



## Handbook on Code of Conduct for the Stakeholders of Rupahi College

### A. Code of Conduct for Governing Body:

Under the Provincialization Act 2005 of Government of Assam, the Governing Body (GB) of the College is formed as noted below:

It must constitute one President for a period of five years. He must be an eminent educationist with impeccable record of working in the socio-educational field of the neighborhood. The Principal of the college shall be its secretary to execute the policies resolved by the body. Local MLA shall be its Special Member to strengthen the infrastructural development. The teachers of the college shall be represented by two members so nominated by the teachers themselves every year. Similarly the Non-Teaching Staff shall be represented by one member in addition to the Librarian as who remains a permanent member. Two members are nominated by the affiliating University for a period of three years and three by the Directorate of Higher Education from among the guardians duly represented by the SC / ST and Women for 3 years. There is a provision of a Donor Member to the Governing Body. The Governing Body thus framed is delegated with such powers and responsibilities as noted below:

1. Since the Governing Body is the apex body of the college all and sundry are accountable to it. Leave applications of all the staff except that of casual leave must obtain approval of GB.
2. The GB approves all the committees, cells and bodies and hence these functions under its aegis.
3. The GB envisages plans and policies for the extension, expansion and closure of any course or programme.
4. The GB functions in accordance with Government rules and regulations and tries to ensure reservation policies framed by the central/state Government from time to time.
5. The GB functions in compliance with the affiliating University, the Auditing agencies like UGC, NAAC, RUSA etc.
6. The GB monitors institutional performance and quality assurance arrangements benchmarked by the stakeholders.

  
Principal  
RUPAHI COLLEGE  
Rupahi, Nagaon Assam  
02.08.2018





## B. Code of Conduct for the Principal

The principal being the executive head of the college functions on behalf of the GB and the Government. He serves the liaison among the academic, administrative and funding agencies and is held responsible for the smooth functioning and holistic academic excellence among all the stakeholders—parents, teachers, alumnae and students. The code of conduct of the principal is thus laid down as:

1. To execute the policies framed by the GB, the University, the UGC and the RUSA.
2. To implement the order and direction of the state education department as well as MHRD.
3. To maintain personal file and appraisal report of the staff.
4. To create and generate fund from Government and non government agencies for the development of infrastructure of the institution.
5. To make the campus conducive to academic ambiance by taking proper awareness against sexual harassment in the workplace.
6. To ensure transparency and accountability by the staff.
7. To promote and propagate divestment of power and responsibility of various stakeholders.
8. To involve all the stakeholders in the governance
9. To strive to make the campus cashless by encouraging digital payment as much as possible.
10. To promote democratic spirit among staff and students by conducting elections regularly.
11. To create a sports culture in the campus.
12. To create and promote a research culture in the campus by encouraging staff to participate in research works like M.Phil, Ph.D., seminar, workshop and fellow projects on local issues.
13. To promote social responsibility among the teachers and be taught by undertaking extension activities in the neighborhood.

  
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### **C. Code of Conduct for Teachers:**

Teachers play the most important role in a college and hence are vested with a great seal of responsibilities. Teachers of Rupahi College follow a code of conduct as laid down below:

1. To conform to UGC and State Government rule of at least minimum stay in the college campus.
2. To commit to the primary duty of classroom teaching following a fixed routine and syllabi.
3. To take special care of both advance and slow learners by arranging extra or remedial classes.
4. To mentor all honor students and see that their hidden potential is untapped.
5. To get involve in routine making, maintaining log book, lesson plan, merit list, placement record etc.
6. To mandatorily take part in examination duties.
7. To contribute to the corporate life of the college by taking part in various cells and committees. To promote student research and extension activities by example.

### **D. Code of Conduct for Non-Teaching Staff/Support Staff:**

The non-teaching staff entailing the library and office staff comprise the service staff a college catering to various critical jobs in the smooth functioning of the college machinery. They therefore follow a strict set of rules as noted below:

1. To attend a duty marked by a high sense of regularity and punctuality and an eagerness to serve the students in particular and the college in general.
2. To conform to government norms in terms of stay in campus.
3. To be accountable the college authorities for their manners and behaviors.
4. To help the college in being digital.
5. To be accountable to all audits, administrative and financial.
6. To maintain cleanness and greenness in the campus.
7. To upkeep the faculties of the college like laboratory, library, classrooms, sports, hostels etc.

  
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### E. Code of Conduct for Students:

The bonafide students of the college enjoy certain privilege and are enjoined to following code of conduct during their studentship:

1. To be obedient, regular and punctual and must adhere to rules and regulations framed by the college.
2. To enter college campus in uniform and must possess identity card issued by the college.
3. To take proper care of the entire infrastructure including equipments of laboratory and of sports and games.
4. To park cycles / bikes / cars in their respective spaces so allotted and must use helmet and belts as necessary.
5. To refrain from indulging in anti college activities like use of tobacco, alcohol etc.
6. Misdemeanor, indecent conduct or bad behavior of any sort inside the college campus on the part of a student may warrant expulsion/rustications from the college.
7. No student can incite or indulge in strike or riot that shall go against the interest/image/reputation of the college.
8. To represent college in any form, meeting, event, competition or tournament only with due prior permission from the college authority.

  
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