

**HANDBOOK  
OF  
CODE OF CONDUCT  
AND  
GUIDELINES**



**MANGALDAI COLLEGE  
MANGALDAI  
PIN-784125**

## Code of Conduct for Governing Body

The Governing Body is the apex body of the institution regarding administration as well as management. All the employees of the college must abide by the rules and regulations of the Governing Body framed as per the provisions of Assam College Provincialised Act 2005.

### 1. COMPOSITION OF THE GOVERNING BODY:

The Governing Body shall consist of:

1. President	An eminent educationist appointed by the govt. for 5 (five) years
2. Member Secretary	Principal of the college
3. University Nominee	2 (two) members nominated by the Vice-Chancellor of the affiliating university for a period of 3 (three) years term
4. Special Invitee Member	The local MLA is special invitee member to the Governing Body vide Memo No. DHE/CE/UGC/Circular/136/2017/61 dated 09.03.2018
5. Guardian member	3 (three) guardians of students studying in the college nominated as members for 3(three) years term 1 (one) of which shall be a lady
6. Teacher representative member	2 (two) members from the teaching staff elected as member for 1 (one) year term
7. Non-teaching staff representative member :	1 (one) member from the non-teaching staff elected as member for 1 (one) year term.

### 2. TENURE OF THE GOVERNING BODY:

The Governing Body of the College is a permanent body. However, its members would have tenures as mentioned above. The minimum number of members shall be ten and shall not exceed thirteen.

### 3. FUNCTIONS OF THE GOVERNING BODY:

The governing Body is assigned the following functions to perform-

- The Governing Body shall meet at least once in every four months, but it may meet at shorter intervals also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
- 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.
- The Governing body will deal with the financial management of the College, utilize the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as

authorized 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.

- To prepare annual audited accounts preferably audited by a Chartered Accountant every year.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To determine the curriculum 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.
- To deal with the conduct of the teaching and non-teaching staff of the College.

## **Code of Conduct for Teaching Staff**

**[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]**

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

HODs of all academic departments are expected to ensure that:

- Healthy academic environment prevails in the concerned department.
- Maintaining Teacher's Attendance Register regularly.
- 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.
- IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis.
- 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 custody.

- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or Whats App 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.

#### **RESPONSIBILITY OF TEACHERS:**

- 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 organizations and strive to improve education and profession through them,
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- Discourage and not indulge in plagiarism and other non ethical 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.