

**HAND BOOK FOR
PROFESSIONAL ETHICS AND
CODE OF CONDUCT 2022**



LUMING COLLEGE

LUMING: HOJAI: ASSAM

ACCREDITED BY NAAC GRADE B

(SECOND CYCLE)

782447



CONTENTS

INDEX

Sl. Nos	Contents	Page Nos
1	Code of Ethics and Functioning Guide lines of Governing Body.	5
2	Code of Ethics and Conduct of Principal.	7
3	Code of Functioning Guide lines of Internal Quality Assurance Cell.	8
4	Code of Professional Ethics and Functioning Guide lines for Faculty.	9
5	Code of Professional Ethics and conduct for Library.	12
6	Code of Professional Ethics and conduct for Office and Non-teaching staff.	12
7	Code of Ethics and conduct for Students.	13



Committee for Drafting Hand Book for Professional Ethics and Code of Conduct, Lumding College, Lumding, Hojai, Assam

The following members have been involved in drafting Hand Book for Professional Ethics and Code of Conduct, Lumding College, Lumding, Hojai, Assam.

Team Designation	Name, Designation and Institution
Chairperson	Dr. Mrinal Kanti Paul Principal, Lumding College, Lumding, Hojai, Assam.
Vice Chairperson	Dr. Sanjay Kanti Das Coordinator, Internal Quality Assurance Cell, Lumding College, Lumding, Hojai, Assam.
Convenor	Dr. Manash Majumder, Associate Professor Department of History, Lumding College, Lumding, Hojai, Assam.
Member	Sri N. S. S. Chowdhury, Convenor, Discipline Committee, Lumding College, Lumding, Hojai, Assam. Sri Biman Acharjee, Convenor, Grievance Redressal Cell and Anti-Ragging Cell, Lumding College, Lumding, Hojai, Assam. Dr. Jahnabi Das, Convenor, Internal Compliance Committee (Anti Sexual Harassment Cell) Lumding College, Lumding, Hojai, Assam. Dr. Bandita Teronpi, Assistant Professor, Department of Political Science, Lumding College, Lumding.



INSTITUTION'S MOTO

"Tamaso Ma Jyotirgamaya" - Lead me from Darkness to Light.

INSTITUTION'S VISION

The college envisages to strive towards making education a means for the reconstruction of society by training the students to foster the freedom of the mind, the humanity of the heart and the integrity of the individual so that they can realize the great ideals of economic justice, social equality and political freedom. Thereby Lumding College will be the preferred destination for all.

MISSION

Lumding College aims at the attainment of academic excellence and professional competence by the young generation. Its mission is to provide knowledge through academic, co-curricular and extra-curricular activities and to develop the learners' personality with a strong value base. This holistic development of individual will lead to the promotion of national integration, harmony and secularism.

About the College

Lumding College is situated in the heart of Lumding town in the district of Hojai, Assam. It is one of the oldest college in this remote part of the state. The college was established on 14th August, 1959 by a group of visionary academicians, patriots and philanthropists who aspired for the growth of higher education in the small town of Lumding. Since its inception, the college had struggled through difficult phases of hardship to achieve its present status. The college was taken under the deficit system of grant-in-aid by the Govt. of Assam on 1st December, 1972 and was provincialized by the Govt. of Assam on 1st December, 2005. Today, Lumding College offers Higher Secondary as well as Three Year Degree (TDC) courses in three streams: Arts, Science and Commerce. It is affiliated to Assam Higher Secondary Education Council (AHSEC) and Gauhati University (GU) respectively.

Lumding College was accredited by the National Assessment and Accreditation Council (NAAC) with B+ grade in 2004 and in Cycle-II, the College was re-accredited by the NAAC with B grade in 2018. It was upgraded to Model Degree College by RUSA in 2019. It gives utmost importance to enhance the quality of higher education by considering the needs and expectations of each and every student.

The fraternity of Lumding College also considers the aspirations of people who are not able to pursue higher education due to various reasons. It has opened a study centre of the K.K. Handique State Open University which offers degree programmes such as BA, B.Sc., B.Com., BBA and BCA in the distance mode. It has also opened a contact centre of the Institute of Distance and Open Learning (IDOL), Gauhati University in the campus which helps in pursuing various post-graduate programmes in the Distance mode.



Core Values

- In light of Swamiji's vision, we believe in imparting education and disseminating knowledge among youth, which is one of the best ways of nation building.
- Give due respect to all students and staff members.
- No gender biasness.
- Enhance professionalism with good human morale.
- Promote team spirit and healthy competition.
- Create healthy environment for effective teaching-learning process.
- Promote brotherhood, equality, integrity, and patriotism.
- Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.
- Providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

Introduction

Code of conduct is the guiding principle for all stakeholders of the college community to ensure a safe and secure environment. It is a set of norms followed by all the members of the institution for maintaining the ethical and professional standards of our institution.

Importance of Code of Conduct

A code of conduct can support all members of the institution in general and helps in decision making process with structured guideline to follow. It reduces the chances of ambiguity and helps to run the institution smoothly. It guides all the stakeholders to do their function in a correct and transparent way.

Scope of Application of Code of Conduct

- a) The code of conduct applies to all members of Lunding College community.
- b) Every member is responsible for to follow the code of conduct of the institution.
- c) Any violation of the code of conduct is subject to disciplinary action.
- d) Every employee is responsible to report if he/she has any knowledge about the violation of code of conduct to the committee.
- e) Every person has the right to inform about any incident of violation of the code without any threat of reprisal.
- f) Employees are made familiar with the code and prepare them to do work with truthfulness co-operation and civility in their work culture.
- g) Appropriate dress code is expected to be followed by the employees for the public image of the college.
- h) No employees are expected to harm the proper functioning and order of the college.
- i) This policy is not meant to prevent any members from respectful expression of their opinion within the academic context.



Monitoring Committee

The Hon'ble Governing Body, Lumding College has approved the Code of Conduct Monitoring Committee vide Resolution No. 8(C) dated. 18-09-2022 with the following members

Team Designation	Name, Designation and Institution
Chairperson	Dr. Mrinal Kanti Paul Principal, Lumding College, Lumding, Hojai, Assam.
Vice Chairperson	Dr. Sanjay Kanti Das Coordinator, Internal Quality Assurance Cell, Lumding College, Lumding, Hojai, Assam.
Convenor	Dr. Manash Majumder, Associate Professor Department of History, Lumding College, Lumding, Hojai, Assam.
Member	Sri N. S. S. Chowdhury, Convenor, Discipline Committee, Lumding College, Lumding, Hojai, Assam. Sri Biman Acharjee, Convenor, Grievance Redressal Cell and Anti-Ragging Cell, Lumding College, Lumding, Hojai, Assam. Dr. Jahnabi Das, Convenor, Internal Compliance Committee (Anti Sexual Harassment Cell) Lumding College, Lumding, Hojai, Assam. Dr. Bandita Teronpi, Assistant Professor, Department of Political Science, Lumding College, Lumding.

CODE OF CONDUCT OF THE GOVERNING BODY

(Based on Assam Non-Govt. College Employees Rules and Assam College Employees (Provincialized) Rules)

Legislation for provincialization of services of employees of the non-govt. colleges in receipt of the deficit grant in aid in the state of Assam.

Lumding College, Lumding, Hojai, Assam

5



- *ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES,2001 (15-06-2001)*
- *ASSAM NON-GOVT COLLEGE MANAGEMENT(AMENDMENT) RULES,2001(16.10.2001)*
- *ASSAM NON-GOVT COLLEGE MANAGEMENT(AMENDMENT) RULES,2009(18-06-2009)*
- *THE ASSAM COLLEGE EMPLOYEES (PROVINTIALIZATION) ACT,2005 (22-12-2005)*
- *THE ASSAM COLLEGE EMPLOYEES (PROVINTIALIZATION) ACT,2005(AMENDMENT) (10-05-2010)*
- *THE ASSAM COLLEGE EMPLOYEES (PROVINTIALIZATION) (AMENDMENT) ACT,2010 (15-11-2010)*
- *THE ASSAM COLLEGE EMPLOYEES (PROVINTIALIZATION) (AMENDMENT) 2012 (02-05-2012)*

The Governing Body of the college is constituted by the Govt. of Assam in exercise of power conferred vide Notification No. AHE.331/2008/33 dtd. 09/07/2009 and Govt. Notification No. AHE.331. /2008/26 dtd. 08/06/2009 and on the provision of Assam College Provincialized Act 2005 amended from time to time. The Governing Body is the apex body of the institution regarding administration as well as management. All the employees of the college must abide by the rules and regulations of the Governing Body framed as per the provisions of Assam College Provincialized Act 2005. No any employee can overtake the decisions of Governing Body. The composition of Governing Body is as given bellow:

1. President: An eminent educationist appointed by the govt. for 5 (five) years.
2. Member Secretary: Principal of the College.
3. University Nominee: 2 (two) members nominated by the Vice-Chancellor for a period of 3 (three) years term.
4. Special Invitee Member: The local MLA is special invitee member to the Governing Body vide Memo No. DHE/CE/UGC/Circular/136/2017/61 dated 09.03.2018.
5. Guardian member: 3 (three) guardians of students studying in the College nominated as members for 3(three) years term 1 (one) of which shall be a lady.
6. Teacher representative member: 2 (two) members from the teaching staff elected as member for 1 (one) year term.
7. Non-teaching staff representative member: 1 (one) member from the non-teaching staff elected as member for 1 (one) year term.

Role & Functions

1. The Governing Body is responsible for the proper management, including the development of the assets of the College of its academic affairs.
2. The Governing Body shall meet at least once in every six months, but it may meet at shorter intervals also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.



3. At least seven members of the Governing Body shall form a quorum of the meeting.
4. Except any emergency meeting, which shall be so notified, all meetings shall be held in the College premises.
5. The minutes of the proceedings of the meeting shall be recorded in the Proceeding Book by the Secretary and signed by all the members present.
6. 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.
7. The Governing Body of the college shall be authority to sanction all leaves excluding study leave for all its employee.
8. With the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time.

Other Function

1. To determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned provided that there is no financial liability for Government;
2. To consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff;
3. To deal with the discipline and conduct of the teaching and non-teaching staff of the College;
4. To ensure that all the duties regarding teaching and examination, co-curricular and extra - curricular activities are duly performed by the teachers of the college.

CODE OF PROFESSIONAL ETHICS AND CONDUCT FOR PRINCIPAL

The Principal has vital role in academic, infrastructural and financial management in the college. The Principal is the Secretary of Governing Body and DDO of the College. The duties and responsibilities of the Principal are mainly based on different Acts and guidelines—such as the *Assam Non-Government College Management (Amendment) Rules 2009*, the *Assam College Employees (Provincialization) Act 2005*, the *Assam College Employees (Provincialization) Rules 2010*, the Department of Education of the Government of Assam and the affiliated University. The duties and responsibilities of the Principal are as follows:

1. The Principal will promote a collaborative and supporting working environment of the college. He will protect, encourage, recognize faculty and staff in the performance of their duties.
2. The Principal will see to and ensure the teacher's duties in classes and examination and attendance in the college as per norms of the UGC. The Principal will deal with



academic calendar within the norms of UGC, affiliating University and curricular activities of the teachers in the college.

3. The Principal will be responsible to report to the DHE about any deviation of financial norms and procedures or any loss of assets of the college immediately, whenever it comes to his notice.
4. The Principal shall make all correspondence with the appropriate authority on behalf of the Governing Body. He will ensure submission of audited annual accounts and annual administrative report to the Director of Higher Education.

Besides these norms, Principal should lead the institution with inspirational and motivational value-based academic and executive leadership in respect of policy formation, management, optimization of human resources and concern for environment and sustainability of the institution; Maintain transparency, fairness, honesty, highest degree of ethics and decision making for the all-round development of the College; Committed to manage and maintain the resources of the College with responsibility and efficiently for providing a beneficial working and learning environment; Promote the collaborative, co-operative work culture in the college, paving way for innovative thinking and ideas, thus enhance the quality of work culture, professionalism, satisfaction and service to the nation and society.

CODE OF PROFESSIONAL ETHICS AND FUNCTIONING GUIDELINES FOR INTERNAL QUALITY ASSURANCE CELL

Functions of IQAC

- Development and application of quality benchmark/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feed- back response from students, parents, and other stake holders on quality related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of Intra and Inter Institutional workshops, Seminars on quality related themes and promotion on quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the institutions for conducting quality related activity including adoption and dissemination of best practices.
- Development and Maintenance of institutional data base through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of quality culture in the institution.
- Preparation of Annual Quality Assurance Report(AQAR) as per guide lines and parameters of NAAC, to be submitted to NAAC.



- The IQAC shall evolve mechanisms and procedures for:
 1. Ensuring timely, efficient, and progressive performance of academic, administrative and financial task.
 2. The relevance and quality of academic and research programmes.
 3. Equitable access to and affordability of academic programme for various sections of society.
 4. Optimization and integration of modern method of research and teaching.
 5. The credibility of evolution procedures and ensuring the adequacy, maintenance and functioning of the support structure and services.
 6. Research sharing and Network with other institutions in India and abroad.

CODE OF PROFESSIONAL ETHICS AND FUNCTIONING GUIDELINES FOR FACULTY

(Based upon UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018)

Whoever adopts teaching as a profession assumes the obligation to conduct him / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

Teachers should:

- a. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- b. Manage their private affairs in a manner consistent with the dignity of the profession;
- c. Seek to make professional growth continuous through study and research;
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- e. Maintain active membership of professional organizations and strive to improve education and profession through them;
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;



- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation;
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

I. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals;
- (x) Refrain from inciting students against other students, colleagues or administration.

II. TEACHERS AND COLLEAGUES

Teachers should:

- a. Treat other members of the profession in the same manner as they themselves wish to be treated;
- b. Speak respectfully of other teachers and render assistance for professional betterment;
- c. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.



III. TEACHERS AND AUTHORITIES

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made;
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.

IV. TEACHERS AND NON-TEACHING STAFF

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

V. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain 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.

VI. TEACHERS AND SOCIETY

Teachers should:

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b. Work to improve education in the community and strengthen the community's moral and intellectual life;



- c. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF PROFESSIONAL ETHICS AND CONDUCT FOR LIBRARY

- i. Librarians shall provide users access to information for all for personal development, education, cultural enrichment, leisure, economic activity and informed participation in and enhancement of democracy.
- ii. Librarians should use the most effective ways to make the material accessible to all. They should ensure that the websites of librarians are not subject to barriers.
- iii. The information provided by the librarian shall be as complete and impartial as possible, not conditioned by the librarians personal opinion or values or any external pressure.
- iv. In order to promote inclusion and eradicate discrimination, librarians must ensure that equitable services are provided to everyone irrespective of sex, gender, caste, creed, religion etc.
- v. Librarians shall promote user's development of autonomous critical faculties related to the search comprehension, selection and evaluation of documentary or information sources.
- vi. Librarians in the conduct of their profession shall not be in a position of conflict of interest or place. their own private interests above the library and its users interest.
- vii. Librarians should promote a proper balance between the right of accessing information by users and the rights both ethical and legal of authors and publishers. They commit themselves to promote in particular the ethical use of information and the fight against any form of plagiarism.
- viii. Librarians professional competencies shall be constantly updated, also through participation in associations and organizations in the field.

CODE OF PROFESSIONAL ETHICS AND CONDUCT FOR NON-TEACHING STAFF

The non- teaching staff of the college is expected to inculcate the following values: Loyalty, responsibility integrity, justice, care.

The support staff can demonstrate loyalty by:

- Being punctual and conscious in duties.
- Advocating a drug and alcohol free lifestyle.



- Speaking positively of the college where we work.

The support staff can demonstrate responsibility by:

- Cooperating with their colleagues and administration.
- Fulfilling the required standard for every task.

The support staff can demonstrate integrity by:

- Being honest
- Acting according to the law
- Maintaining cordial relation with students
- Being fair and unbiased.

The support staff can demonstrate justice by:

- Being fair and just v Being committed for the betterment of the college.

The support staff can demonstrate care by:

- Showing care and respect to everyone in the college.
- Exercising sound and fair judgement.
- Respecting diversity and treating students with compassion.

Disciplinary proceedings: Violations of code of conduct by the non- teaching staff are subject to disciplinary action such as so cause notice, enquiry committee, suspension, termination etc. or any other as per the competent authority.

CODE OF CONDUCT AND ETHICS FOR THE STUDENTS

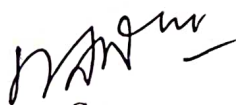
Lumding College has outlined the code of conduct for students to maintain the disciplinary policies of the institution. Its aim is to make an appropriate atmosphere of higher education within the institution. Following code of conduct of student are adopted by the college.

- Students have to maintain strict discipline and good manners both inside and outside the college campus.
- A six day working schedule is followed from Monday to Saturday from 8.30.am to 4.30 pm. All the students have to present in the class on scheduled time.
- A non-transferable identity card duly signed by the principal is issued to each student. Every student must bring the identity card with him/her and a duplicate identity card is issued in case of loss, damage of the card on payment of identity card fee.
- A student who is awarded a scholarship must produce his/her identity card at the time of drawing scholarship money.
- A student should apply to the principal through the head of the concerned department within 15 days of admission for change of subject.
- No transfer certificate will be issued until all the dues and fees of the college are paid in full. After producing clearance certificate, a student may be given transfer certificate.



- All the students are to appear in all the examination and academic activities which are conducted by the college authority during an academic session.
- There is an anti- ragging committee in the college. Any student of the college can lodge a Written complaint against an offender.
- Any form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the Directives of the Supreme Court of India.
- The college student shall be formed as per Lyngdoh Committee recommendations approved by the Supreme Court of India.
- Misbehaviour towards girl or women or violence against members of the staff is to be considered as very serious cases of misconduct.
- Student representatives of the college in inter college events have to take prior permission from the concerned authority.
- Smoking, drinking alcohol, tobacco, *gutkha* is strictly prohibited in the college campus.
- All the students should compulsorily attend the student's seminar, project presentations, of the concerned class or other classes of academic importance in the entire session.
- No students are allowed to wander or gather in *varanda*, corridor or other surrounding places during teaching hours.
- Without uniform no student are allowed to enter the college campus.

Compiled and drafted by Drafting Committee for Code of Conduct and Professional Ethics, Lumding College.



Convenor

Drafting Committee for Code of
Conduct and Professional
Ethics, Lumding College.



Coordinator

IQAC Lumding College,
Lumding

Co-ordinator
IQAC
Lumding College
Lumding, Hojai, Assam



Principal

Lumding College
Lumding, Hojai,
Assam

Principal
Lumding College
Lumding, Hojai, Assam

