

# **CODE OF PROFESSIONAL ETHICS AND CONDUCT**

**2022**



**Marangi Mahavidyalaya**

**P.O. Lettekujan, Doigrong, Golaghat, Assam**

[www.marangimahavidyalaya.edu.in](http://www.marangimahavidyalaya.edu.in)



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### **1. The College Emblem:**

The emblem of the college shows a open book and a pen on the black circling background. The base of the emblem has the Sanskrit words 'Vidya Bhavati Bharata' engraved on it which means in English 'India is the archive of knowledge'. The open book signifies wisdom that breeds confidence, hope and peace for future. The pen symbolizes power to bring light to life from darkness. The seven spokes radiating from the bottom stands for 'completeness' through practising wisdom.

### **2. Core Values of the College:**

- Mutual trust, team work, easy sharing of knowledge, skills and resources to create a vibrant society producing quality students through effective teaching learning process.
- We appreciate, respect and promote the perspectives, rights and dignity of each individual.

### **3. Code of Conduct for Governing Body:**

3.1. The Governing Body should work with mutual understanding and respect for the good of the College. It should work to uphold the vision and mission of the College.

3.2. The Governing Body should ensure the academic profile of the College, and try to open new avenues for further research pursuits in the College. It should ensure an environment conducive for research for all times.

3.3. The timely maintenance of the infrastructure and channelling funds for the further development of the institution and initiating remedial measure should be the prime concern of the Governing Body.

3.4. The Governing Body is responsible to enforce discipline in the College administration and campus from time to time.

3.5. It should maintain transparency and fairness in all kind of administrative activities.

3.6. It should ensure that feedbacks are taken from students, staff, parents, and non-teaching staff from time to time, and take necessary steps to improve the service of the College at all levels.

3.7. It should maintain vibrant relationship of the College with the local community and ensure their participation in the welfare of the College.

3.8. It should ensure non-discriminatory practices in the College providing equal opportunity to all irrespective of caste, creed, religion, race and sex.

3.9. It should take active steps to implement regulations and requirements demanded by UGC, central and state government and the department of higher education.

3.10. The Governing Body should meet at least once in a year but it is advised to meet as frequent as possible.

#### **4. Code of conduct for Principal:**

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He/ She has to

4.1. Chalk out the policy and plan of the institution to execute the vision and mission.

4.2. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.

4.3. Recommend and forward communication to the authorities.

4.4. Execute any other qualitative and quantitative work for the welfare of the institution.

4.5. Listen to the student's ideas and problems and set a supportive tone.

4.6. Be fair in his/her actions for all the members of faculty, non-teaching staff and students.

4.7. Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

#### **5. Code of Conduct for Faculty:**

The primary thing that a teacher must know is that teaching is about inspiring and motivating students to realize and exceed their potentials. The greatest teachers of all time

have devoted their life in inspiring and empowering their students to achieve great things and be a good human being.. Besides, the teachers have to:

- 5.1 Adhere strictly to the laws and regulations of the college.
- 5.2 Remain on duty during college hours.
- 5.3. Respect and maintain the hierarchy in the Administration.
- 5.4. Must wear an outfit which is in tune with our culture which must be decent and presentable.
- 5.5. documents /receipts. Uphold the honour and dignity of the teaching profession.
- 5.6. Maintain honesty, integrity, fairness in all activities.
- 5.7 Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 5.8. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/ receipts.
- 5.8. Provide an innovative and quality education to students.
- 5.9 Be impartial and non-discriminative against students. Help, guide, encourage and assist students in their learning.
- 5.10. Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralizing the management, institution, colleagues etc,. Not to involve in any kind of gossips in the premises or on social media like whatsapp, Facebook, Twitter or any such platform.
- 5.11. Avoid applying leave during the examinations (both External and Internal). Invigilation duties are part and parcel of academics.
- 5.12. Must not be absent from duty without official approval of leave
- 5.13. Must take up any work assigned by the management, head of the institution without refusal, in the interest of the institution.
- 5.14. Must be willing to stay beyond the college.

#### **6. Code of Conduct for Non-Teaching/Administrative Staff :**

6.1. Code of Conduct for non-teaching staff is mainly governed by the principal of the college.

- 6.2. The normal working period for those in the category of non-teaching staff shall be from 9-30 am to 4.30 p.m.
- 6.3. All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- 6.4. Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- 6.5. All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.
- 6.6. All members of the staff shall refrain from verbal, non-verbal and/or physical

misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

## **7. Code of Conduct for student:**

A student code of conduct contains guidelines and rules to ensure proper order in the educational institutes. The students are obligated to follow the procedures of the student code of conduct. If any student fails to abide by the student code of conduct, the authority has a right to issue consequences to the student. The purpose of a student code of conduct serves to establish expectations of the students in a particular institute. The guidelines in the code of student conduct generally parallel the overall mission and objectives of an institute. Therefore, the guidelines are established to regulate student behavior. Also, the code ensures the safety and protection of students, teachers, and school authority. It establishes the atmosphere of the institute to allow the institute to achieve its mission. Following such aims objectives we, the Marangi Mahavidyalaya also set a handbook of Students' Code of Conduct which will also be hanged in the college corridors.

### **7.1. Classroom Code of Responsibilities:**

#### **7.1.1. Student Responsibilities:**

Students must stop talking as soon as begin the lecture each day. It is *rude* to continue to talk once the class has started.

2. Don't read a newspaper or other document; don't sleep during class; don't hold side conversations with neighbor(s); and don't check your e-mail, update your FaceBook or WhatsApp page or tweet in class. Remember, you may be called upon to answer a question and if you are not prepared, you will not be given credit for attending that class.

3. Attend all classes unless an emergency arises. Unexcused absences from the sessional and/or final exam may lead to a grade of zero for the internal assessment.

4. YOU HAVE A PERSONAL RESPONSIBILITY TO COMPLETE ALL ASSIGNMENTS ON THE DUE DATE. If you fail to do so, college authority will dock you by one grade level.

5. If you have to use the restroom before the 10 minute break, please do so quietly and quickly.

6. Do your own work. Cheating will not be tolerated. It is *unfair* to students who *work diligently* to get the best grade possible in this course.

7. You cannot use cell phones on exams. Basic calculators are acceptable to help with calculation. You should not leave cell phones turned on in class. If your cell phone goes off, college authority will take it from you and return it at the end of class.

8. Be a contributing member of your group. Don't let others carry the load for you. The business world revolves around teamwork and a consultative approach to problem solving. This is what you are expected in class discussions during the break hour.

If you violate any of these rules, the college authority may ask you to leave class for the day. The college doesn't want to embarrass anyone but expect to have *respect* from the students and attention throughout the course.

#### **GENERAL CONDUCT OF STUDENTS:**

- Every student shall be dressed decently and appear smart.
- Every student must possess an Identity card issued by the College. The students are required to display the Identity Card on them at all times.
- Boys should not have long hair or beard. Cultural Students who prepare to participate any event may be permitted with written permission from the Principal.
- Boys are not allowed with Jeans, Low- hip Pants, Short length shirts, T- Shirts, Folding the sleeves of the shirt, Wearing bangle or bracelet, ring or stud in the ears.
- Students are not permitted to possess or use Mobile Phones inside the classroom.
- No student shall leave the class room without the permission of the teacher or until the teacher had left the room or has asked the class to disperse.
- During class hours students should not loiter about in the verandah.
- Students should not make any noise while moving from class to class.
- Any damage by students to college property / furniture or building will be made at their expenses and those responsible for such damages shall be dealt with severely. Collective fines will be imposed for any damage if the cause of which cannot be traced to any individual.
- Students taking part in communal or political activities will be severely dealt with. They will forfeit scholarships and other benefits awarded to them.
- Students are expected to read notice & exhibited on the College Notice Board and ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.
- No meeting of any kind shall be held in the College campus without previous written permission of the Principal.
- Students guilty of using unfair means in the examination will be punished.
- The college will not take any responsibility for the loss of anything of the students.
- Students are not permitted to come by cars to the college.
- Ragging is strictly prohibited. Whoever involves in ragging in any manner shall be punishable.
- The students of the College are expected to behave both inside and outside the college in such a way as to maintain the good name of the college as well as their own.
- Students should abstain from active participation in party or communal politics.
- The Principal shall have full power to inflict the following punishments in the interest of the students or the Institution: Fine, loss of attendance, loss of term certificate, suspension or expulsion.
- Students who are guilty of (a) rude language towards the staff of the College (b)

assaulting or attempting to assault fellow-students or the College employees or other staff of the College will attract any of the punishments mentioned in Disciplinary Regulations(The Principal shall have full power to inflict the following punishments in the interest of the students or the Institution: Fine, loss of attendance, loss of term certificate, suspension or expulsion).

### **Celebration of days and events:**

The college has a good practice of celebrating different state, national, international and other certain festivals. All the programmes are organised and celebrated by following the college , university and government policies. Relevant cells and departments have planned and organized all the programmes accordingly.

- (i) College foundation is celebrated with merriment.
- (ii) Induction programme for the newly admitted students.
- (iii) Freshmen Social for the new comers is organized by the students union.
- (iv) Independence day, republic day, world environment day, Tourism day, International yoga day, Rabha Divas, Teachers day.
- (v) International Women's day is celebrated under the active participation of college women cell.
- (vi) NSS takes lead in the celebration to full-fill constitutional obligations and government programmes.
- (vii) Religious festivals like Saraswati puja is celebrated among the students. Festival is organized every year by students union body .
- (viii) College week is organized every year and student union body is responsible for the week.

### **Health and Safety:**

Marangi Mahavidyalaya is always concern about its legal responsibilities regarding health and safety. Its main aim is to provide all adequate health and safety conditions for all employees, students and visitors.

The general objectives within the scope of the policy are:

- Provide a safe and healthy working and learning environment.
- To secure the health, safety and welfare of employees in the college.
- Safe working methods are exist and are implemented throughout the college among the staff and students.

- Provide effective information, instruction and training for both employees and students.
- Frequent monitoring and reviewing systems to make sure about its effectiveness.
- Ensuring about the adequate welfare facilities that exist in the college.
- Assessing and controlling risks from curriculum and non-curricular work activities.
- Ensuring about the adequate resources that are made available for health and safety issues.

#### **Prevention of Sexual Harassment:**

Prevention is the most effective weapon of sexual harassment. Harassment never disappears on its own. In fact, it is more likely that when the problem is not addressed the harassment will worsen and become more difficult to remedy as time goes on. Hence college sexual Harassment cell is organized to protect and prevent the sexual Harassment among the students and ensure optimum safety to the students.

#### **Objectives of the policy:**

To provide an environment free of gender- based discrimination.

- To fulfil the directive of the supreme court, as per UGC directives in respect of implementing a policy against sexual harassment in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To ensure equal access to all facilities and participation in activities of the college.
- Create a secure physical and social environment, which will deter acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To uphold women's right to protection against sexual harassment and for the prevention and redressal of sexual harassment of women.

To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment. Also certain activities relating to sexual harassment in off and on campus like salacious oral or written abuse, sexual advances, unethical sexual behaviour by fellow students or staff are dealt with stringent action complaints relating to sexual harassment are submitted to the regarding cell for necessary actions.



### **Anti Ragging:**

Marangi Mahavidyalaya can proudly claim itself as one of the ragging free institution of the region. The college has zero tolerance for ragging. Hence the institution ensures a ragging free campus.

To ensure compliance as per the UGC regulations on curbing the menace of ragging in higher educational institutions, 2009, the anti ragging committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non teaching staff. It shall monitor the anti- ragging activities in the institution. The anti ragging committee is created with the principal as the chairperson and convenor and members appointed from time to time. The 'anti ragging policy' adopted by the institute is aimed like-

- Create, develop and nurture a conducive socio- economic environment among the students.
- To protect the students if any act of physical abuse including all variants of it : Sexual abuse, homosexual assaults, stripping, forcing absence and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Keeping in place an integrated system to discourage and prevent any negative acts like ragging by the seniors, which disrupts the socio- academic integration of new entrants.
- Prescribing deterrent measures for any violation of the 'Anti Ragging Policy' by way of disciplinary measures.

### **The implement Anti-Ragging on and off campus are:**

- Newly admitted students are instructed and informed about the anti-ragging policy and reach the Anti –Ragging committee in case they face any problems.
- The first- year students are made to be a part of the union body so that they can overcome their shyness and mingle with seniors.
- General freshmen Social along with departmental freshman social is organized by union with body and departmental seniors with due consent of the college authority in presence of faculty members.
- The union- body members are included in the committee so that it can help in prevent ragging activities at the micro level.
- Based on the extent of behaviour, if students are found guilty on the above points the committee has the power to take strictest actions among them.

### **6.3 Welfare Measures- Teaching and Non-Teaching Staff:**

Marangi Mahavidyalaya college management upholds a healthy & cordial work atmosphere to the all teaching and nonteaching staff. The college tries to implement

various measures to promote professional competency, work ethics and imbue job satisfaction.

**The following measures are duly been put into place to ensure the welfare of the staff:**

- Faculty members are encouraged to participate in state/ National/ internal level seminars, webinars, symposiums, workshop& faculty development programmes
- . Faculty members are encouraged to participate in training programmes like Refresher courses, Faculty induction programmes etc.
- Faculty exchange programmes are formally started from the year 2021-22.
- Spiritual / Psychological/ Medical wellbeing:
- Medical Camp is conducted annually.
- Organized awareness programme on Mental illness with the help psychiatry department, S.K.K Civil Hospital Golaghat.

**Grievance Redressal Cell:**

***(ESTD.2019, 8<sup>th</sup> August)***

Grievance Redress mechanism is part and parcel of the machinery of any administration. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redress mechanism. The grievance Redressal mechanism in a democratic setup is important for the sustenance of the system itself. If the grievances of the students are timely solved the people become satisfied with the working of the administration and this satisfaction gives stability to the institution.

Marangi Mahavidyalaya has constituted grievance Redressal Cell on 8<sup>th</sup> August 2019 according to the guidelines of Government and UGC to realize the primary need of the students and staff and secure civil liberties for all the stake holders. It is composed of teachers from various departments who shall act as the conduit between the administration and the students in effectively communicating grievances and redressing them. These grievances may pertain to any aspect of the student's life on the campus. The cell is intended to find solution for the problem like sexual harassment, any kind of physical or mental harassment complaints regarding classroom teaching classroom management, completion of syllabus, teaching method etc and when they arise. The Grievance redressal Cell convenes meetings periodically and takes steps to redress the grievance.

**OBJECTIVES:**

The main objective of grievance Redressal Cell is to develop a responsive accountable attitude among all the stake holders in order to maintain a harmonious educational atmosphere in the institute. The objectives of the Grievance Redressal Cell are:

- To provide the students access to immediate hassle free recourse to have their grievances redressed.
- To develop an organisational framework to resolve Grievances of students and other stake holders.
- To enlighten the students on their duties and responsibilities to access benefits due under the policies.
- To look into the complaints lodged by any student and redress it as per requirement.
- To establish structured interactions with students to elicit information on their expectations.
- To identify systematic flaws in the design and administration of various general insurance products and to seek solutions there on
- To institute a monitoring mechanism to oversee the functioning of the grievance Redressal policy.
- Inspire the students to express their Grievances Redressal policy.
- Inspire the students to express their grievances.

#### **Responsibility for Redressal :**

The college expects that Grievance Redressal be time bound and result oriented. Every Grievance is expected to be resolved within a maximum period of fifteen working days. The final responsibility for grievance redressal rests with the principal of college. The Grievance redressal Cell of college shall monitor status and progress of grievance Redressal and shall furnish Quarterly report on Grievance Redressal position to the principal.

#### **Purpose:**

The following Purpose are determined for the Grievance Redressal Cell of Marangi Mahavidyalaya:

- To ensure a democratic environment in the campus.
- To create a student friendly atmosphere in the institution.
- To solve the various personal and educational related grievances of the teachers.
- To ensure the qualitative as well as Quantitative development of the institution through the Grievance and Redressal cell.

#### **Composition:**

The Grievance Redressal Cell of the college generally is having the provision of two/three teaching staff as its member and the principal as the chairman. The cell is having the provision of being reconstituted every year if situation arises for so by the principal himself along with suggestions sought from the in charge administrative body care is taken

to select staff members from each department. The following staff members are in the charge of this cell.

1. Dr. Mamoni Mahanta, Chairman
2. Dr. Daisyrani Chutia, Convener
3. Mr. Nava Kamal Borah, Member
4. Dr. Akhil Borah, Member
5. Mr. President, Union Body
6. Secretary, Union Body

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