



*Office of the Principal*  
**Samaguri College**



*Samaguri, Nagaon, Assam; PIN- 782140*

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**Code of Conduct of Samaguri College**

Higher Education Institution has great responsibilities for creation, dissemination and preservation of knowledge. Higher education faculty and staff play a key role in assuring that high standards of ethical practice attend to the custody and use of these resources. Employees are expected to adhere to legal, moral and professional standard in their conduct. The employee's professional and personal conduct reflects on his or her institution, the collective profession and higher education at large. To guide employees in setting and practicing high standard of ethical conduct, Samaguri College has adopted following code of conduct.

**Governing Body of Samaguri College**

The Governing body of Samaguri College is constituted vide provision and guidelines of Assam non- Govt. College Management (Amendment) Rules, 2009 as amended.

Functions of the Governing Body:

- Guide the College to fulfill the objectives for which the College has been established.
- Approve new programme of study leading to certificate/diploma.
- All recruitments of teaching faculty/ Principal/ non-teaching staff shall be made by Governing Body in accordance to guideline of department of Higher Education Assam.
- Accomplish functions and institute committee that may be necessary for the development of the College.

Formation of the Governing Body

The Term of the Governing Body would be permanent, only its member has tenure as laid down against each member.



5. The Principal should create and maintain a gender equal and conducive atmosphere within the periphery of the college so that all the stockholders enjoy equal opportunity to perform their activities confidently.
6. The Principal has to facilitate and promote Research activities for ensuring intellectual and professional development of the faculties.
7. The Principal has to maintain proper administration and supervision of curriculum and co-curricular activities in a congenial atmosphere for ensuring all-round development of the students.

In the nutshell, the Principal has to take all possible steps to provide quality education and to enhance academic excellence at institution level.

### **Guidelines for the Head of the Departments**

The heads of the Departments of the College are expected to ensure the following:

1. Create healthy teaching learning environment in the department.
2. Distribution of paper, units among the faculty of the department keeping in mind the area of specialization of the faculty.
3. Rearrangement of class time table if any faculty is absent.
4. Arrangement for timely conduct of co-curricular activities like field trips, excursion, project, departmental seminar, assignment and departmental extension activities.
5. Making arrangement for proper guidance, mentoring of students.
6. Holding departmental meeting at least thrice in a year to formulate plan of action for each academic year.
7. Systematic collection of departmental feedback analyzes and steps to be taken.
8. Keeping departmental record of students register, student's results, assignment, projects, seminar, group discussion, co-curricular activities, extension activities students progression and alumni.
9. Abide the rule and regulations formulated by the head of the institution and other regulatory bodies in time to time.
10. Furnish qualitative and quantitative data to IQAC when ask for.

## Code of Conduct of Internal Quality Assurance Cell (IQAC)

IQAC of a college is a mechanism to build and ensure a quality culture at the Institutional Level.

### **Composition of IQAC**

The IQAC shall have the following Composition:

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| a) Principal:  | Chairperson      |
| b) Five senior Teachers and one senior administrative official:            | Member           |
| c) Two external experts on Quality Management/Industry/<br>Local Community | Member           |
| d) Director / coordinator  | Member Secretary |

The members at b) and c) of the above shall be nominated by the Principal of the College in consultation with the Academic body of the College (Academic Committee of a College). The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signature and maintained.

### **Goals:**

1. To develop quality conscious, consistent, catalytic programmed action to improve the academic and administrative performance of the college.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

### **Functions**

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
2. 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.

3. Arrangement for feedback responses from students, parents, and other stakeholders on quality related institutional processes.
4. Acting as a nodal agency of the institution for quality related activities.
5. Organization of workshops and seminars on quality related themes.
6. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
7. Act as a dynamic system for quality changes in HEIs
8. Documentation of various programme/activities of the College, leading to quality improvement.
9. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.

### **Code of Conduct of Teachers**

The teachers should be-

- Love and enjoy teaching
- Respect students and their individual differences.
- Create a feeling of belongingness to the class, society and community.
- The teacher should be dynamic.
- Flexible in attitude and behavior.
- Apply different method and teaching.
- Collaborate with colleague.
- Strive for professional growth.
- Good communicator and good listener.
- Participate in co-curricular, extracurricular, extension and community services.
- Discourage and not indulge in non- ethical behavior in teaching and research.

Guidelines for the Teachers-

1. The teacher should take daily routine classes.
2. Complete the syllabus, topic allotted to them.
3. Prepare lesson plan and TLM.
4. Follow student centric method in teaching learning.

5. Conduct Sessional and class test
6. Set question papers for Sessional and class test.
7. Evaluate answer script.
8. Engage in continuous professional growth through study and research.
9. Equal treatment to students irrespective of religion, caste, creed, economic, social and political background.
10. Inculcate among the students the spirit of critical thinking and the ideals of democracy, patriotism and peace.

### **Code of Conduct of the Students**

Samaguri College always tries to maintain a congenial atmosphere for all round development of the students as well as the society. Students are expected to be acquainted with the code of conduct of the college and its amendment in time to time as per requirement and necessity. Students once admitted must be liable to follow all the administrative and academic rules and regulations laid down by the College Authority. Violation of rules and regulations in and around the college premises by the students would be considered as a punishable offence and necessary actions will be taken by the college.

1. A student must have to attend minimum 75% classes in a semester, less than 75% attendance will be considered as non-collegiate and attendance below 50% will be declared as 'dis-collegiat'.
2. Student must attend the classes with complete uniform. For boys black pants and white shirt and for girls white pajama with blue kurta and white churni and identity card.
3. Students have to appear all unit or Sessional examinations arranged by the college and departments.
4. Students must fill up the form and appear the end semester examination conducted by Gauhati University, keeping admit card with them is compulsory in the examination.
5. If any student adopts any unfair means or shows any misbehavior to the invigilator or internal Examiner. He/she will be expelled from the examination hall and official action will be taken.

6. Students must complete the home work, project, assignment in time and submit.
7. Students must respect the entire teaching faculty and non- teaching staff as well as their senior. Indiscipline and uncivilized behavior will not be tolerated in anyway.
8. Students cannot arrange any gathering or meeting in the College Campus without prior permission of the authority.
9. Student's activities, unions and organizations will be strictly monitored by the College administration. They should consult with the Teacher-in- Charge before doing so.
10. Abuse of smart phones and various social media plat-form like WhatsApp, Face book, and You Tube regarding college related or any other sanative matters will be considered as a punishable offence under the jurisdiction of law.

### **Code of Conduct of a Librarian**

A Librarian's responsibilities include ordering books from publishers, processing late fees if necessary and organizing books displays. Librarian also communicates community progress that increase library awareness while evaluating inventory needs for new technologies within their local system.

Some duties of Librarians include – managing books, periodicals, audio and videos recording and digital resources including cataloging, organizing and storage. Aiding individual with research including locating appropriate database on books and overseeing the use of these materials.

#### **Duties of Academic Librarian:**

1. Ordering books, journals and other resources.
2. Cataloging and keeping track of library materials.
3. Advising academicians on materials for their courses.
4. Making sure all users can access library resources.
5. Responding the request from students, staff and other library users.
6. Managing library staff.
7. Managing budgets and projects.
8. Promoting the library resources.

## **Code of Conduct of the Non-Teaching Staff**

The Non-Teaching staff of the College is expected to be sincere, punctual, accountable, hard working and well behave inside and outside of the college. They should be just in dealing with the students and impartial in their behavior with the students irrespective of caste, creed, religion, gender, economic and social background.

1. Punctual in attending day to day routine work.
2. Perform the allotted work in time.
3. Maintain cordial relation with the colleagues.
4. Ready to help when need arise.



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