



BORHOLLA COLLEGE

Affiliated to Dibrugarh University.

Estd: 1990

P.O. – Borholla - 785631

Dist- Jorhat (Assam)

Ref. No.....

Date.....

CODE OF CONDUCT MONITORING COMMITTEE Session 2021-2022

1	Mr. Pradip Kumar Saikia President, Governing Body.	Chairperson
2	Mr. Biren Dutta Principal	Member Secretary
3	Mr. Debajit Duarah Assistant Professor	Coordinator
4	Dr. Rana Bora Coordinator, IQAC	Member
5	Mrs. Bornali Kalita Vice Principal	Member
6	Mr. Dilip Kumar Khound Academic Vice Principal	Member
7	Mrs. Munmoni Saikia Assistant Professor	Member
8	Mr. Mineswar Hazarika Senior Assistant	Member

The Code of Conduct Monitoring Committee remains same and is entrusted with the duty to discuss the code of conduct policies adopted by the institution, to organise different programs in that direction and to review the same, to make arrangements for displaying the code of conduct for different stake holders in the college website and to adopt any measures for the proper implementation of the policy.



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CODE OF CONDUCT POLICY DOCUMENT

Session 2021-2022

CODE OF CONDUCT FOR THE PRINCIPAL:

- ❖ The Principal is the Administrative and Academic Head of the College. The principal is responsible for the implementation of all the decisions taken by the GB for the all-round development of the College. The Principal of Borholla College must behave in such a manner that earns him or her respect by upholding integrity, dignity, decorum and efficiency at all levels.
- ❖ He or She should be impartial in his or her decision with members of the staff and students.
- ❖ He should maintain tolerance while dealing with burning issues among students and subordinates.
- ❖ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ❖ The Principal should form various college level committees which are necessary for the development of the Institute.

CODE OF CONDUCT FOR THE VICE PRINCIPAL:

- The vice-principals, appointed by Governing Body of the college, have to assist the principal for the smooth functioning of the Administrative matters and the mechanism of academic and evaluative process.

CODE OF CONDUCT FOR TEACHERS:

- ✓ A teacher of Borholla College should be committed to the profession, students, colleagues and the community. He or she must devote full working time to the profession, refrain from engaging in external jobs that hamper his or her teaching, try continuously for professional development, involve in research activities, create a culture that encourages useful collaboration and discourse among colleagues and stakeholders, treat colleagues as professional equals, regardless of their status, refrain from making untested allegations against colleagues or higher authorities, speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the college system, and the profession, be regular and punctual and should report on time for classes.
- ✓ All the teachers should help students in physical, social, intellectual, emotional, and moral development. They should demonstrate to students their commitment for excellence in work, manners and achievement.
- ✓ They must not make students part of any activity that involve their personal interests. They should perform the duties of citizenship, and participate in community activities with due consideration.
- ✓ The teachers should try to see through teachers' bodies and organisations that Borholla College maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
- ✓ The teachers must strive to prepare themselves academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- ✓ The teachers should use "Information and Communication Technology (ICT)" for effective delivery of lectures.
- ✓ The teachers should take care of slow learner students and pay special attention to their needs in remedial classes.

CODE OF CONDUCT FOR NON TEACHING STAFF:

- ❖ The administrative staff must be present in the office during office hours. There is no provision to leave the campus during this time.
- ❖ They should work sincerely for the effective administration of the office.
- ❖ Their behaviour should be polite and accommodative towards students and teachers.

- ❖ Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- ❖ Maintain the confidentiality of the records and other sensitive matters.
- ❖ The Administrative Staff should respect cultural, ethnic and religious differences of colleagues and students.

CODE OF CONDUCT FOR STUDENTS:

- A student shall be liable to disciplinary action for violation of any of the rules of discipline maintained inside the college campus, in the classrooms and library.
- Their behaviour towards the members of the staff (teaching and administrative) and their fellow students should be dignified.
- They should cooperate with the members of the staff (teaching and administrative) and their fellow students in maintaining environment-friendly atmosphere inside the college campus.
- They shall maintain complete silence in the classrooms and library. They must not loiter in the corridors or in front of the class rooms. They must not cause any damage to any of the college property, furniture and fittings.
- Students shall leave their vehicles in the shed provided for this purpose.
- They will not be allowed to form society in the college without the permission of the principal. They shall not bring into college campus any article deemed by the college authority to have a dangerous and/or disruptive influence on the academic environment. Using of mobile phones is strictly prohibited in the classrooms. Mobile phones are also strictly prohibited in the examination hall during the time of examination in offline mode.
- Ragging is strictly banned inside the college premises. Students found to be involved in any form of Ragging will be expelled from the college as per the Supreme Court Order.
- The courses of the study in Borholla College are all full-time courses. No student can take any other full-time course concurrently. If any student is admitted to any other course, then the student/ guardian should inform the College authority immediately.
- Students must fulfil the required attendance as prescribed by the affiliating university for filling up the university examination forms.
- He / She shall follow the dress code as prescribed in the Prospectus of the institution.
- He / She will always carry the identity card of the institution in and outside of the college campus.

- **He / She will always safeguard the college property and if any damaged is caused, the penalty will be decided by the college administration and they are bound to abide by it.**
- **He or She will not involve in any act of discrimination (physical or verbal conduct) based on any individuals gender, caste, race, religion or religious beliefs, colour, region, language, mental or physical disability, sexual orientation, marital or family status, gender identity etc.**
- **Students shall keep the college neat and clean where they should not litter any waste in the campus except in the trash bins provided for the purpose.**
- **It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which will deface the college and academic ambiance.**
- **Consumption of intoxicants or any type of psychotropic substances in the form of smoking, drinking and chewing are strictly prohibited.**