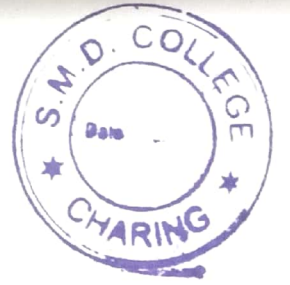


## ETHICS & CODE OF CONDUCT MONITORING COMMITTEE



Chairperson: Dr. Bidyananda Borkakoty, Principal, S.M.D College, Charing

Coordinator: Mr. Rana Neog, V.P, S.M.D College, Charing

Members: Mr. Dipak Ch. Borah


Mr. Smaran Saikia

Mr. Srimanta Baruah

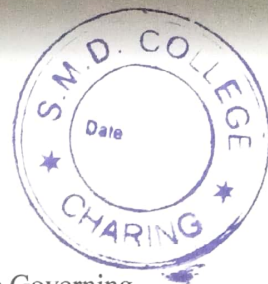
Mr. Ranjit Das

Mrs. Barnalee Bhuyan

Miss. Udesna Devi

  
**Principal & Secretary**  
S.M.D. College  
Charing, Sivasagar

## Code of Conduct of Governing Body S.M.D College, Charing




The Assam Non-Government College Management (Amendment) Rules 2009, the Governing Body is a permanent body in the College. The members of Governing Body would have tenure as per the Rules 2009. The College shall be governed by the Governing Body and the Governing Body shall consist of the following members:

1. President
2. Secretary (The Principal of the college acts as the secretary of the GB)
3. Two members nominated by the affiliating University.
4. Three members who are the guardians of the students of which one is female.
5. Two members to be elected annually by the Teaching Staff
6. One member from the non-teaching staff to be nominated by the principal
7. One member to be selected as a Donor Member
8. Librarian of the College.

### Function & Duties:

1. The Governing body is the appointing authority of the college It also manages the administrative affairs of the college.
2. The Governing Body is responsible for the proper financial management, including the development of the assets of the College and management of its academic affairs
3. To look after construction works in the college, the Governing Body may form a construction committee with some members of the G.B. and some senior most members of the teaching and non-teaching staff of the College
4. The Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately wherever it comes to his notice.
5. The Governing Body of the College appoints a qualified Auditor as internal auditor. He will audit the college account once in a year and submit the audit report to the G.B. However, there will be a government auditor and he will audit the annul account as per govt. rules.

  
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Charing, Sivasagar

  
**Coordinator, IQAC**  
SMD College



6. It is the duty of a Governing Body to undertake financial management and to arrange for the college building, furniture and equipment as required, including playground, auditorium, libraries and other development activities of the college.

7. All records of the Governing Body shall be kept in the College Office and the Principal of the College shall be responsible to preserve all records properly and safely.

### Meeting of the Governing Body:

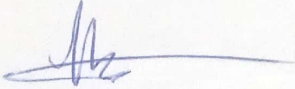
- i) There shall be four Sittings of the Governing Body in a year. Each meeting shall be convened after every three months. There should be at least one meeting of the G.B. after every six months.
- ii) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-Third) members of the Governing Body, with not less than 7 (Seven) days' notice.
- iii) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-four of the members present.
- iv) Except any emergency meeting, which shall be so notified, all meeting of Governing Body shall be held in the College Premises

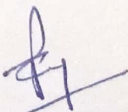
### Quorum:

At least six members of the Governing Body, Excluding the Co-opted member, shall form a quorum of the meeting.


### Proceeding of the meeting of the Governing Body:

- i) The minutes of the proceeding of the meeting shall be recorded in the Proceeding Books by the Secretary and signed by all the members present.
- ii) If any note of dissent is given by any members it shall be recorded in the Proceedings Book.

  
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iii) All records of the Governing Body shall be Kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

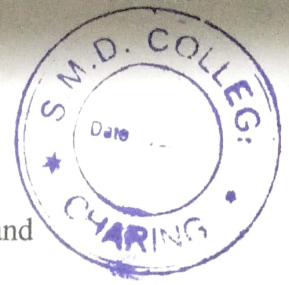


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## CODE OF CONDUCT FOR THE PRINCIPAL



The Principal, being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

1. He shall ensure quality augmentation of the college with active participation of other active stakeholders of the college.
2. He appoints, nominates and constitutes various committees for the smooth functioning of the academic and non-academic matters of the college.
3. The principal shall coordinate and synchronize the assigned duties of various agencies for better performance.
4. Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC
5. Undertaking necessary steps to implement all policy matters approved by the Governing Body, and within a justified time framework
6. Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various academic and non- academic examination held within the college
7. Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution
8. Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff
9. Exploring means and ways to establish tie-ups with external quality institutions/ organizations, for qualitative growth of the institution
10. Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution
11. Ensuring the institutional fringe area development through judicious utilization of institutional resources
12. Seeking and implementing ways and means to improve the financial health of the institution
13. Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis

12. Seeking and implementing ways and means to improve the financial health of the institution

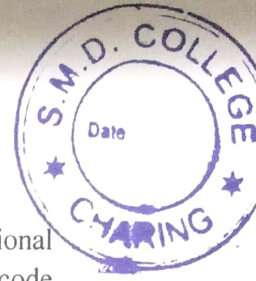
13. Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis



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## CODE OF CONDUCT FOR TEACHERS

A teacher's code of conduct is a set of guidelines that help teachers maintain professional ethics and responsibilities, and uphold the dignity of the teaching profession. A teacher's code of conduct may include:

- **Professional conduct:**

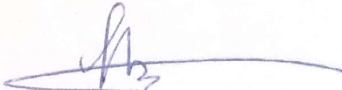
A teacher shall:

- adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- manage his/her private affairs in a manner consistent with the dignity of the profession.
- seek to make professional growth continuous through study and research, writing and decent conduct.
- express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- participate in extension, co-curricular and extracurricular activities including community service.

### Role of Teachers with the Students

Teachers should:

- Respect the right and dignity of the student in expressing his/her opinion.
- Deal fairly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

  
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- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop and understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration

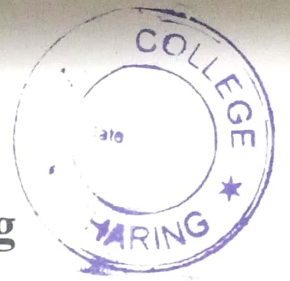


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# Code of Conduct for the Students Swahid Maniram Dewan College, Charing




The College authority has framed certain rules and regulations for the student community to be followed for proper conduct and discipline in the college. The Governing Body of the college has approved certain disciplinary actions to be forced upon unlawful activities in the college campus. The Disciplinary Committee looks after the enforcement of discipline and etiquettes in the college campus.

## GENERAL RULES FOR MAINTENANCE OF DISCIPLINE

The students admitted to the College must abide by all the rules and regulations prescribed by the college authority.

1. Every student while coming to the college must wear the prescribed uniform of the College. Anyone found in casual dress inside the college campus will attract disciplinary action.
2. Ragging in any form is strictly prohibited in the college campus and student indulging in such kind of activities will be handed over to the police instantly.
3. Students are expected to participate in all forms of college functions actively. Their cooperation in all forms is besought by the authority.
4. Students are expected to keep the campus clean. If anyone is found littering waste or spitting Gutkhas inside or outside the classroom will be dealt with disciplinary action.
5. A student who is found to have indulged in consumption of drugs or intoxicating drinks, gambling and other immoral activities shall be liable to expulsion and further disciplinary action.
6. No student will be allowed to fill up the examination forms, if he/she does not conform to the required percentage of attendance in conformation with the University rules.
7. Students who indulge in damaging college property in any form will attract disciplinary action. He/she will be asked to replace the lost incurred by the college.

There is a Grievance and Redressal Cell to look after the grievances of the students. The students may intimate their grievances to the college committee, by dropping a petition in the Grievances Box specified and placed in front of the College office.

  
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