

Code of Conduct

for
Students, Teachers, Governing Body
and Administration



North Lakhimpur College
[Autonomous]
Estd.: 1952



Code of Conduct *for*
Students, Teachers, Governing Body and Administration

Content –

PREAMBLE //03

Code of conduct for Governing Body // 04

Code of conduct for Principal // 05

Code of conduct for Teachers // 07

Code of Conduct for Non-Teaching Staff // 10

Code of Conduct for STUDENTS // 12

Code of Conduct for Hostel Boarders // 19

Policy Document for Green Initiative // 25

PREAMBLE

This Document indicates the standard procedures and practices of North Lakhimpur College (Autonomous) (hereinafter referred to as College/Institution) for all stakeholders of the college. By enforcing and implementing this code of conduct NLC aims at achieving an egalitarian, conscientious, and sensitive eco-system; and providing a system which promotes student growth through individual as well as collective responsibility. All stakeholders are expected to be aware of this Code, which can be also reviewed on the official website of the Institute. The document showing code of conduct is approved by Governing Body of the college in its meeting held on 25th March 2023.

As per the provision of Governing Body a committee to monitor the adherence to the Institutional Code of Conduct. The structure of the committee is as follows-

Adviser	: President, Governing Body, North Lakhimpur College (Autonomous)
Chairman	: Principal, North Lakhimpur College (Autonomous)
Member Co-ordinator	: Vice Principal (Admin.)
Members	: 1. Two senior most faculty members of the college; one preferably woman 2. Co-ordinator, IQAC 3. Co-ordinator, Hostel Management Committee 4. Chairman, Grievance Redressal Cell 5. President, NLCSU

This committee will monitor the implications of code of conduct and act as and when any actions needed.

Code of conduct for Governing Body

The governing body of the college is the supreme body for ensuring the management of the college and for planning its future development.

1. The governing body is the approving authority of all matters of the institution. It should align its actions and activities with the mission and vision of the college. It should approve and monitor academic plans and ensure that all stakeholders of the college work in ways desired by the vision documents.
2. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and Dibrugarh University.
3. The governing body should ensure that non-discriminatory systems are in place so that all stakeholders exercise all forms of equality and ethical views.
4. The governing body should actively monitor that the Institution implements the requirements of State Governments for reservations of seats and staff positions.
5. Governing body of the college should respect and act as per the provision of the Right to Information Act 2005.



Code of conduct for Principal

The Principal is the academic and administrative head of the institution. He is also the implementing authority of all decisions taken by the Governing Body and all government agencies. He coordinates among all committees and bodies of the college. Codes applicable in the conduct of Principal are laid down underneath:

1. Principal should monitor all academic and administrative matters with utmost sincerity. While working as head of the institution he should be impartial and always think about inclusiveness.
2. To protect the interest of all stakeholders of the college so that they can work freely and give their best for the all round development of the institution.
3. The principal shall monitor, evaluate research, development and consultancy services. He should advise faculty members to engage in research works and research publications.
4. Principal should ensure social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as per the provisions of Indian Constitution.
5. Principal should sponsor and create an environment for collaboration with other organization that may be advantageous for the college.
6. Sexual harassment of any form must be eliminated. The college should follow The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 for issues related to sexual harassment cases within the campus.
7. Principal should encourage the faculty members to undertake new avenues of teaching and learning. He should encourage continuous learning of the teachers.
8. Principal should create an environment conducive for research and thus promote research activities in the institution. Research output should be archived and placed in proper channel.

9. To uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
10. He should encourage students to engage the students in co-curricular activities. Holding sports and cultural programme in the college should be encouraged.
11. To endeavour for upkeep of tranquillity of the region surrounding the College so that academic practices may go on without any disturbance.
12. To promote and maintain harmonious relationships of the College with the adjoining society and also to promote its sense of responsibility towards the society.



Code of conduct for Teachers

The Code of Professional Conduct for teachers serves as a guiding tool as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the profession.

Teachers have to follow the guidelines provided in the Assam Government Service Rules (Director of Higher Education) and UGC for college teachers from time to time. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. Teachers should follow proper ethical character both in perception and in practice. As a social influencer, a teacher is entrusted with social responsibility. The code for the teachers of the college are-

1. Professional Values

(i) A teacher should adhere to a responsible pattern of conduct and demeanor expected of them by the society

(ii) A teacher should encourage students for expressing their views even though that may create difference of opinions. Constructive criticism and debate should be encouraged.

(iii) A teacher should be neutral and unbiased towards the students. He / she should provide equal treatment to all students irrespective of caste, creed, religion, gender or socio-economic status and there should not be any partiality or vindictive attitude towards any of them.

(iv) Recognize the difference in aptitude and capabilities among the students and take every necessary steps to nurture them.

(v) The teacher should inculcate a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded.



- (vi) A teacher should act and behave in a dignified manner. Teachers should be aware that society has entrusted them to take the responsibilities of their children.

2. Professional Development and Practices

- (i) For a teacher the quest for knowledge and information should be never ending. He/she must make every effort to garner more and up to date knowledge.
- (ii) A teacher should, alongside teaching, pursue research and innovation to contribute in the continuous progress and development of a subject.
- (iii) A teacher should regularly participate in Seminars, Faculty Development Programme, Professional Development Programme and Workshops etc. of his / her own interest for continuous professional development.
- (iv) A teacher should participate in the formulation of policies of the institution by taking charge of various offices and committees as assigned by the competent authority.
- (v) A teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He / she should also participate in extra-curricular activities of the College as in sports, extension activities, cultural programmes etc.
- (vi) A teacher should act as a mentor of selected bunch of students and monitor their overall progress and keep records of their progress.

3. Professional Integrity

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing their certifications, licenses and other qualifications / personality, regularity, punctuality.
- (ii) A teacher must be honest towards himself as well as society in every academic and co-curricular activity. In research and publication, he/she must take utmost sincerity and honesty by acknowledging the source and data
- (iii) The teacher must maintain the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

4. Professional Collaboration

- (i) Teachers should be respectful and cooperative towards their colleagues and non-teaching employees of the college and treat them as equal partners in a cooperative environment.
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions thereto.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.



Code of Conduct for **Non-Teaching Staff**



Several rules of the Government of Assam control the service conditions of the college's non-teaching staff. The non-teaching staff's code of ethics has been proposed by the college along the following lines.

1. Reliable Conduct

- (i) The non-teaching personnel should get familiar with the College policies and follow them as closely as possible.
- (ii) Each of them shall carry out the tasks that have been delegated to them with sincerity, honesty, and proper responsibility.
- (iii) The non-teaching personnel should under no circumstances work on any other projects during the allotted office hours.
- (iv) They should refrain from saying anything or acting in a way that could be construed as inappropriate.

2. Workplace Conduct

- (i) They should be on time, as the start and successful operation of college activities depend on their prompt attendance each day.
- (ii) They should be in charge of the proper usage and upkeep of the furniture and equipment in the college.
- (iii) It is expected of the non-teaching staff to uphold confidentiality in all circumstances pertaining to examination and financial matters.
- (iv) They ought to carry out their obligations honorably and morally. They should not falsify any official documents that have been entrusted to them.
- (v) Non-teaching personnel must not practise discrimination on the grounds of gender, caste, language, or religion.

3. Professional Relationship

- (i) Non-teaching staff members and students interact often, for example, during counseling, admissions, financial aid disbursement, exams, and other events. On a consistent basis, students interact with support personnel in computer labs, scientific labs, and libraries. They are supposed to treat the students with kindness, patience, and assistance.
- (ii) Non-teaching staff members should accept college authorities' decisions. Any disagreement should be resolved amicably rather than through aggressive behaviour because an institution's development depends on trust and goodwill between its members.
- (iii) The teaching staff should be viewed as colleagues rather than as distinct groups by the non-teaching employees.
- (iv) During admission and examinations, non-teaching staff members are the first to interact with student guardians. People must remember that their actions have consequences.

Code of Conduct for STUDENTS



1. Conduct

The code designed shall apply to all sorts of conduct of students within the campus and off-campus. At the time of admission, each student would have to sign a document by giving consent to abide by the codes and should also affirm undertakings that,

- (i) The student shall be regular in the classes and all academic assignments
- (ii) In case, the student wishes to discontinue studies for any reason, he/she may be relieved from the Institution subject to the policies of NLC, Dibrugarh University (Parent University) and Directorate of Higher Education, Assam
- (iii) Student who wishes to leave the college shall have to clear all pending dues.

The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students are expected to maintain academic integrity. They should be respectful to all persons, to their rights and duties, to the college property and to the safety of others. All students must deter from indulging in any form of misconduct.

The various forms of Misconduct, the Students are expected to refrain from, include:

- A. Any act of discrimination relating to gender, caste, race, religion, region, language, family, physical or mental disability etc. Body shaming in any form among students must be avoided.
- B. Intentionally damaging or destroying property and belongings of the college, peers and other stakeholders.
- C. Any activity, which may disrupt the academic as well as non-academic environment of the college.
- D. Entering or trying to enter the college without proper identity card, issued by the Institution, or refusing to produce it on demand by security personnel.
- E. Participating in activities including
 - a) Organizing meetings, gatherings and processions without permission of the authority.
 - b) Accepting membership of any group banned by the college or by the State or Central Government.
 - c) Collecting donations from students and teachers without permission of the Authority.
 - d) Using drugs and narcotics in the campus including hostel.
 - e) Possessing, consuming, distributing, and selling of alcohol in the Institute.
 - f) Parking a vehicle in places, which may be inconvenient to others.
 - g) Blowing horn of vehicles unless it is extremely urgent.**
 - h) Pilfering or unauthorized access to the resources of others.
 - j) Disruptions in Union Body Election by not following the guidelines of Lyngdoh Commission.

- F. Students should not interact with media representatives or invite media persons on to the campus without the permission of the authorities of the institute.
- G. Students are not permitted to do audio or video recording of the lectures delivered in classrooms, actions of other students, faculty or staff without prior permission. **Moreover students must be aware of various provisions of Copyright Laws and Laws relating to Cyber Crime.**
- H. Students must be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities.
- I. Causing damage to or destruction of any property of the College or any property of others at the premises would invite punishment which may be extended up to compensation for the damage or suspension or any other which may be deemed proper.



A committee will be there to look after any possible breach of the aforesaid codes of conduct by a student. It will inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more actions that are disciplinary based on the nature of misconduct.

2. Academic Integrity

Academic integrity is a serious issue in the field of higher education and violation of this may lead to adverse consequences. The policies of

the college regarding academic integrity must be adhered by all stakeholders of the college. Failure to adhere these policies shall put adverse impact on the reputation and values of the college.

The policies of academic integrity expect a student should

- a. Properly acknowledge and cite all academic materials sourced from others.
- b. Ensure that all academic assignments are done by himself/herself.
- c. Refrain from engaging in plagiarism.
- d. Not use any items which are not permissible by laws of the land or laws of any institutions.
- e. Refrain from cheating. Cheating includes: (i) Copying during examinations, homework assignments, dissertation, thesis, project report etc. (ii) Allowing or facilitating copying, or writing a report or taking examination for someone else. (iii) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources. (iv) Fabricating data and facts. (v) Creating fake or incorrect sources, or citations that do not exist (vi) Altering previously evaluated and re-submitting the



work for re-evaluation (vii) Signing another student's name on an assignment, report, research paper or attendance sheet.

3. Anti-Ragging Provisions:

The college strictly follows '**UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**' (hereinafter referred to as the 'UGC Regulations') and all provisions of the laws relating to ragging. The said UGC Regulations shall apply mutatis mutandis to the Institution. Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship,



physical or psychological harm or to raise fear or apprehension thereof in any other student;

c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

f) any act of financial extortion or forceful expenditure burden put on a student by other students;

g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a student;

h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee:

The college has an Anti-Ragging Committee with members from the faculty members as well as from the students. The Committee reviews all complaints of cases of ragging and made recommendations based on fact and nature of the crime.

A student found guilty by the committee will be imposed one or more of the following punishments, as recommended by the Anti-Ragging Committee:

- i. Suspension from attending classes and academic privileges.

- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Suspension/ expulsion from the hostels and mess.
- vi. Cancellation of admission.
- vii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- viii. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

4. Sexual Harassment and Gender Discrimination

The college has a committee for cases relating to Sexual Harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case. Any such instances will be investigated and punishment will be given by the committee. The committee will decide (as it deems fit) the nature of punishment against the nature of the incident occurred. Moreover, the Women Study Centre of the college organizes gender sensitization programme occasionally.

Code of Conduct for HOSTEL BOARDERS

(BOYS'/GIRLS')



1. BEHAVIOUR AND DISCIPLINE

- 1.1 Boarders are expected to display acceptable forms of behaviour and maintain discipline and decorum in the Hostel/College campus.
- 1.2 Smoking is strictly prohibited in the Hotel/College campus at any time.

- 1.3 Possession, distribution and consumption of alcoholic beverages, drugs, and chewable tobacco in the Hostel/College campus are strictly prohibited.
- 1.4 Parties, Social or Political gatherings in the Hostel campus are not allowed without the prior written consent of the Superintendent.
- 1.5 Boarders must return to the Hostel by 6.00 pm every day in Summer and by 5.00 pm in Winter. No Boarders are allowed to leave the Hostel before 6.00 am without prior notice.
- 1.6 The Boarders will be allowed to stay out of the Hostel on submission of proper application duly authorized by Parent/Guardian or by Local Guardian.
- 1.7 Hostel campus should be the place where students can have the best possible conditions for study and adequate rest. As such, due consideration must be accorded to other Boarders at all times. Noise levels must be kept low so that co-boarders are not affected.
- 1.8 Television, Radio etc. provided in the Common/Dining room must be switched off or volume toned down during study hours, which helps to ensure a conducive environment for all boarders.
- 1.9 Vandalism is a very serious offence. Boarders found guilty of committing such an offence may face expulsion from the hostel.
- 1.10 In case of any unacceptable behaviour by any border, the concerned must report it to the Superintendent.

2. UPKEEP OF THE HOSTEL

- 2.1 Boarders are responsible for keeping their rooms and the common utilities of the Hostel such as the Visitor's area, Bathrooms, Toilets, Stair Case, Common room, Dining Hall etc. clean and tidy at all times.
- 2.2 All fans, lights and other electrical appliances must be turned off when not in use.
- 2.3 Cooking, making tea etc. by the Boarders are not allowed on the Hostel premises.
- 2.4 Common Utilities such as furniture, and TV Sets must not be moved without the prior permission of the Superintendent.

- 2.5 Any damage/breakage of the Hostel property will be charged to the occupants of the room/block with a fine. Disciplinary action will also be initiated for all intentional damages. Any damage to the Hostel property must be reported immediately to the Superintendent.
- 2.6 Pasting of Posters, Writings, Wall Chalking, Slogans of any kind or defacing the Hostel in any form is strictly prohibited.
- 2.7 The Hostel management reserves the right to make spot checks on the Hostel and Rooms without any prior notice.
- 2.8 Electricians, Contractors or any other service/academic person may enter the rooms as and when necessary in the course of their duty under the direction of the Superintendent. However, every effort will be made to respect the privacy and dignity of the Boarders.

3. STUDY HOURS

- 3.1 Compulsory study hours
6.00 AM - 8.30 AM & 6.30 PM - 8.30 PM during the Summer Season
6.00 AM - 8.30 AM & 5.30 PM - 8.00 PM during Winter Season.
- 3.2 Use of mobile phones & multimedia during study hours is strictly prohibited.
- 3.3 Boarders must submit their MOBILE PHONES to the Monitor(s) during study hours except for PG Boarders.

4. VISITORS

- 4.1 Visitors are allowed only into the visitor's area of the hostel during the visiting hours as follows:
Working Days -
7.30AM - 8.30AM & 3.30PM - 5.00PM,
Sunday & Holidays - 9.00 AM - 5.00 PM.
- 4.2 Boarders are not permitted to allow visitors of the **opposite sex** (except family members) into the room. Any Boarders found violating this rule will face appropriate disciplinary action.



- 4.3 Non-Hostel students/guests are prohibited in the Hostel without prior permission of the Superintendent.

5. SECURITY

- 5.1 Boarders are advised to lock doors at all times for security and safety.
- 5.2 The hostel management is not responsible for any loss of individual property. Boarders are strongly advised to lock all their valuables e.g. Mobile phones, laptops, money, wristwatches etc. at all times.
- 5.3 Boarders are not permitted to change rooms or sleep anywhere other than their allotted room.
- 5.4 Any Boarder who finds his/her roommate is missing for a significant period, must report to the Monitor(s)/Superintendent immediately. This is to enable the Hostel authorities to take immediate action if any untoward incident had taken place.
- 5.5 Possessions, distribution and use of firearms, lethal weapons including air guns, contraband drugs, alcohol, and toxic and hazardous material are strictly prohibited in the Hostel campus.
- 5.6 Using electric appliances such as Heater, Iron, and Oven etc. in the rooms is not permitted. Computers/Laptops are allowed only for academic purposes.



6. MESS DUES

- 6.1 Mess dues must be paid in full within **FIVE (05) DAYS** in case of 15 days MESS and within **TEN (10) DAYS** in case of a Monthly Mess system in each month.
- 6.2 Boarders will be charged a fine of **Rs. TEN (10)** for each day if they fail to pay MESS DUES in due time. The Hostel Seat of the boarder may be forfeited if he/she fails to pay Mess Dues for more than one month.
- 6.3 Students may take responsibility to manage the mess.

7. LATE-NIGHT PASSES:

- 7.1 Boarders should return to the Hostel by the stipulated time. No Boarders should stay away from his room overnight without prior written permission of the Superintendent. Occasionally, if any Boarder expects to be late (not beyond 7.00 pm), he should obtain a late-night pass from the Superintendent in advance and this pass must be produced to the security person upon returning.

8. RAGGING

8.1 RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE COLLEGE/HOSTEL CAMPUS. Strict action will be taken against the accused. No leniency will be shown to the offenders. Expulsion and/or withdrawal from the Hostel/College is one of the actions taken promptly. Punishment for Ragging can be up to one-year imprisonment. Supreme Court has also defined Ragging as a Criminal Offence.

9. EMERGENCY

9.1 In case of any emergency, contact or call Hotel Superintendent/ Monitor(s).

10. REVISION OF RULES AND REGULATIONS

10.1 The Hostel Management reserves the right to revise the rules and regulations from time to time and will keep the Boarders informed of any changes in the form of notices on the Hostel Notice Board. **Ignorance of Rules will not be accepted as an Excuse.**

11. COMPLAINTS AND SUGGESTIONS

11.1 Any complaints, or suggestions on inquiries are always welcomed. Boarders' cooperation in every phase is highly appreciated.



Policy Document of NLC adopted for Green Campus Initiative



North Lakhimpur College (autonomous) has been showing higher sensitivity and responsibility in the implementation of green concept in the campus. A dedicated Green Club (Eco Club) has been constituted with members both from students and faculties to ensure the green concept within and outside the campus. Spreading awareness on the green practices among students and educating stake holders is our top priority. Our Institute adopts the following practices towards establishment and maintenance of green campus -

Minimizing air pollution

To promote **Pedestrian-friendly pathways** within the campus for the in-campus movement of both faculties and students. To encourage students to use public transport system for coming to college. To encourage teachers living in close proximity to the college to come to duty on foot or by bicycles. To encourage the use of **bicycles/ Battery-powered vehicles** in utmost conditions when there is no alternative.

Ban on use of Plastic

The use of plastic should be restricted and discouraged in the college campus. Paper should be used for wrapping goods. Plastic above 50-micron thickness should only be used when extremely essential. The plastic waste generated by use of packaged food, packaged drinking water, stationary etc. should be collected and disposed of in a scientific manner.

Paperless office

The use of papers in the offices should be limited to the maximum possible extent. Online portals or APP-based services should be encouraged both for faculties as well as students.

Green landscaping with trees and plants

The Practice of forestation drives that the College has been taking in all major occasions should be continued not only in different parts of our College but in different locations of Lakhimpur district.

Water Management

- (1) The practice of rain water cycling and harvesting should be continued.
- (2) Water taps should be inspected regularly for draining and on problem detection they should be repaired immediately to avoid loss of potable water.

Waste Management

- (1) Laboratory wastes, e-wastes and other disposable/non-disposable wastes should be disposed in a scientific way. MoU should be signed with responsible agencies/NGOs for the purpose.
- (2) Efforts for the conversion of waste into renewable energy should be promoted.
- (3) Installation of Incinerators in the Girls' Hostels and Girls' Common Rooms.

Tobacco Free Campus

The use of any tobacco product within the college campus will be treated as punishable offence.

Quality Audits

- (1) Institute will conduct Green Audit, Environment Audit and Energy Audit to ensure the success of green practices in and the around the college campus.
- (2) Immediate actions should be taken on the recommendations made in the respective audit reports.

Noise Pollution Measures

All Stakeholders are expected to follow measures strictly framed for controlling noise pollution within the campus. The campus is declared as no-horn zone. **Blowing horn of vehicles unless it is extremely urgent should be avoided.** Use of mic, music system etc. should be minimised in normal working days of the college.



Code of Conduct

for
Students, Teachers, Governing Body
and Administration

