

# ***CODE OF CONDUCT***



**C.K.B. COLLEGE, TEOK**  
**P.O. - JOGDUAR (TEOK)**  
**JORHAT-785112**

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# CODE OF PROFESSIONAL ETHICS

## C.K.B. College, Teok

### 1.1 Preface

The provincialised colleges of Assam are regulated by The Assam Civil Services (Conduct) Rule, 1965 and The Assam Services (Discipline and Appeal) Rules, 1964. In addition to this, Chandra Kamal Bezbaruah (C.K.B.) College, Teok has framed out Code of Professional Ethics for the Principal, Rector, Teacher, Office, Library employees and students which may suit the institutional need and binding.

### 1.2 Purpose and Scope

Chandra Kamal Bezbaruah (C.K.B.) College, Teok is a college affiliated to Dibrugarh University duly concurred by the State Government and governed by Governing Body. The institution is committed to foster all round development of students with quality education, learning, research and community engagement. The institution has designed the following Code of Conduct to shape its students into a citizen of discipline, integrity and just. All the students are required to observe the rules that are proposed under the Code of Conduct of the institution.



## 2.1 Governing Body

The Governing Body of C.K.B. College, Teok consists of the following members as per The Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001-

- a. One President- who is an eminent person from the field of Education;
- b. One Secretary- the Principal of the College is the ex-officio Secretary of the Governing Body;
- c. The Rector- Member Ex-officio;
- d. Two members are nominated by the Dibrugarh University;
- e. Three guardians of students studying in the college as members;
- f. Two teachers are elected annually by the teachers from amongst themselves;
- g. One member from the non-teaching staff;
- h. Donor member;
- i. Local MLA as a permanent special invitee.

## 2.2 Duties of the Governing Body as per Rule 18 of the Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001-

- 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 funds 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;
- to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;
  - to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangements made to fill up the vacancies, with due permission of Governing Body;
  - to select candidates for the sanctioned posts and send the same to the office of the Director of Higher Education for appointment;
  - to arrange for an annual internal audit for all College funds and verification of stocks, furniture and other assets;
  - to submit annual audited accounts preferably audited by a Chartered Accountant every year, in respect of the preceding financial year;
  - 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;
  - to submit an annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, the

  
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performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;

- 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 the preservation of an excellent academic standard of the College;
- 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;
- the Secretary shall disburse the salary of teaching and non-teaching sanctioned staff of the College from the budget allocated by the Govt. of Assam;
- if any excess amount of Grants-in-Aid is sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.
- To decide on the quantum of tuition fee and any other fee to be charged from the students as per the order of the Government of Assam.

  
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### 3.1 Code of Conduct for the 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, the following are the code of professional ethics for the principal of the institution-

- 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 the environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision-making that is best in the interest of the college;
- Act as a 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 demeanour 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;

  
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- Participate in extension, co-curricular and extracurricular activities, including community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

  
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## 4.1 Code of Conduct for the Librarian

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, the following are the code of professional ethics for Librarian of the institution-


- Adhere to a responsible pattern of conduct and demeanour 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 community service;
- Demonstrate just and respect to any student irrespective of their gender, race, religion, language and any different needs or abilities.

  
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## 5.1 Code of Conduct for the Rector

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, the following are the code of professional ethics for the Rector of the institution-

- (a) 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 the environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision-making that is in the best interest of the university;
- (c) Act as supervisor of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

  
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## 6.1 Code of Conduct for the Internal Quality Assurance Cell (IQAC)

Based on 12th Plan guidelines for Establishment & Monitoring of the IQACs in Colleges by UGC, the following are the code of professional ethics for IQAC of the institution-

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on the 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 programmes/activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including the adoption and dissemination of good practices



- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
- Interaction with State Quality Assurance Cell (SQACs) in the pre and post-accreditation quality assessment, sustenance and enhancement endeavors.

  
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## 7.1 Code of Conduct for Students

The institution has designed the following Code of Conduct to shape its students into a citizen of discipline, integrity and just. All the students are required to observe the rules that are proposed under the Code of Conduct of the institution.

- Students shall abide by the rules and regulations of the institution.
- Student must bring their Identity Card to the institution.
- Students must follow the prescribed uniform code by the authority.
- Students must be punctual in their classes and all other duties.
- Students must practice honesty and discipline in their tests, assignments, group discussions, seminars and all examinations.
- Students must refrain themselves from conducting unauthorized acts that harm integrity, harmony of the institution.
- Students must not engage themselves in plagiarism or any other academic misconduct.
- Students must contribute to the cleanliness of the campus and must not engage in the destruction of the institution's property.
- Students in the institution are admitted irrespective of sex, caste, creed & religion and therefore, they must treat each other with dignity and respect.
- Students are prohibited from consumption of alcohol, drugs or possession of weapons on campus.

  
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- Students must not use the name, logo, or the reputation of the institution for private gain or the gain of a third party, or private business or commercial purposes, without prior permission.
- Students must observe the boundaries of a professional relationship between staff and students on campus and outside the campus as well.
- Students are prohibited from Ragging in any form.
- The Students' Union of the institution shall be formed as per Lyngdoh Committee recommendations approved by the Honourable Supreme Court of India.
- Use of mobile phone for non-academic purpose is prohibited in the campus.

  
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## 8.1 Code of Conduct for Teaching Staff and Non-Teaching Staff

Chandra Kamal Bezbaruah College, Teok is an institution that has teaching staff and non-teaching staff appointed under the State Govt. of Assam. The institution believes in the professional excellence and academic integrity of its faculty members and their profound service to the community. Therefore, it has laid down certain codes to meet its vision and mission. Also, the institution abides by The Assam Civil Services (Conduct) Rule, 1965 and The Assam Services (Discipline and Appeal) Rules, 1964 in terms of Work Ethics for a public servant under the State of Assam.


## 8.2 Conduct for Teaching Staff

- A teacher must observe punctuality in attendance and work.
- A teacher must maintain an update in their academics, research and professional conduct.
- A teacher must follow openness or transparency in the public administration.
- A teacher must be conversant with various laws, rules and regulations, Government instructions relevant to any entrusted work.
- A teacher must strictly abide by any law relating to consumption of intoxicating drinks and drugs and vicious habits.

- A teacher shall not associate in any organizational activities which are against the ethics of teaching profession.
- A teacher must act with honesty, integrity, fairness and avoid biased behaviour.
- A teacher shall demonstrate just and respect to any student irrespective of their gender, race, religion, language and any different needs or abilities.
- A teacher must have concern for wellbeing and overall development of students.
- A teacher must speak, treat and behave with dignity and respect with other teachers and members of the institution.
- A teacher shall demonstrate and make effort to respect for diversity when dealing with parents and guardians for welfare of the students.

### 8.3 Code of Conduct for Non-Teaching Staff

- All the non-teaching staff shall perform his/her duties efficiently.
- The non-teaching staff shall ensure a cordial relationship with teaching faculty, students and other administrative staff for the smooth running of the Institution.
- The non-teaching staff shall demonstrate respect for diversity while dealing with students of varied caste, creed, language, and place of origin, social and cultural background.

  
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- The non-teaching staff shall extend their full-fledged support for their colleagues and faculty members of the institution in all the activities related to the academic and administrative matters.
- The non-teaching staff shall maintain an update in their technical and non-technical skills related to their job.
- The non-teaching staff shall discharge all the professional activities through proper channel.
- The non-teaching staff shall not involve in any unethical activities that cause hindrance to the harmony of the institution.
- The non-teaching staff shall not cause any damage to the properties of the institution and shall maintain the morality of the individual both inside and outside the campus.
- In case of violation of any rules and regulations, the service holder shall be entitled to penalties mentioned under Part IV Discipline of The Assam Services (Discipline and Appeal) Rules, 1964.

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