



**K. K. H. GOVT. SANSKRIT COLLEGE**  
**JALUKBARI GUWAHATI 781014**

**SUPPORTING DOCUMENTS FOR 7.1.10**

**POLOCY DOCUMENTS ON CODE OF CONDUCT FOR  
TEACHERS, STUDENTS, AND OTHER STAFF**



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**This supporting document includes relevant data of the following for 2016-2021:**

**College Website Links for Code of Ethics, Code of Conduct, Monitoring Committee, Handbook on Human Values and Professional Ethics.**



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**Links on the college website:**

**Code of Ethics and Code of Conduct:**

**Monitoring Committee for Adherence to Code of Conduct:**

**Handbooks on Human Values and Professional Ethics:**



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**CODE OF PROFESSIONAL ETHICS AND CONDUCT**

***Code Values of the College***

- ❖ Mutual trust, team work, promotion of special capital, easy sharing of knowledge, skills and resources to create a vibrant society.
- ❖ We appreciate, respect and promote the perspectives, rights and dignity of each individual.

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

- ❖ Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- ❖ Code of Conduct for teaching is mainly governed by the Gauhati University Statutes, Ordinances and Service Rules.
- ❖ All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- ❖ During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.
- ❖ No members of the staff shall engage in any political activity within the college campus.

- ❖ All members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- ❖ All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
  
- ❖ The duties assigned to teachers consist of lectures/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
  
- ❖ The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
  
- ❖ Mentor-Ward System must be followed by every teacher and the teacher should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
  
- ❖ Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identify.
  
- ❖ No faculty members shall act in any manner that violates the decorum or morality within the campus.
  
- ❖ Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
  
- ❖ Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
  
- ❖ 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.
  
- ❖ Respect the right and dignity of the student in expressing his/her opinion.
  
- ❖ Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
  
- ❖ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
  
- ❖ Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
  
- ❖ Refrain from inciting students against other students, colleagues or administration.

#### ***Code of Conduct for Non-Teaching/Administrative Staff***

- ❖ Code of conduct for non-teaching staff is mainly governed by the Govt. of Assam. Acts Statutes, Ordinances and Service Rules.
  
- ❖ The normal working period for those in the category of non-teaching staff shall be from 10:00 to 5:00 p.m. with lunch break on all working days.
  
- ❖ All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.

- ❖ Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- ❖ All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

### ***Code of Conduct for Students***

- ❖ Students are expected to adhere to the timetable for attending lectures/tutorials and other extra-curricular activities.
- ❖ All Sports students playing at any level (state, national or international) must have minimum required attendance as per University rules.
- ❖ Attendance in classes is strictly compulsory. A student must attend not less than 75% of lectures delivered in each subject to be eligible to appear in University Examination. A student not fulfilling the above requirement will not be allowed to appear in the Examination. Students having less than 75% attendance will not be considered for scholarship.
- ❖ Students attendance in the following College Functions is mandatory: Foundation Day Celebrations, Annual Cultural Festival, Sports Day, International Women's Day, Annual Day Function, Sanskrit Day, Environment Day, Field Trip, and other College events.
- ❖ Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
- ❖ Students must carry their Identify card inside the campus.
- ❖ Students must help to keep the campus neat and clean.

- ❖ Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- ❖
- ❖ Students are expected to read notices/circulars displayed on the notice board.
- ❖ Spitting, smoking and throwing bits of paper in the premise should be avoided.
- ❖ Students should not misuse or make unauthorized use of the college premise or items of property on the campus.
- ❖ Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.

### ***Examination Rules***

- ❖ All students must appear in all the examinations conducted by the College during an academic year. Sick bed will be provided to the sick students during all college examinations.
- ❖ In each semester students will have to appear two internal examinations. Each internal examination will be held immediately after 8 weeks of teaching. Every internal examination will carry 20% of the total marks of the appear.
- ❖ A students not appearing in any subject in any examination shall be deemed to have secured 'ZERO' in that particular examination.
- ❖ Re-admission of unsuccessful students will be governed by 'College' Admission Rules'.
- ❖ Expulsion from any examination will lead to the expulsion from the College.

Attested .  
Bhagawati .  
PRINCIPAL  
K.K.H. Govt. Sanskrit College  
Guwahati- 781014