

B. P. CHALIHA COLLEGE,
NAGARBERA, KAMRUP, ASSAM

CODE OF CONDUCT



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B. P. CHALIHA COLLEGE, NAGARBERA

Kamrup, Assam, Pin-781127

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From :

Dr. Kamal Chandra Pathak, *M.A.(G.U.), Ph.D (NBU), D.Litt (UCA)*
Principal/Secretary
B. P. Chaliha College, Nagarbera

DECLARATION AND APPROVAL

Certified that the Code of Conduct stated herein is approved and shall be implemented with effect from 5th November, 2026.All stakeholders of the institution shall abide by the prescribed guidelines. The college is committed to upholding these principles and ensuring their effective implementation.

05/11/26

Principal
B. P. Chaliha College, Nagarbera, Kamrup, Assam, 781127

Principal
B.P. Chaliha College
Nagarbera

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CODE OF CONDUCT
B. P. CHALIHA COLLEGE, NAGARBERA, ASSAM

Preamble

A college is not merely a place for the dissemination of knowledge; it is a dynamic institution where intellectual growth, ethical values, social responsibility and holistic personality development are nurtured. It serves as a centre of higher learning committed to the pursuit of academic excellence, research, innovation, critical thinking and lifelong learning. As an institution of higher education, the college has a fundamental responsibility to prepare students to become competent professionals, responsible citizens and compassionate human beings who contribute meaningfully to society and the nation.

The effectiveness and reputation of any educational institution depend upon the collective commitment of all its stakeholders to uphold the highest standards of integrity, discipline, professionalism, accountability and mutual respect. The Governing Body, Principal, teachers, Internal Quality Assurance Cell (IQAC), students, librarian and supporting staff each have distinct yet interconnected roles in fostering an academic environment that is inclusive, safe, equitable and conducive to learning. Every stakeholder is expected to discharge their duties with sincerity, transparency, fairness and dedication while respecting the rights and dignity of others.

This Code of Conduct has been framed to establish a common framework of ethical principles, professional standards and behavioural expectations for all members of the college community. It is intended to promote a culture of excellence in teaching, learning, research, governance, administration and community engagement. The Code also seeks to strengthen institutional values by encouraging honesty, accountability, respect for diversity, gender sensitivity, environmental consciousness, social responsibility and adherence to the principles of justice and equality.

The Code of Conduct is guided by the core values enshrined in the Constitution of India, the National Education Policy (NEP) 2020, the regulations and guidelines of the relevant statutory and regulatory bodies, including the University Grants Commission (UGC), the affiliating

university and other competent authorities. It reflects the institution's commitment to quality assurance, continuous improvement, good governance and the creation of an environment that supports academic freedom while maintaining discipline and institutional harmony.

The institution extends education beyond classroom instruction and encompasses the development of ethical conduct, leadership qualities, emotional intelligence, civic responsibility and respect for human rights. Therefore, every member of the college community is expected to uphold the values of integrity, fairness, empathy, inclusiveness and professionalism in all academic, administrative and social interactions. The institution also encourages innovation, collaboration, interdisciplinary learning, research excellence and active participation in extension and outreach activities that contribute to the well-being of society.

This Code of Conduct is not merely a set of rules but a statement of the institution's shared values and collective commitment maintaining a culture of respect, trust, accountability and excellence. It provides guidance for responsible decision-making and ethical behaviour while ensuring that the rights, responsibilities and obligations of every stakeholder are clearly understood. Compliance with this Code is essential for maintaining the dignity, credibility and reputation of the institution and for achieving its vision of becoming a centre of excellence in higher education.

All members of the college community are expected to familiarize themselves with the provisions of this Code and to observe them in both letter and spirit. Through collective adherence to these principles, the institution seeks to create a vibrant academic community that fosters intellectual inquiry, personal growth, social harmony, and sustainable development, thereby contributing to the advancement of higher education and nation-building.

Objectives of the Code of Conduct of the College

The Code of Conduct of the College is designed to promote ethical behaviour, professionalism, discipline and accountability among all stakeholders. It provides a framework for maintaining a safe, inclusive and learner-centric academic environment that supports the vision and mission of the institution. The objectives of the Code of Conduct are to:

1. Promote ethical values, integrity, honesty and professionalism in all academic and administrative activities.

2. Maintain discipline, mutual respect and a harmonious campus environment.
3. Define the roles, responsibilities and expected standards of behaviour for all stakeholders.
4. Ensure transparency, accountability and good governance in institutional functioning.
5. Foster academic excellence through quality teaching, learning, research and innovation.
6. Safeguard the rights, dignity and well-being of students, faculty, staff and other stakeholders.
7. Prevent discrimination, harassment, ragging and all forms of unethical conduct.
8. Encourage responsible use of institutional resources and protection of college property.
9. Ensure compliance with the regulations of the affiliating university, statutory bodies and government authorities.
10. Uphold the reputation, values and image of the institution through responsible conduct.
11. Foster a culture of continuous quality improvement and institutional excellence.

Code of Conduct of Governing Body

The Governing Body, being the apex governing authority of the College shall uphold the highest standards of integrity, accountability and good governance. Members of the Governing Body shall:

1. Uphold the vision, mission and objectives of the College in all decisions and actions.
2. Ensure transparent, accountable and ethical governance in accordance with statutory and regulatory requirements.
3. Promote academic excellence, research, innovation and quality enhancement in the institution.
4. Formulate and review policies for the effective academic, administrative and financial management of the College.
5. Ensure the judicious use of institutional resources and maintain financial transparency and accountability.

6. Support the implementation of quality assurance initiatives and institutional development plans.
7. Encourage an inclusive, safe and learner-friendly environment free from discrimination and harassment.
8. Maintain confidentiality of official information and avoid conflicts of interest in decision-making.
9. Attend meetings regularly, participate actively in deliberations and uphold collective responsibility for decisions.
10. Ensure compliance with the regulations of the affiliating university, statutory bodies and government authorities.
11. Promote environmental sustainability, social responsibility and community engagement through institutional initiatives.
12. Protect and enhance the reputation, autonomy and long-term interests of the College through ethical leadership and responsible governance.

Code of Conduct for the Principal

As the Head of the Institution, the Principal shall function as the Chief Academic and Administrative Officer o f the College and shall provide visionary leadership in promoting academic excellence, good governance, ethical administration and holistic institutional development. The principal shall discharge his/her duties with integrity, impartiality, transparency and accountability in accordance with the rules of the Government of Assam, the University Grants Commission (UGC), the affiliating University and other statutory Authorities

The principal shall:

1. Promote and nurture an academic environment conducive to teaching, learning, research, innovation and extension activities.
2. Provide effective academic and administrative leadership for achieving the Vision and Mission of the College.
3. Ensure compliance with the Acts, Statutes, Ordinances, Regulations, Rules and Guidelines issued by the Government of Assam, UGC, affiliating University and

other competent authorities.

4. Prepare and implement short-term and long-term institutional development plans through the appropriate authorities, bodies and committees.
5. Maintain transparency, accountability, integrity and fairness in all academic, administrative and financial matters.
6. Maintain effective coordination among teaching staff, non-teaching staff, students and other stakeholders.
7. Maintain discipline, harmony and a safe, inclusive and learner-friendly environment within the College.
8. Supervise, monitor and periodically review the functioning of all departments, centres, cells and committees.
9. Convene meetings of statutory and non-statutory bodies whenever necessary for effective governance.
10. Ensure implementation of the resolutions and decisions of the Governing Body and other competent authorities.
11. Promote the effective implementation of the National Education Policy (NEP) and other educational reforms introduced from time to time.
12. Ensure quality enhancement through the Internal Quality Assurance Cell (IQAC), academic audits, administrative audits and accreditation processes.
13. Ensure effective implementation of the curriculum by monitoring syllabus completion, teaching plans and academic diaries.
14. Encourage faculty members to participate in faculty development programmes, seminars, workshops, conferences, research projects, consultancy, publications and other academic activities.
15. Promote academic integrity and ensure adherence to ethical research practices by ```preventing plagiarism and academic misconduct.
16. Review the academic performance, co-curricular and extension activities of departments and provide necessary guidance for improvement.
17. Assess feedback received from students, teachers, alumni, employers and other stakeholders and take appropriate corrective measures.
18. Ensure prudent, transparent and accountable utilization of institutional funds, grants and other resources.
19. Ensure transparency, fairness and merit in recruitment, promotion, appraisal and other service matters.

20. Avoid conflict of interest and discourage favouritism, nepotism and other unethical practices.
21. Promote the effective use of Information and Communication Technology (ICT) in academic and administrative activities.
22. Ensure confidentiality and security of official records, institutional data and sensitive information.
23. Ensure the effective functioning of the Internal Complaints Committee, Anti-Ragging Committee, Grievance Redressal Cell, Equal Opportunity Cell and other statutory Bodies and cells.
24. Promote gender equity, inclusiveness and equal opportunity and prevent discrimination in any form.
25. Ensure the safety, security, health and well-being of students, teachers, employees and visitors.
26. Develop appropriate mechanisms for disaster preparedness, emergency response and campus safety.
27. Promote environmental sustainability through green campus initiatives, energy conservation, water conservation and waste management.
28. Encourage extension activities, community engagement and outreach programmes for the benefit of society.
29. Maintain cordial relationships with parents, alumni, industries, governmental agencies, local communities and other stakeholders.
30. Ensure timely and impartial redressal of grievances received from students, teachers and employees.
31. Encourage capacity building, leadership development and continuous professional development of teaching and non-teaching staff.
32. Periodically review institutional performance using academic and administrative quality indicators and initiate continuous improvement measures.
33. Ensure that all employees adhere to the prescribed Code of Conduct and maintain professional ethics and discipline.
34. Uphold the values of honesty, integrity, professionalism, constitutional values and social responsibility in all official dealings.
35. Adopt a zero-tolerance policy towards corruption, sexual harassment, ragging, bullying, violence, substance abuse and any other form of misconduct.

36. Strive to uphold the values of academic excellence, ethical governance, inclusiveness, innovation and sustainable institutional development in all spheres of the College.

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

The Internal Quality Assurance Cell (IQAC) is the nodal body responsible for promoting, monitoring and sustaining quality in all academic activities of the College. The cell is consist of internal as well as external members. Principal of the institution is the chairperson of the cell. The IQAC shall function in accordance with the vision and mission of the institution and the guidelines of the University Grants Commission (UGC), NAAC (National Assessment and Accreditation Council) and other statutory authorities. Each members of the IQAC shall adhere to the following Code of Conduct:

1. The IQAC shall strive to develop, maintain, and promote a culture of quality in all academic, administrative, research, extension and governance activities of the institution.
2. The IQAC shall formulate quality benchmarks and facilitate their effective implementation to achieve continuous improvement in institutional performance.
3. The IQAC shall monitor the teaching-learning process and encourage learner-centric, outcome-based and ICT-enabled educational practices to enhance academic excellence.
4. The IQAC shall promote innovation, research, consultancy, entrepreneurship and extension activities among faculty members and students to strengthen the academic profile of the institution.
5. The IQAC shall coordinate the collection, documentation and maintenance of institutional data and records related to quality assurance, accreditation and ranking processes.
6. The IQAC shall prepare and submit the Annual Quality Assurance Report (AQAR) and other reports required by NAAC with the help of it's stakeholders.
7. The IQAC shall organize and instruct to organize workshops, seminars, Faculty Development Programmes (FDPs), orientation programmes and training sessions to enhance the professional competence of faculty members and staff.

8. The IQAC shall instruct and encourage departments, faculty members and various committees to adopt best practices and continuously improve their academic and administrative performance.

9. The IQAC shall collect, analyse, and utilize feedback from students, teachers, alumni, employers, parents and other stakeholders for institutional planning and quality enhancement.

10. The IQAC shall facilitate academic and administrative audits and periodically review institutional performance to recommend appropriate corrective and preventive measures.

11. The IQAC shall maintain transparency, fairness, integrity and accountability in all quality assurance activities and institutional decision-making processes.

12. The IQAC shall maintain confidentiality of official records, institutional data and information obtained during quality assessment and review processes.

13. The IQAC shall work in close coordination with the Governing Body, Principal, departments and all stakeholders to ensure the successful implementation of quality initiatives.

14. The IQAC shall ensure that the institution complies with the regulations, guidelines and quality standards prescribed by the UGC, NAAC, the affiliating university and other statutory and regulatory authorities.

15. The IQAC shall promote environmental sustainability, social responsibility, gender equity, inclusiveness, digital governance and ethical practices as integral components of institutional quality. In this process the cell can engage it's teaching and non-teaching members for the greater interest of the institution and quality enhancement.

16. Every member of the IQAC shall perform assigned responsibilities with honesty, impartiality, professionalism, dedication and a commitment to continuous quality improvement while upholding the vision, mission, and values of the College.

17. The IQAC shall coordinate and facilitate all activities related to NAAC Assessment and Accreditation, ensuring the timely preparation and submission of the Institutional Information for Quality Assessment (IIQA), Self-Study Report (SSR), Annual Quality Assurance Reports (AQARs) and other required documents. It shall continuously

monitor quality indicators, maintain necessary documentation and ensure that the institution undergoes NAAC Assessment and Accreditation within the stipulated time frame as prescribed by NAAC, while promoting continuous quality enhancement and compliance with accreditation standards.

18. The Internal Quality Assurance Cell (IQAC) shall promote and strengthen alumni engagement as an integral component of institutional quality assurance, academic excellence and continuous improvement.

19. The IQAC of the institution can issue notice and put disciplinary action if any of the members (teaching and non-teaching) are found non-cooperating with the greater accreditation and assessment activities of the cell.

Code of Conduct for Teachers

Teachers play a pivotal role in maintaining academic excellence, fostering ethical values and promoting an inclusive and respectful learning environment. The Code of Conduct for Teachers is intended to establish the standards of professional behaviour and ethical practices expected from every member of the teaching faculty. It serves as a guiding framework to ensure accountability, integrity, transparency and commitment to the vision and mission of the College. Every teacher is expected to adhere to this Code while performing academic, administrative, research and extension responsibilities.

A definitive code for the teachers of this college includes the following:

1. Teachers should work within the institutional policies and practices to satisfy the vision and mission of the institute.
2. Teachers must maintain high standards of punctuality, honesty and professional ethics.
3. Teacher cannot remain absent from duty without proper sanction of leave from authority except in case of extreme emergency.
4. Teachers must act in a professional and congenial manner towards colleagues, students and supporting staff of the college irrespective of their relative position, gender or status within the institutional hierarchy.
5. Teachers should abide by the existing rule regulations of the college and must cooperate with the Principal and IQAC of the college for the enhancement of academic environment of the institution.

6. Teachers should strictly adhere to the academic requirements of the institution and maintain the sanctity of the academic environment. They should complete the syllabus in time and keep keen interest to the academic needs of the students.
7. Teachers must perform their duties in the form of teaching, tutorial, practical and seminar work and extra-curricular activities conscientiously and with dedication.
8. All teachers should effectively contribute toward the development of the college. They should extend their services for the welfare of the community and society at large.
9. Teacher must respect the confidentiality of all information regarding exam affairs as well as any matters dealing with college and students unless legally or legitimately demanded.
10. Teachers should refrain from commenting or interacting or sharing any details of the college or about any events on social media or the print media except without prior permission of the authority.
11. Teacher should not prevent any student from expressing his/her viewpoint. Student should be encouraged for openness in classroom.
12. Teachers must participate in extension, co-curricular and extra-curricular activities including community service.
13. Along with teaching, teachers should pursue research and innovation to contribute in the continuous progress and development of a subject and to the society.
14. Teachers shall maintain regular communication with the parents/guardians of students and whenever necessary, meet with them to discuss the academic performance, attendance, behaviour and overall development of their wards, with the objective of providing appropriate guidance and support for the student's holistic progress.
15. Parents/guardians are also expected to actively participate in Parent-Teacher Meetings (PTMs) and other interactions organized by the College and to maintain regular communication with the concerned teachers and College authorities regarding the academic progress and overall well-being of their wards.
16. Teacher should serve as a role model by demonstrating professionalism, ethical conduct, respect, responsibility and commitment to the welfare of students and society.
17. Every teacher should cooperate with college authorities in maintaining discipline, implementing institutional policies and achieving the academic objectives of the institution.

18. Every teacher should perform additional academic, administrative, examination, admission, mentoring, extension, or institutional responsibilities if it is assigned by the authority (including GB, Principal and IQAC).
19. Any violation of this Code of Conduct shall be dealt with in accordance with the applicable service rules, regulations, disciplinary procedures and statutory provisions of the College.
20. Every teacher should comply with the Statutes, Ordinances, Regulations, Rules and Policies of the College, the affiliating University, the University Grants Commission (UGC) and other competent statutory authorities.
21. Every teacher shall use college property, laboratories, libraries, classrooms, digital resources and other institutional facilities responsibly and exclusively for legitimate academic and official purposes.
22. Every teacher shall use information and communication technology, social media and digital platforms responsibly, ethically, and professionally while safeguarding data privacy and intellectual property rights.
23. Teachers shall maintain a positive and professional relationship with the alumni of the College

Code of Conduct for the Librarian

The librarian is the custodian of the College Library and plays a vital role in supporting the teaching-learning process, research, innovation and knowledge dissemination. The librarian shall discharge his/her duties with professionalism, integrity, impartiality and dedication, while ensuring the effective management, preservation and accessibility of the library resources for the benefit of the academic community.

The Code of Conduct for the Librarian includes the following:

1. The Librarian shall ensure that the College Library remains open during the working hours as notified by the College Authority.
2. The Librarian should ensure that readers keep their personal belongings at the prescribed place before entering the library.
3. The Librarian should ensure that silence, discipline and a conducive academic atmosphere is maintained within the library premises.
4. The Librarian should ensure the proper arrangement, display and preservation of books, newspapers, journals, magazines and other library resources for convenient use

by the readers.

5. The Librarian should regulate the issue, return, renewal and recall of library books and other resources in accordance with the borrowing rules prescribed by the College.
6. The Librarian should ensure that books and other library materials are issued for the prescribed loan period and that overdue books are dealt with in accordance with the library rules.
7. The Librarian should examine books and other library resources at the time of issue and return and take appropriate action in cases of damage, misuse or loss.
8. The Librarian should ensure that borrowers are informed of their responsibility for the proper care and preservation of the books and other library resources issued to them.
9. The Librarian should determine the procedure for replacement or compensation in cases involving loss or damage of library materials.
10. The Librarian should ensure that no member of the College is allowed to borrow books or other library resources unless all previous dues and obligations have been cleared.
11. The Librarian should maintain the Accession Register and ensure proper accounting of all books and other learning resources acquired by the library.
12. The Librarian should maintain, update and preserve all library records, including catalogues, accession registers, issue registers, stock registers and other relevant documents.
13. The Librarian should ensure proper classification, cataloguing, indexing and shelving of library resources in accordance with accepted library standards and practices.
14. The Librarian should conduct annual stock verification of library resources and submit the necessary reports to the College authority.
15. The Librarian should prepare and periodically update the list of books, journals, periodicals, newspapers, e-resources and other subscriptions available in the library.
16. The Librarian should recommend the procurement of books, journals, e-resources and other learning materials based on the academic requirements of various departments and users.
17. The Librarian should ensure transparency, fairness and accountability in the selection, procurement and disposal of library resources in accordance with institutional and government rules.
18. The Librarian should facilitate easy and equitable access to library resources, including printed and digital materials, for students, teachers, researchers and other

authorised users without discrimination.

19. The Librarian should promote reading habits, information literacy and effective utilisation of library resources through orientation programmes and user awareness activities.
20. The Librarian should promote the automation and digitalisation of library services through the effective use of Information and Communication Technology (ICT).
21. The Librarian should ensure the maintenance, accessibility and proper utilisation of digital library resources, institutional repositories, e-books, e-journals and online databases subscribed by the College.
22. The Librarian should preserve rare books, manuscripts, reports and other valuable documents and take appropriate measures for their conservation.
23. The Librarian should maintain confidentiality regarding library records, user information and other official documents entrusted to the library.
24. The Librarian should promote awareness regarding copyright, plagiarism, academic integrity and the ethical use of information resources.
25. The Librarian should actively assist the Internal Quality Assurance Cell (IQAC), NAAC accreditation process, academic audits and other quality assurance initiatives of the College.
26. The Librarian should participate in seminars, workshops, conferences, faculty development programmes and other professional development activities to update his/her knowledge and professional skills.
27. The Librarian should ensure the proper maintenance, safety and security of library furniture, equipment, computers, digital infrastructure and other assets entrusted to the library.
28. The Librarian should cooperate with the principal, teachers, non-teaching staff and students in promoting academic excellence, research, innovation and extension activities of the College.
29. The Librarian should uphold the highest standards of professionalism, integrity, accountability, courtesy, impartiality and dedication in the discharge of his/her duties.
30. The Librarian should perform such other academic, administrative and professional responsibilities as may be assigned by the College authority from time to time in the interest of the institution.
31. The Librarian shall organize an orientation programme at the beginning of each academic session to familiarize newly admitted students with the rules and regulations

of the College Library. The programme should also provide information on library membership, borrowing and return procedures, the proper use of library resources, digital library facilities, reading room etiquette and the importance of maintaining discipline and preserving library materials. The orientation shall aim to promote responsible and effective use of the library by all students.

Code of Conduct for Students

Students are expected to uphold the values, dignity and reputation of the College through responsible conduct, academic integrity and mutual respect. Every student shall abide by the rules and regulations of the College and contribute to maintaining a safe, inclusive, disciplined and conducive learning environment.

The following Code of Conduct shall be binding on all students during their period of study in the College.

1. Each student must sign a statement accepting this Code of conduct at the time of admission and by giving an undertaking to the college.
2. Every student must maintain proper discipline, integrity and dignity in the college Campus and will behave appropriately with the authorities, faculty members, supporting staff members and other students of the college.
3. Respect for gender equality, diversity and inclusion shall be promoted at all times.
4. Students shall refrain from indulging in any form of misconduct on or off campus that may adversely affect the interests or reputation of the College.
5. Students shall wear their College Identity Card visibly at all times while on campus.
6. Students shall attend classes regularly and maintain a minimum attendance of 90%. However, students with at least 75% attendance may be permitted to appear in examinations on valid medical or other genuine grounds, subject to the submission of supporting documents and approval of the College authority.
7. In violation of the defined code of conduct or for any legitimate reason, students may be forced to discontinue studies in the college, such as
    - ❖ Students shall not organise meetings, demonstrations, processions, political activities, fundraising or public gatherings on the College campus without prior written permission from the principal.

- ❖ Accepting membership of religious or terrorist groups banned by the Government of India.
- ❖ Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- ❖ Smoking on the campus of the college.
- ❖ Theft or unauthorized access to other resources.
- ❖ Students shall strictly adhere to the provisions of the Internal Complaints Committee (ICC) regarding sexual harassment.

8. Students shall wear the prescribed College uniform on all working days and during official academic programmes. Students who fail to comply with the prescribed dress code may be denied entry to the college premises without valid justification

   For Boys: Black Pant and White Shirt (all formal).

   - ❖ Black formal trousers (plain, well-fitted and without decorative designs, ripped patterns or faded finishes and low waist style)
   - ❖ White full-sleeved formal shirt, clean, neatly ironed and properly tucked in.

   For Girls: Salwar Suit (White colour with pink dupatta).

   - ❖ White Kurta (Below the knee and elbow length)
   - ❖ White Patiala Salwar (leggings or any other form of bottoms will not be allowed).

9. Any student who intentionally or negligently damages college property shall be liable to compensate for the loss. The college may also impose disciplinary action, including fines, suspension or other appropriate penalties.
10. A student found guilty of ragging shall be punished in accordance with the recommendations of the Anti-Ragging Committee and the applicable laws and regulations. Ragging constitutes one or more of the following acts:

    - ❖ Any conduct by a student, whether through spoken or written words or by any act, that has the effect of teasing, ridiculing or treating another student with rudeness or disrespect.
    - ❖ Indulging in rowdy or undisciplined behaviour that causes or is likely to cause, annoyance, hardship, physical or psychological harm, or creates fear or apprehension in another student.
    - ❖ Forcing or compelling a student to perform any act that he or she would not ordinarily undertake and which causes or is likely to cause shame, humiliation,

embarrassment or adversely affects the student's physical or mental well-being.

- ❖ Any act by a senior student that prevents, disrupts or interferes with the regular academic activities or normal functioning of another student.
- ❖ Any act of financial extortion or coercion that compels a student to incur unnecessary or forced expenditure.
- ❖ Any act of physical abuse, including sexual abuse, stripping, forcing a student to perform obscene or indecent acts or gestures, causing bodily harm or endangering the health or safety of any student.
- ❖ Any form of verbal, written, electronic or online abuse—including abusive language, emails, messages, social media posts or public insults—that humiliates, intimidates or harasses another student, or involves deriving pleasure by actively or passively participating in such acts.
- ❖ Any act that adversely affects the mental health, dignity or self-confidence of another student, whether or not it is committed with the intention of asserting power, authority, superiority or deriving sadistic pleasure.

11. A student found guilty by the Anti Ragging committee will be punished as imposed by the Committee or the college authority.
12. Students are not allowed to hold any meeting in the College or Hostel premises or College playground without prior permission of the principal.
13. Students must follow these while they are availing the facility of the college library-
    - ❖ The students must maintain library rules properly and any loss or damage of books or magazines is liable to be punished by fine. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.
    - ❖ The student will get books only on showing the library card for 15 days.
    - ❖ Students must return the books to the library within the stipulated time; otherwise, they may be liable to be punished by a fine for non-returning of books within the defined time.
    - ❖ Students shall maintain complete silence while using the library.
14. Hooting, whistling, loitering or any unacceptable act will be treated as untypical behaviour and as an instance of indiscipline.

15. Students shall not record, publish or circulate photographs, audio recordings, videos, or confidential information relating to the College without prior permission from the competent authority. Any misuse of social media or digital platforms that harms the reputation of the college or any individual shall attract disciplinary action.
16. Mobile phones should remain on silent mode during classes unless permitted for academic purposes.
17. Students shall use college internet facilities responsibly and shall not access illegal or inappropriate content.
18. Misuse of Artificial Intelligence for completing assignments without proper acknowledgement shall be treated as academic misconduct.
19. Students shall treat everyone on campus with dignity and mutual respect. Bullying, cyberbullying, harassment, body shaming, stalking or intimidation in any form shall be prohibited.
20. Students shall maintain the cleanliness of classrooms, laboratories, library, hostels, and common areas. Spitting on classroom walls or anywhere will attract disciplinary actions.
21. Students should participate in tree plantation, waste segregation, plastic-free campaigns and energy conservation initiatives.
22. Students shall conserve water and electricity by switching off lights, fans and other electrical appliances when they are not in use.
23. Students shall not post misleading, defamatory or confidential information regarding the college on social media.
24. Online behaviour that damages the reputation of the institution or individuals shall invite disciplinary action.
25. Students shall use the official grievance redressal mechanism to resolve academic or personal issues instead of resorting to disruptive behaviour.
26. Forgery of certificates, identity cards, attendance records or official documents shall be treated as serious misconduct.

Code of Conduct for Supporting staff

The supporting staff of a college play a vital role in ensuring the efficient functioning of the College by providing administrative, technical and operational support. They are expected to

perform their duties with honesty, professionalism, dedication and a sense of responsibility. Every member of the supporting staff shall adhere to the following Code of Conduct to maintain a disciplined, safe and harmonious working environment.

1. Supporting Staff shall familiarize themselves with the rules, regulations, policies and procedures of the College and shall faithfully adhere to them at all times.
2. They shall perform their duties with honesty, integrity, diligence and professionalism. They shall uphold the dignity and reputation of the College and refrain from any act that may bring disrepute to the institution.
3. Supporting Staff shall report for duty punctually, maintain regular attendance and observe the prescribed working hours. Leave shall be availed only with the prior approval of the competent authority. In cases of emergency or unforeseen circumstances, the concerned authority shall be informed at the earliest opportunity.
4. Supporting Staff shall work in close cooperation with the principal, teaching staff, administrative officers, students and colleagues to ensure the smooth and efficient functioning of the College.
5. Supporting Staff shall maintain courteous, respectful, and professional behaviour while interacting with students, teachers, parents, visitors and fellow employees.
6. Supporting Staff shall treat every individual with dignity, fairness, and impartiality, without discrimination on the grounds of gender, caste, religion, ethnicity, language, disability or socio- economic background.
7. Supporting Staff shall maintain strict confidentiality of official records, examination-related matters, student information, financial records, and other confidential institutional documents.
8. Supporting Staff shall ensure the proper use, care and maintenance of College buildings, furniture, equipment, laboratories, computers, vehicles and other institutional resources.
9. Supporting Staff shall maintain the accuracy and authenticity of official records and documents entrusted to them. They shall not alter, tamper with, falsify, destroy or misuse any official record or document.
10. They shall maintain political neutrality within the College campus and shall not engage in political campaigning, demonstrations or activities that disrupt the academic environment.

11. Supporting Staff shall not report for duty under the influence of alcohol, narcotic drugs or any intoxicating substance. The possession or consumption of such substances within the college premises is strictly prohibited.
12. Supporting Staff shall use College computers, internet facilities, email services and other digital resources responsibly and solely for official purposes. Unauthorized access, misuse or disclosure of institutional data is prohibited.
13. Supporting Staff shall actively contribute to maintaining a clean, hygienic, and environmentally sustainable campus by conserving electricity and water, minimizing waste and supporting the college green initiatives.
14. Supporting Staff shall observe all safety and security regulations of the College and promptly report any accident, emergency, unsafe condition or security concern to the appropriate authority.
15. Supporting Staff shall faithfully implement and respect the decisions, orders and directives issued by the Principal, Governing Body and other competent authorities in accordance with the rules and regulations of the College.
16. Supporting Staff shall avoid any conflict between their personal interests and official responsibilities.
17. Supporting Staff shall make use of the College grievance redressal mechanism for addressing workplace concerns and shall cooperate with all statutory committees and institutional authorities.
18. Any violation of this Code of Conduct, negligence of duty, misconduct, insubordination, breach of confidentiality, misuse of college property or any act prejudicial to the interests of the college shall invite disciplinary action in accordance with the service rules of the Government of Assam and the regulations of the College.

Rules and Regulations for the Use of Campus Facilities

➢ LIBRARY

Role

The library serves as a knowledge resource centre supporting teaching, learning, research, and academic development.

Regulations

- Maintain silence and discipline within the library premises.
- Carry a valid college identity card while using library services.
- Books must be issued and returned according to library rules.
- Any damage to or loss of library materials must be compensated.
- Mobile phones should be kept in silent mode.
- Food and beverages are prohibited inside the library.

➢ COMPUTER LABORATORY

Role

The computer laboratory provides access to computing facilities for academic, research, and skill-development activities.

Regulations

- Use computers only for academic and educational purposes.
- Do not install or uninstall software without permission.
- Handle equipment carefully and report any malfunction immediately.
- Access to inappropriate or unauthorized websites is strictly prohibited.
- Maintain cleanliness and avoid eating or drinking inside the laboratory.

➢ PLAYGROUND AND GYMNASIUM

Role

The playground and gymnasium promote physical fitness, sportsmanship, and overall well-being of students.

Regulations

- Use facilities only during designated hours.
- Follow instructions issued by the respective Convenor/In-charge.
- Wear appropriate sports attire and equipment.
- Maintain discipline and ensure the safety of fellow users.
- Any damage to sports equipment must be reported immediately.

➢ AUDITORIUM

Role

The auditorium serves as a venue for academic, cultural, literary, and co-curricular activities.

Regulations

- Prior permission must be obtained for organizing events.
- Maintain cleanliness and decorum within the auditorium.
- Do not tamper with audio-visual or electrical equipment.
- Follow safety and emergency guidelines during events.
- Users are responsible for any damage caused during the event.

➢ MUSEUM

Role

The museum serves as an educational resource for preserving and showcasing specimens, artefacts, and collections of academic importance.

Regulations

- Visitors are required to record their details in the Visitor's Logbook before entering the premises.
- Visitors must handle exhibits only with authorized permission.
- Do not remove, alter, or damage any specimen or exhibit.
- Follow instructions provided by museum staff.
- Maintain silence and proper decorum during visits.

➢ HOSTEL

Role

The hostel provides a safe, secure, and conducive living environment for students.

Regulations

- Residents must abide by hostel timings and rules.
- Ragging, harassment, and any form of misconduct are strictly prohibited.
- Visitors are allowed only during prescribed hours with permission.
- Students are responsible for maintaining cleanliness in their rooms and common areas.
- Consumption of alcohol, drugs, tobacco, gutkha, and other prohibited substances is strictly forbidden.
- Any damage to hostel property shall be recovered from the concerned resident(s).

➢ CANTEEN

Role

The college canteen provides hygienic, nutritious, and affordable food to students, faculty, staff, and authorized visitors. It serves as a common space for refreshment while promoting cleanliness and healthy eating habits.

Regulations

- The canteen shall operate during the prescribed working hours.
- Users are expected to maintain cleanliness and dispose of waste in designated bins.
- Food should not be taken into classrooms, laboratories, the library, or other restricted areas.
- Queue discipline should be maintained while placing orders and collecting food.
- Damage to canteen property or furniture is prohibited.
- Smoking, consumption of alcohol, and use of prohibited substances are strictly forbidden within the canteen premises.

➢ CLASSROOM

Role

Classrooms, including digital classrooms, provide a conducive environment for effective teaching, learning, and academic interaction by integrating conventional and technology-enabled instructional methods.

Regulations

- Digital equipment such as projectors, smart boards, computers, and audio-visual systems shall be used only for academic purposes.
- Users must handle all classroom furniture and digital equipment with care.
- Any malfunction or damage to classroom facilities should be reported immediately to the concerned authority.
- Eating, drinking, or any activity that may damage classroom facilities is prohibited.
- Unauthorized installation, modification, or removal of digital equipment is strictly prohibited.

➢ WATER SUPPLY

Role

The college provides safe and adequate drinking water and sanitation facilities to ensure the health and well-being of all members of the institution.

Regulations

- Drinking water should be used responsibly, and wastage should be avoided.
- Water taps must be turned off properly after use.
- Any leakage or damage to water supply systems should be reported immediately.
- Users are expected to maintain cleanliness around drinking water facilities.
- Washing utensils, footwear, or other inappropriate items at drinking water points is prohibited.

➢ ELECTRICITY USAGE

Role

The institution provides uninterrupted electricity to support academic, administrative, research, and residential activities while promoting energy conservation.

Regulations

- Users shall switch off lights, fans, air conditioners, projectors, computers, and other electrical appliances when not in use.
- Unauthorized use of electrical appliances or connections is prohibited.
- Any electrical fault or damaged equipment must be reported immediately to the college authorities.
- Users shall not tamper with electrical wiring, switches, sockets, or distribution panels.
- The institution encourages all members to adopt energy-efficient practices and contribute to environmental sustainability.

General Rules & Regulations for Students

➢ Identity Card:

I. Every student admitted to the College shall be issued an Identity Card. The Identity Card serves as proof of identity and must be carried out while on the College campus.

II. The Identity Card shall be produced whenever required by the College authority.

III. The Identity Card is non-transferable.

IV. Loss of the card must be reported immediately, and a duplicate card may be issued on payment of the prescribed fee.

V. Students without an Identity Card may be denied entry to certain College activities.

➢ Attendance:

Attendance is an essential part of the teaching-learning process. Students are expected to attend classes regularly and actively participate in academic activities. The following attendance rules shall apply:

i. Every student must maintain at least 75% attendance in each semester.

ii. Regular attendance is essential for academic progress and will be recorded in every class.

iii. Leave on medical other genuine grounds should be supported by valid documents.

iv. Students with attendance below the prescribed percentage may not be permitted to appear in the **Continuous Internal Assessment (CIA)** and **Semester End Examination (SEE)** as per University regulations..

v. Participation in practical classes, seminars, workshops, field visits, community engagement programmes and other academic activities organised by the college. is compulsory wherever applicable.

vi. Attendance records maintained by the College authority are final.

➢ College Uniform:

The College uniform reflects discipline, equality and the identity of the institution. Students are expected to wear the prescribed uniform with dignity.

i. Students shall wear the prescribed uniform on all working days.

ii. The uniform should be neat, clean and decent.

iii. Identity Card should be worn with the uniform.

iv. Inappropriate dress is not permitted during College hours.

v. Uniform shall also be worn during official programmes unless otherwise notified.

vi. Students should maintain personal hygiene.

vii. The College may inspect compliance with the dress code.

➢ College Anthem:

The College Anthem symbolizes the values and spirit of the institution. Students are expected to show due respect whenever it is sung.

i. Students shall stand respectfully during the College Anthem.

ii. Silence and discipline shall be maintained.

iii. Students are expected to participate in official College functions.

iv. The dignity of the institution shall always be respected.

➢ College Discipline:

Maintaining discipline is the responsibility of every student. A disciplined environment is essential for academic excellence and the smooth functioning of the institution.

i. Students shall maintain discipline and dignity on the campus.
ii. Respect shall be shown to teachers, staff and fellow students.
iii. Smoking, alcohol and drugs are prohibited on campus.
iv. Damage to College property is punishable and shall invite action and recovery of the cost to damage.
v. Violence, intimidation and abusive behaviour are not allowed.
vi. Students shall not organise meetings, demonstration without prior permission from the principal.
vii. Students shall comply with all lawful instructions issued by the College authorities.
viii. Any form of ragging, sexual harassment, bullying or discrimination is strictly prohibited and shall be dealt with strictly.
ix. Violation of College rules may result in warning, suspension, expulsion or any other disciplinary action deemed appropriate.

➢ General Behaviour:

Students are expected to uphold the values of honesty, respect and responsibility both within and outside the College campus.

i. Students shall behave politely and responsibly.
ii. Cleanliness of the campus shall be maintained.
iii. College property shall be used carefully.
iv. Silence shall be maintained in the library.
v. Mobile phones should remain on silent mode during classes.
vi. Respect for diversity and gender equality is expected.
vii. Harassment or discrimination is prohibited.
viii. Students shall uphold the reputation of the College.

➢ Students' Election:

i. The Students' Union Election provides an opportunity for democratic participation. All election-related activities shall be conducted peacefully and fairly.

ii. Every eligible student shall have the right to participate in the election process.

iii. Elections shall be conducted according to College and University rules.

iv. Students shall maintain discipline throughout the election process.

v. Violence and unfair practices are strictly prohibited.

vi. Candidates and supporters shall follow the Model Code of Conduct issued by the Election Committee.

vii. Election campaigns shall be peaceful and conducted within the period notified by the College and shall not disturb academic activities.

viii. Damage to College property during elections is prohibited.

ix. The decision of the Election Committee shall be final.

➢ Examinations:

The College follows the examination system prescribed under the Four-Year Undergraduate Programme (FYUGP) of Gauhati University. Students shall comply with all examination rules and regulations.

i. Students shall appear in all Internal Assessment and End Semester Examinations.

ii. Examination schedules notified by the College shall be followed.

iii. Admit Card and Identity Card must be carried.

iv. Late entry may not be permitted.

v. Use of unfair means is strictly prohibited.

vi. Mobile phones are not allowed in the examination hall.

vii. Students shall maintain silence during examinations.

viii. University examination rules shall be binding.

ix. Applications for re-evaluation, scrutiny or backlog examinations shall be governed by Gauhati University regulations.

➢ FYUGP Regulations:

The College follows the Four-Year Undergraduate Programme (FYUGP) of Gauhati University in accordance with NEP 2020. Students shall comply with all academic regulations issued by the University from time to time.

1. Students shall complete the prescribed credits in Major, Minor, MDC, AEC, SEC and VAC as per the FYUGP curriculum.
2. Students shall register for courses within the notified schedule of the College and the University.
3. Students shall complete Internship, Field Study, Community Engagement, Project Work and other experiential learning components wherever applicable.
4. Every student shall create and maintain an Academic Bank of Credits (ABC) ID, and all earned credits shall be deposited in the ABC as per University regulations.
5. Students shall fulfil the requirements of Continuous Internal Assessment (CIA) and Semester End Examination (SEE) for every course.
6. Students shall earn the minimum prescribed credits for promotion and award of the degree.
7. Multiple entry, multiple exit and inter-institutional mobility shall be governed by Gauhati University regulations.
8. Any amendment or notification issued by Gauhati University regarding the FYUGP shall be binding on all students.

➢ Skill Courses:

Skill Enhancement Courses (SEC) are an integral part of the FYUGP and are intended to develop practical knowledge, professional competence and employability among students.

i. Every student shall enrol in the prescribed Skill Enhancement Courses (SEC) under the FYUGP curriculum.
ii. Completion of assignments, projects, practical work and assessments related to the Skill Courses shall be mandatory
iii. Students shall participate in Internship, Field Study or Community engagement activities wherever applicable.
iv. Students are encouraged to participate in certificate courses, workshops and skill development programmes organised by the College.
v. Evaluation of Skill Courses shall be carried out as per the regulations of Gauhati University.
vi. Successful completion of the prescribed Skill Courses shall be mandatory for the award of the degree under FYUGP.

vii. Any amendment or guideline issued by Gauhati University regarding Skill Courses shall be binding on all students.

Annexure

- **https://bpchalihacollege.org.in/notice.php**
- **https://directorateofhighereducation.assam.gov.in/**