

# **HANDBOOK OF PROFESSIONAL CONDUCT AND GUIDELINES**



**H.P.B. GIRLS' COLLEGE, GOLAGHAT**

**GOLAGHAT-785702**

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**CODE OF PROFESSIONAL  
CONDUCT AND FUNCTIONING  
GUIDELINES FOR  
GOVERNING BODY**

## **CODE OF PROFESSIONAL CONDUCT AND FUNCTIONING GUIDELINES FOR GOVERNING BODY:**

**(Based upon : Assam Non-Government College Management Rules & Assam College Employees (Provincialisation) Rules)**

Extract from

**ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES,2001**

**(15-06-2001)**

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below

### **(1) Constitution of the Governing Body :-**

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body to be constituted by the Director.

### **(2) Composition of the Governing Body :-**

#### **1. The Governing Body shall consist of :-**

(a) One President

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body ; Provided that if circumstance so demands, the Director may nominate any person from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months and beyond that period with the State Government's prior approval.

(c) The Vice-Principal-Member-Ex-Officio

(d) Two members to be nominated by the affiliating University concerned

(e) One member to be nominated by the Director from the field of Education

(f) One woman member to be nominated by the Director

(g) One member to be nominated by the Director from the Backward Classes

(h) Local Deputy Commissioner or his representative may be included as a member

(i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included

(j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them.

2. The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

3. Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body.

**(3) Tenure of the Governing Body :-**

The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

**(4). Taking over the management of a Non-Government College:**

In the event of mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

**(5) Accountability of the Governing Body :**

The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

**(6) Secretary of the Governing Body or report to the Director :**

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice

**(7) Restriction of some members to attend the Governing Body:**

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

**(8) Restriction of some members to enter into contract for works of the College:**

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

**(9) Disqualifications:**

Any member, who absents himself for more than 4(four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds :

(i) if he becomes insolvent;

(ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such

(iii) on death or resignation;

(iv) on his being convicted of a criminal offence involving moral turpitude.

**(10) Vacancy in the Governing Body :**

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

**(11) Meeting of the Governing Body :**

(1) The Governing Body shall meet at least once in every six months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

**(12) Proceedings of the meeting of the Governing Body :**

(1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.

(3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

**(13) Presiding over the meeting:**

All the meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved before-hand by the President.

**(14) Quorum:**

At least six members of the Governing Body, excluding the Co-opted member, shall form a quorum of the meeting.

**(15) Secretary to make correspondence:**

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body : Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

**(16)Governing Body to obtain prior approval of the Director in certain matters:**

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non- teaching staff including that of the Principal of any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approved of the Director : Provided

that so far as Non-Government Colleges are concerned, the Governing Bodies are not required to send the proceedings of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

**(17) Duties of the Governing Body :**

In general the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid :

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College ;
- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc. ;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University ;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government ;
- (v) to arrange for half-yearly internal audit for all college funds and verification of stocks, furniture and other assets ;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year ;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam ;
- (viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned ;



(ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College ;

(x) on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time ;

(xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;

(xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;

(xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

**(18) Grounds of suspension of Grants-in-Aid:**

Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of preceding financial year, may attract stoppage of Grants-in-Aid by Director suo moto, after the expiry of 30th June, every year :

Provided that on failure in respect of maintenance of a consistent academic achievements by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

**(19) Other functions of the Governing Body :**

The Governing Body is authorized :

(i) to determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major Course in any existing subject or opening of new faculty and creation of additional posts ;

(ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff ;

(iii). to deal with the discipline and conduct of the teaching and non-teaching staff of the College;

(iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and

(iv) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

**Extract from**

**ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)**

In the Principal Rules, in Rule 4, for the existing provisions, the following shall be substituted, namely-

**4. Composition of the Governing Body:**

(1) The Governing Body shall consist of-

(a) One President

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body

Provided that if circumstances demands, the Director may nominate Vice- Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval

c) The Vice Principal - Member Ex-officio

d) Two members to be nominated by the affiliating University concerned ;

e) Two members to be nominated by the Director from the field of education, , out of which one should be from the guardians;

f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body;

g ) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body

Provided that the teachers so elected shall not be eligible for being re- elected for the third successive term.

h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body

i) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Ss. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.

2 ) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve. 3) Whenever the Governing. Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body.

In the Principal Rules, in Rule 7 ,for the existing provisions, the following shall be substituted, namely-

The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the university Grants Commission. A self appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal.

In the Principal Rules, in Rule 13-

(i) in sub-rule (1), in the first line, for the word "six" ,the word " four" shall be substituted

ii) In. sub-rule (2), in the second line, for the word "the" occurs between the word 'With' and 'consent', the word 'prior' shall be substituted.

In the principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely –

Presiding over the -meeting - The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to presided over the meeting

In the Principal Rules, in Rule 16, for the existing provisions, the following shall be substituted,namely –

Quorum – At least seven members of the Governing Body shall form a quorum of the meeting.

In the Principal Rules, in Rule 18 -

(i) in the first paragraph, for the letters, words, figure and brackets “Rs. 50,000/- (Fifty Thousand)”, the following letters, words, figure and brackets shall be substituted, namely – “Rs. 1,00,000/- (one lakh)”

(ii) In the proviso, in the first line, after the word “concerned” and before the words “the Governing Bodies”, the following shall be inserted, namely – “who are not brought under deficit system of grants-in-aid”

In the Principal Rules, in Rule 19 -

(i) In clause (iv), for the existing provisions, the following shall be substituted, namely – “to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies”

(ii) For clause (x) the following shall be substituted, namely – “except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President. Where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.

In the Principal Rules, in Rule 21 -

(i) In clause (v) in the last line, after the words “Classes” the word “Examination” shall be

Inserted (ii) After clause (v) the following new clause (vi) shall be inserted namely “to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College”.

#### **Extract from**

#### ***ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)***

In Rule 3, the words "Non-Government" and the words "to be constituted by the Director" be deleted, Rule 3 be numbered-as 3 (1).

Rule 4 be amalgamated with Rule 3 and numbered as Rule 3 (2). The number of all subsequent Rules be changed accordingly.

In Rule 4(i) (a), after the words "one President" the following words be added "who shall be an eminent person from the field of Education. He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing".

In Rule 4 (i) (d), after the words "the affiliating University concerned" the following words be added "they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University".

Rule 4 (i) (e) and 4 (i) (f) be deleted. They may be substituted with the following rule, numbered as Rule 4 (i) (e) with changes in the numbers of the subsequent clauses "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier".

Rule 4(3) be deleted.

In Rule 5, the words "The term of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with prior approval of the State Government" be deleted. They be substituted by the words "The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body".

In Rule 5 the words "dissolve the Governing Body and constitute a fresh Governing Body thereafter recording" be deleted. They be substituted by the words "suspend a Governing Body and appoint

an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record".

In Rules 6 & Rule 7, the words "non Government" be deleted.

In Rule 12 (i), the word 'Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3".

In Rule 18, the words "No, final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching & non-teaching staff including that of the Principal or any construction works involving Rs.1,00,000/- (Rupees One Lakh) or more shall be undertaken by the Governing Body without the prior approval of the Director" be deleted and "Government shall be the Appellate. Authority/Forum in case of grievances" be added

In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit grants-in aid" be deleted.

The following new clause in Rule 19 be inserted as Rule 19 (xiv)

"To decide on the quantum of tuition fee and any other fund to be charged from the students"

In rule 21 (i) the words "as well as the State Government to be obtained through the Director with regards to the inclusion of additional subjects, introduction of major course and any existing subject or opening of new faculty and creation of additional post" be deleted and the following words be added after the words "affiliating University concerned" "provided that there is no financial liability for Government."

In Rule 21 (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

#### **Extract from**

#### ***THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES 2010***

**Method of Recruitment:** Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.

**Assessment of Vacancies:** Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;

**Direct Recruitment:** All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/ Departmental Promotion Committee duly constituted;

**General Procedure for Promotion:** The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List.

The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;

The Departmental Promotion Committee after examination of the documents and information

furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;

**Selection Committee/ Departmental Promotion Committee:**

(A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following:

- (i) President of the Governing Body – Chairman Committee.
- (ii) Head of Department (Concerned) – Member
- (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) – Members
- (iv) Secretary of the Governing Body – Member Secretary.
- (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

(B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :

- (i) President of the Governing Body – Chairman
- (ii) Secretary of the Governing Body – Member Secretary
- (iii) Two heads of Department to be nominated by the President, Governing. Body – Member

(C) Departmental Promotion Committee for all posts shall consists of the following:

- (i) President of the Governing Body – Chairman
- (ii) Principal of the College – Member Secretary
- (iii) One senior most Head of the Department of the College – Member

**Transfer:** There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.

**Authority for acceptance of Resignation/ Voluntary Retirement:** The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement,

**Residual power of Appointing Authority:** The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

**Extract from**

**GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/33, DATED 09.07.2009**

The Assam Non-Government College management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009, which have been notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure as laid down. The composition of the Governing Body has also been changed.....

**Extract from**

**GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/51, DATED 30.08.2013**

.....the State Govt. has decided that the Director of Higher Education should request all the Presidents of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.

The Governing Bodies' presidents may also be requested to seek all possible assistance including financial aids wherever necessary from untapped sources and other resources within the discretion of the MLAs.

Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non-Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies with induction of public representatives as full time member

**Extract from  
GOVT. OF ASSAM NOTIFICATION NO. AHE.452/2013/6, DATED 19.09.2013**

.....the State Govt. has decided to allow the non-teaching employees of a particular college to elect their representative to the respective GBs, doing away with the existing provision of nomination by the Principal.....

**Extract from  
GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/52, DATED 05.11.2014 &  
DHE LETTER NO. G (B) MISC. 147/2014/18, DATED 29.11.2014**

In partial modification of the earlier O.M. No. AHE. 331/2008/33 dated 09.07.2009, the following terms and conditions are added and modified regarding constituting the structure of the Governing Bodies of Colleges.

Henceforth

(1) (i) Retired Principal from a College shall not be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed since his/her date of retirement.

(ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement.

(2) President of Governing Body of a College who have completed 5 years shall not be considered to be nominated as President of Governing Body for the second continuous term.....

**Extract from  
GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/2, DATED 23.04.2015 &  
DHE LETTER NO. G (B) AC/95/2015/3, DATED 27.04.2015**

.....all Financial Transactions of Provincialised colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.....

**Extract from  
GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/5, DATED 11.08.2015**

.....further clarified that where the Principal of the college and GB President are cosignatories in the financial matters of the colleges, both the President and the Principal will be jointly and severally responsible and accountable for all cases of financial dealings so conducted.....

**Extract from  
DHE LETTER NO. G (B) AC/95/2015/13, DATED 30.08.2016**

.....the Presidents of the Governing Body of Colleges are respected and leading citizens for which it would be unfair to give them signing of the Checkbook etc. Therefore, all the Presidents of the Governing Body of Provincialized Colleges are hereby relieved from the burden of financial transaction of Colleges.....

**Extract from  
GOVT. OF ASSAM NOTIFICATION NO. AHE.371/2017/22, DATED 18.08.2017**

In partial modification of this Deptt's earlier OM vide No. AHE. 331/2008/33 dated 09.07.2009 and No. AHE. 331/2008/52 dated 05.11.2014, the following terms and conditions i.e. (3) and (4) are added with the approval of the State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

(3) the President of Governing Bodies of Colleges shall be an eminent person form the field of Education. He shall be a non-political person. He should not have contested any election, including panchayat/ municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/ membership to any political party

(4) he shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.....

**Extract from  
GOVT. OF ASSAM NOTIFICATION NO. AHE.812/2017/28, DATED 28.06.2018 &  
DHE MEMO NO. DHE/ PA/ GB/ MISC/ 4/ 2018/ 2, DATED 03.07.2018**

.....considering the optimum utilization of services of Librarians of Provincialized Colleges of Assam, henceforth, the College Librarian shall also be an Ex-officio member of the Governing Body of Colleges.....



**CODE OF PROFESSIONAL  
CONDUCT AND ETHICS FOR  
PRINCIPAL**

**[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]**

**PRINCIPAL should:**

- *Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;*
- *Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;*
- *Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;*
- *Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;*
- *Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.*
- *Adhere to a responsible pattern of conduct and demeanor expected of them by the community;*
- *Manage their private affairs in a manner consistent with the dignity of the profession*
- *Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;*
- *Participate in extension, co-curricular and extracurricular activities, including the community service.*
- *Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.*

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- *Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings*
- *Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution*
- *Monitoring and coordinating the assigned duties and tasks of the various in house wings towards their optimum performance in the assigned domains*
- *Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC*
- *Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework*
- *Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non-academic examinations held within the college*
- *Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution*
- *Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff*
- *Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution*
- *Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution*
- *Ensuring the institutional fringe area development through judicious utilization of institutional resources*
- *Seeking and implementing ways and means to improve the financial health of the institution*
- *Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis*

**CODE OF PROFESSIONAL  
CONDUCT AND FUNCTIONING  
GUIDELINES  
FOR  
INTERNAL QUALITY  
ASSURANCE CELL (IQAC)**

## **FUNCTIONS OF IQAC**

### **Some of the functions expected of the IQAC are:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution, for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## **STRATEGIES OF IQAC**

**IQAC shall evolve mechanisms and procedures for:**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

**CODE OF PROFESSIONAL  
CONDUCT AND ETHICS  
FOR  
TEACHING STAFF  
(Including HODs)**

**[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]**

**TEACHERS AND THEIR RESPONSIBILITIES**

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 that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teachers should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other nonethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and



- Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **TEACHERS AND STUDENTS**

### **Teachers should:**

- Respect the rights and dignity of the student in expressing his/ her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration

## **TEACHERS AND COLLEAGUES**

### **Teachers should:**

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

## **TEACHERS AND AUTHORITIES**

### **Teachers should:**

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organisations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;

- Give and expect due notice before a change of position takes place; and

- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule

### **TEACHERS AND NON-TEACHING STAFF**

#### **Teachers should:**

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### **TEACHERS AND GUARDIANS**

#### **Teachers should:**

- Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **TEACHERS AND SOCIETY**

#### **Teachers should:**

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**It shall be the moral responsibility on the part of every member of the teaching staff to:**

- *Execute diligently every co-curricular, extra-curricular and administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time*
- *Act as good counselors and facilitators to their students, so as to inspire and assist them in fulfilling their desired dreams, goals and overall expectations from the department in particular and the institution in general*
- *Strive continuously for academic advancements and innovations both at the individual as well as institutional levels*
- *Update on a regular basis with the latest developments of knowledge in their respective fields of knowledge and to propagate and disseminate the same amongst their students*
- *Maintain the confidentiality of certain classified documents and information, both academic and administrative*

- *Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time*
- *Strive to be a role model not only amongst the students but also amongst peers and colleagues*

## **GUIDELINES FOR TEACHERS**

### **ACADEMIC**

- Daily Routine Classes should be attended on time as far as practicable
- Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time Framework
- Lesson Plans should be made at the beginning of every semester/ year
- Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments

- Make use of both departmental as well as central library facilities for maximum academic use

### **ADMINISTRATIVE**

- Entries in the Daily Class Monitoring Diary should be made on a day to day basis
- Should assist the HOD in executing various departmental administrative works as and when asked for
- When appointed as invigilators (i) must report to the OC/ AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees (iv) must refrain from all sorts of gossip with the fellow invigilators (v) must immediately cater to the needs of the examinees viz. drinking water, additional sheets, medical assistance, etc.
- Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

### **GUIDELINES FOR HEADS OF DEPARTMENTS**

**HODs of all academic departments are expected to ensure that –**

- Healthy academic environment prevails in the concerned department
- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements

- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learner friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc
- Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof
- Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.) (viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications (xi) Register of Students' Exam Records and Results (xii) File for Extension Activity documents (xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos, videos and documents)
- Confidential papers are kept under proper and safe proper custody
- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or WhatsApp Groups
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for

**CODE OF  
PROFESSIONAL  
CONDUCT AND ETHICS  
FOR  
LIBRARIAN**



**[EXTRACT FROM UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]**

**LIBRARIAN should:**

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service;

- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**CODE OF  
PROFESSIONAL  
CONDUCT AND ETHICS  
FOR  
NON TEACHING STAFF**

Non-teaching staff of the college are expected to –

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics

**Non-teaching staff shall –**

- *Be punctual in attending day to day routine works*
- *Execute and complete the allotted tasks to the satisfaction of all concerned*
- *Maintain harmonious and cordial relationships with all colleagues*

- *Behave in a manner that would not demean the institutional reputation*
- *Work towards earning the trust, honour and respect from one and all*
- *Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time*

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**COMPILED FOR IN HOUSE CIRCULATION  
BY  
INTERNAL QUALITY ASSURANCE CELL  
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