shall follow and obey the instructions of the college authority.

Article 14: Only societies, bodies, cells, clubs, organizations and associations recognized by the authority shall have access to the facilities of the campus.

Article 15: Teachers, Student Unions, Office Staff, Societies, Bodies, Cells, Clubs, Organizations and Associations require prior permission of the principal for circulation of notices.

Article 16: Only the individual(s) officially appointed as Spokesperson of the college by the authority can lay an official statement in any matter/ issue/ problem of the college before the media and the public.

Article 17: Absolute secrecy shall be maintained in regard to internal matters of office, Governing Body and examination etc. Any breach of secrecy at any level shall be considered a violation of code of conduct of the college.

Article 18: The college campus has been declared as a 'Tobacco Free Zone'. Consumption of any kind of intoxicants including but not limited to alcohol, tobacco and narcotics within the college premises shall be punishable as per law.

Article 19: Vehicles within the college premises shall be parked in an orderly manner. Only Vehicles of students and staff with Entry Pass can enter the college campus.

Article 20: All must attend meetings, programs and events organised by Bahona College. All shall attend such events in a disciplined manner. For concerned members, attending meetings till the end is mandatory.

Article 21: All meetings (excluding meetings conducted during emergency situations) shall be held only after 1:15 p.m. However, programmes such as Morning Assembly, Foundation Day, Independence Day, Republic Day, General Freshers, College Week etc. can be held before 1.15 pm.

Article 22: All shall attend the morning assembly regularly. All shall attend the assembly in a disciplined manner.

Article 23: All shall extend their community service in the neighbouring areas and adopted villages of the college mentally, physically & financially.

Article 24: The person leaving a room last must switch off the lights and fan before leaving. All must follow good practises related to power savings.

Article 25: All must turn the water tap off after using it. All must follow the noble practises of water conservation.

Article 26: All must wear decent attire in the college.

Article 27: General freshers and departmental freshers must be organised as per the date mentioned in College academic calendar. Hostel freshers and all other freshers' programmes shall be organised only on holidays and Sundays.

## **Chapter: 4**

### **Rules and Regulations for the Students**

Article 28: The following Rules and Regulations are applicable to all the students of Bahona College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such students.

Article 29: All students must attend classes regularly. A student is required to obtain a minimum of 80% attendance in the total number of lectures delivered in each academic session, failing of which she/he/they will be debarred from appearing in the examination.

Article 30: All students must be in uniform while inside the college. They also need to be in uniform at the time representing college in any capacity outside the college campus.

#### **Uniform:**

Boys: White shirt and black trousers.

Girls: Navy blue *kurta* & white *churidar/salwar* or Navy blue *blouse*, white *chadar* & *muga* or similar coloured *mekhala* .

Article 31: All students shall have decent behaviour towards their classmates, juniors and seniors, teachers, non- teaching staff, support staff, outsourced staff, visitors & college authority.

Article 32: Bahona College is a ragging/harassment free institution. Ragging and any forms of harassment/intimidation are strictly prohibited within the college campus. Anyone found involved in such activity shall be expelled from the college.

Article 33: No one shall try to damage the property of the college. All shall try to protect the resources of the college.

Article 34: No one shall be involved in any kind of violent activities and behaviours.

Article 35: Use of Mobile phones/handheld devices within the campus is prohibited. Only in special cases students shall be allowed to use mobile phones/handheld devices with permission from concerned authorities.

Article 36: No student shall chew, carry or distribute tobacco inside the college campus. Consumption of any kind of intoxicants including but not limited to alcohol, tobacco and narcotics intoxication inside the college campus within the college premises shall be punishable as per law.

Article 37: All grievances related to students shall be placed at the *Students Grievance Redressal Cell*. Grievances can be placed both in offline and online mode.

Article 38: No student shall take recourse to any social media for expressing her/his/their grievances.

Article 39: Students must attend Morning Assembly in a disciplined way. All must assemble according to their class and department. All must proceed for classes after assembly in a disciplined manner.

Article 40: Students must collect their Student Diaries on time. All must properly update the diaries and get them duly signed by mentors and HoDs.

## **Chapter: 5**

### **Rules and Regulations for the Teachers**

Article 41: The following Rules and Regulations are applicable to all the Teachers of Bahona College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such teachers.

Article 42: All teachers must attend the morning assembly regularly. Teachers may share important information with students in the assembly with prior permission from the Principal.

Article 43: All teachers must regularly update the Teachers diary. Teachers must submit the diary to the principal weekly.

Article 44: All teachers must cooperate in all departmental activities. All teachers must attend programs and activities of the department and college regularly.

Article 45: All teachers must cooperate in all IQAC related activities. All must submit their achievements, recognitions, and career promotion details on time.

Article 46: Teachers must regularly update their profile on the college website. Teachers shall also update recorded classes, PPT files, SLMs etc. on the website

Article 47: All teachers must extend her/his/their duty during college examinations, election and other such activities, if appointed and assigned by the Principal.

Article 48: All teachers shall maintain a healthy and respectful relationship with the other stakeholders of the college.

Article 49: All shall regularly engage themselves with the community services. All teachers shall extend their community services in the neighbouring areas and adopted villages.

Article 50: The teachers must respect and follow the code of conducts, rules and regulations set by the following authorities, which are applicable to Bahona College.

- A) Different rules and Regulations set by the Government of India and its agencies, departments, councils for teachers.
- B) Different rules and Regulations set by the Government of Assam and its agencies, departments, councils for teachers.
- C) All the rules and regulations of Dibrugarh University applicable to the teachers of Bahona College as it's affiliated college.
- D) The Assam Civil Service (code) Rules.
- E) Different laws, regulations, rules passed by the Government of Assam for college teachers.
- F) Any other rules and regulations, code of conduct applicable for the teachers of Bahona College.

## **Chapter: 6**

### **Departmental Responsibilities and Duties**

Article 51: The following Rules and Regulations are applicable to all the teaching departments of Bahona College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person or the department.

Article 52: All faculties shall get involved in different departmental activities in a collaborative manner.

Article 53: The Head of the Department(s) and other members shall share different responsibilities of the department in an equal and justifiable manner. Head of the Department(s) shall distribute all the responsibilities among the faculties in a rational manner.

Article 54: Department(s) shall allocate classes in the Class Routine among the faculties of the department. Department(s) shall prepare and implement the Class routine as per college and Departmental Academic Calendar.

Article 55: Head of the Departments must record the Departmental Diary regularly and submit it to the Principal weekly for review.

Article 56: Department(s) shall regularly organize department meetings. All the decisions of the meeting shall be recorded in the proceedings book.

Article 57: Faculties of the department shall obey the decision taken in the departmental meetings.

Article 58: Department(s) shall regularly submit the Course Completion Certificate to the IQAC as soon as the academic session is over.

Article 59: Department(s) shall regularly maintain the daily class record.

Article 60: Department(s) shall regularly maintain the record of Remedial and tutorial classes in separate registers.

Article 61: Department(s) shall regularly submit the Annual Departmental Profile to the IQAC as soon as the academic session is over.

Article 62: Department(s) shall organize a course orientation programme at the beginning of the academic session.

Article 63: Faculty members of the department(s) shall divide the students among themselves for mentoring. Mentor teacher(s) shall cover issues like constitutional obligations, human values, rights, duties and responsibilities of citizens, professional ethics, career opportunities etc. in their mentoring sessions.

Article 64: Department(s) shall regularly organize Group Discussion, Seminar, Parent Teacher Meet and Alumni Meet. Record of such activities, programmes shall be maintained.

Article 65: Department(s) shall maintain all documents of the department properly.

Article 66: Department(s) shall cooperate with the Principal and IQAC for holistic development of the college.

## **Chapter: 7**

### **Rules and Regulations for the Office Employees & Support Staff**

Article 67: The following Rules and Regulations are applicable to all the Office Employees & Support Staff of Bahona College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person.

Article 68: All Office Employees & Support Staff must extend their help to the Principal, teachers, students and colleagues for smooth functioning of the college.

Article 69: Casual grade IV staff shall compulsorily wear the uniform provided by the College authority.

## **Chapter: 8**

### **Library Rules and Regulations**

Article 70: The following Rules and Regulations are related to the college library. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person.

Article 71: In these regulations, unless otherwise specified, the word 'Book' shall also include '*Pamphlet*', '*Periodical*', '*Manuscript*', '*Map*' '*Image*' '*Documents*', '*Text*' or any other type of '*Electronic Material*' in the custody of the Bahona College Library.

Article 72: The library shall remain open from 10:00 A.M. to 4:00 P.M. from Monday to Saturday, and remain closed on all Sunday and on all holidays.

Article 73: The reading room shall remain open to the students/ readers during the working hours of the library.

Article 74: The issue counter/circulation counter shall remain open from 10:30 A.M to 3:30 P.M. from Monday to Saturday.

Article 75: The book circulation and fine rules are as follow:

<b>Category of Library users</b>	<b>Number of Books (Qty.)</b>	<b>Duration (Days)</b>	<b>Fine after due date over</b>
HS (Student)	02	14	Rs.1 /Day
SSDC (Student)	03	14	Rs.1 /Day
For Teaching Staff	06	180	Rs.1 /Day
For Non-teaching Staff	05	90	Rs.1 /Day

Article 76: No Books will be issued without an ID Card cum Library Card.

Article 77: The members /borrowers will not be allowed to carry personal books / journals etc. to the library.

Article 78: Bags or any other personal belongings of the users are to be kept at the property counter placed at the entrance of the library.

Article 79: Conversation and any other type of inappropriate behavior likely to disturb or cause inconvenience to the other users must be avoided in the reading area.

Article 80: Mobile phone/ pagers/tablets/laptop/netbook/handheld device within the library premises can be used with prior permission from the library authority.

Article 81: Smoking, drinking (other than water) and eating food items is strictly prohibited within the library premises.

Article 82: Any loss or damage of books must be reported to the librarian immediately. The user shall be responsible for such type of loss or damage and shall have to pay for the loss thus caused.

Article 83: No member of the library staff shall be responsible for loss, theft or damage of the personal property of a member borrower who shall be expected to take care of their belongings.

Article 84: Every member of the library is empowered to enforce these rules and regulations stated above.

Article 85: The librarian shall be vested with the powers to restrict or suspend the library privilege of any member for violating any rules & regulations of the library.

Article 86: The higher authority of the Bahona College can amend, add, delete any of the above regulations in anticipation of the approval of the appropriate statutory bodies of the Bahona College.

## **Chapter: 9**

### **Hostels Rules & Regulations**

**Article 87:** The following Rules and Regulations are for hostel residents. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person.

**Article 88:** Bahona College is a ragging/harassment free institution. Ragging and any forms of harassment/intimidation are strictly prohibited within the Hostel campus. Anyone found involved in such activity shall be expelled from the Hostel

**Article 89:** Everyone shall be present in the Hostel before 6-00 p.m. During class hours no resident is allowed to stay in the hostel without valid reasons.

**Article 90:** Discollegiate students shall forfeit their hostel seat.

**Article 91:** Everyday at 6-00 p.m. there shall be assembly. It is mandatory for all to be present in the Assembly hall during prayer otherwise she/he/they shall be marked absent for that day and disciplinary action will be taken.

**Article 92:** After 6-30 p.m no one is allowed to go to any other resident's room without any valid reason. No one is allowed to go outside the hostel after 6-30 p.m. without prior approval.

**Article 93:** Everyone shall have their own broom and dustbin in their room.

**Article 94:** Anyone willing to bring guests to stay in the hostel shall have to take prior permission from the hostel superintendent and must inform the hostel monitor and have to pay a charge. One time meal for the guest is free and Rs. 50/- will be charged from the next meal onwards.

**Article 95:** Every Sunday everyone shall clean their room & hostel.

**Article 96:** Everyone shall respect the decision of seniors. All must respect each other.

Article 97: Strict action will be taken against anyone who spit (Gutkha and tobacco product) inside the hostel campus.

Article 98: Expelled students will forfeit their caution money.

Article 99: Only regular students can stay in the hostel as hostel residents.

Article 100: In Girls hostel visitors are allowed to meet only at the visiting room.

Article 101: If any resident wants to go to their relatives' house, consent of the local guardian, and permission of the hostel superintendent will be needed.

## **Chapter: 10**

### **Additional Rules and Regulations**

Article 102: All must respect and follow the code of conducts, rules and regulations set by the following authorities, which are applicable to Bahona College or any member of the college.

- A) Different rules and Regulations set by the Government of India and its agencies, departments, councils for institutions of Higher Education.
- B) Different rules and Regulations set by the Government of Assam and its agencies, departments, councils for institutions of Higher Education.
- C) All the rules and regulations of Dibrugarh University applicable to Bahona College as it's affiliated college.
- D) The Assam Civil Service (code) Rules.
- E) Different laws, regulations, rules passed by the Government of Assam for colleges.
- F) Any other rules and regulations, code of conduct applicable for Bahona College.

## **Chapter: 11**

### **Grievances, Disputes and Contradictions**

Article 103: Any general grievances of the teachers and staff of the college shall be placed before the Employees' Grievance Redressal Cell. The Cell shall take initiative for impartial redressal of the grievances.

Article 104: The Principal or the Governing Body may form a special committee for the redressal of special grievances, if required. The Principal or Governing Body may also refer a grievance or dispute to the Higher Authority or to the judiciary, if required.

Article 105: Grievances related to sexual harassment, gender discrimination shall be placed before the Internal Complaints Committee or any such committee, formed as per law or regulation of the government or UGC. The Internal Complaints Committee shall take initiative for impartial redressal of such grievances.

Article 106: In case of contradiction among the different articles mentioned in this code of conduct handbook, the authority will take the final call on validation of any article. The authority may interpret any article based on the basic philosophy of the code of conduct, if any ambiguity arises.

Article 107: If there is any contradiction of the rules and regulations included in this code of conduct with other rules and regulations or laws, framed by the governments or its agencies, the superior law or rules and regulation will prevail.

## **Chapter: 12**

### **Amendment of the Code of Conduct**

Article 108: These rules and regulations can be amended by an Amendment Committee formed by the Principal of the college. The Amendment Committee shall consist of an Chairperson who is an Associate Professor, one member representing the male teaching faculty, one member representing the female teaching faculty, one member representing the non-teaching staff and one member from the student community.

Article 109: Amendment Committee will place the amendment proposals to the Principal within the time frame given by the Principal of the college. After receiving the amendment proposal, the Amendment Proposal shall be passed in a joint meeting where representatives from teachers, staff, and student are present. For passing the amendment a simple majority of the present and voting members in the meeting is required.

Article 110: Once the Amendment Proposal is passed in the joint meeting, it will be sent to the Governing Body for approval. Amendment Proposal approved by the Governing Body will become code of conduct from the date notified by the governing body.

## **Chapter: 13**

### **Implementation and Monitoring of the Code of Conduct**

Article 111: The Principal of the college shall frame a Committee for Implementation and Monitoring of Code of Conduct. The Committee shall consist of an Chairperson who is an Associate Professor, one member representing the male teaching faculty, one member representing the female teaching faculty, one member representing the non-teaching staff and one member from the student community.

## Chapter: 14

### Adoption of the Code of Conduct

Article 112: The Empowered Committee for formulation of Code of Conduct of Bahona College, this **Sixteenth** Day of December, 2021, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS Code of Conduct.

Signature of the Advisors:	Signature of the Empowered Committee Members		
 Dr. Rofique Ahmed Head, Economics	 Dr. Parinita Bora Chairperson	 Mr. Keshav Nath Member Secretary	 Dr. Sanjay Mili Teacher Representative
 Dr. Pankaj Bora Coordinator, IQAC Coordinator IQAC Bahona College, Jorhat Pin-785101	 Dr. Sumbit Chaliha Teacher Representative	 Mr. Madhuryya Bora Office Representative	 Smt. Santana Barua Library Representative
	 Piyush Bharali Student Representative		
Empowered Committee for the Formulation of Code of Conduct			