



BARNAGAR COLLEGE, SORBHOG

CODE OF CONDUCT HANDBOOK

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BARNAGAR COLLEGE, SORBHO
CODE OF CONDUCT HANDBOOK

CODE OF CONDUCT COMMITTEE

Office of the Principal
BARNAGAR COLLEGE, SORBHO
P.O. - Barnagar College, Via- Sorbhog, Pin- 781317
Dist. - Barpeta (Assam)

From:

Dr. B.K. Chakravorty
M.A., Ph.D.
Principal



Phone: 03666-287437, 8811817692(M)
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Date:..17../..12../20.21.....


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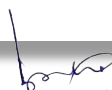
CIRCULAR

This is to inform that, as per the recommendations from the IQAC, Barnagar College, Sorbhog, the Code of Conduct Monitoring Committee is constituted in the staff meeting held on 16th December 2021 with the following composition.

President	Dr. B.K. Chakravorty, Principal
Convenor	Dr. Prakash Sarma, Vice-Principal
Members	Dr. Asim. I. Twaha, Co-ordinator, IQAC
	Dr. Rupan Boro, Asstt. Professor
	Dr. Zakir Ahmed, Asstt. Professor
	Mr. Janmani Borah, Asstt. Professor
	Dr. Shamsun Nahar, Asstt. Professor
	General Secretary, Students' Union

The members of the committee are hereby requested to prepare a Code of Conduct Handbook for students, and teaching and non-teaching staff of the college so that the codes could be implemented at the earliest. Further, the committee should regularly recommend relevant awareness programmes to various committees with a view to maintain the code on the campus.


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1. Code of conduct

Barnagar College, Sorbhog is one of the premier institutions of higher education in the district of Barpeta (Assam). It is affiliated to the University of Gauhati. It is the third oldest college in the district. Being established on 3rd September, 1962 it was brought under the deficit system of grants-in-aid in December, 1972 by the Govt. of Assam. It has been affiliated to the U.G.C. under 2(f) since 1969. The college has been accredited “B” Grade by the NAAC (National Assessment and Accreditation Council), Bangalore in both Cycle I (2004) and Cycle II (2016). It has been imparting education to a large number of students hailing from a vast area predominantly inhabited by socially and economically backward segments of the population. The college celebrated its silver jubilee in the midst of pomp and gaiety in the year 1988 and 50 years of its glorious existence in the year 2012. Located in a pollution free idyllic setting near the National Highway No. 31, the college is easily accessible both by road and rail. The college has a campus spreading over 15 acres of government allotted land. The public has donated low-lying land of 12 acres, which has been converted into natural fishery.

The pioneers of the college under the able stewardship of the Founder Principal Late Ghanashyam Talukdar, a distinguished educationist and socio-political figure of the locality, started it as a night college with a view to providing opportunities to the poor and the deprived students for acquiring higher education. With the active co-operation of the teaching and non-teaching staff, students and the people of the locality, the college authority has been taking up some developmental projects for the uplift of the institution. A sincere endeavor is also being made to fulfil the hopes and aspirations of the youths.

2. Our Mission

The Mission of Barnagar College, Sorbhog (Assam) is to maintain status of the college as one of the premier educational institutions in the state catering quality education, installing moral and ethical values by the qualified and competent teachers through classroom teaching, holding examinations, seminars, workshops etc. and laying emphasis on developmental pro-programmes including vocational courses. Besides imparting education, it is our endeavor to foster amity and brotherhood among the different sections of the society.



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3. Our Vision

The vision of Barnagar College, Sorbhog (Assam) is to cope with the time and situation in the age of vigorous competition educating the learners with new skills in science and career-oriented courses, computer courses apart from the subjects of the Arts, Science & commerce faculties that are taught in the college at present. The college endeavours to prepare the students to meet the challenges of changing times and with that end in view the following programmes have been chalked out:

- a) Introduction of more Career-Oriented Courses.
- b) Introduction of more post-graduate courses in Arts faculty.
- c) Provision for research facilities.

4. Code of conduct for students

Our Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students.

The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“Self Discipline is the Best Discipline”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of the College are introducing the following code of conduct which must be followed by every student of the college.

4.1. Code of Conduct On the college campus


1. Classes start from 9.00 a.m. and may continue up to 4.30 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per Gauhati University rules, 75% attendance is mandatory to appear in semester end examination.


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4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. No student allows, keeping fashionable/cool/unusual/colored hairstyle.
9. Eatables snacks / beverages (drinks) are not allowed inside the College.
10. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
11. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/ She/ They must inform immediately to the Principal/Discipline & Ragging committee Coordinator.
12. Consuming Alcohol, Guthkha and Smoking is strictly prohibited In The premises and out of the college.
13. Every student should help to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dust bin for garbage.
14. No student spite in college premises/campus or in class room.
15. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/classroom.
16. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
17. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
18. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.


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20. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
21. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
22. Furniture in the class rooms should not be moved or displaced.
23. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
24. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
25. No function/program/ birth day in the college campus / class room without prior permission of the principal.
26. To Celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
27. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
28. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
29. Each student should park his/her vehicle at the parking of the college.
30. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

4.2. Code of Conduct in the College Library

1. Every staff/ student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 12 A.M. to 5.P.M. on working days.



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5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. Cards are not transferable
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non-return of books issued to him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
15. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
16. Students can use well equipped Library study room from 10.00 to 5.00 p.m. with kind permission of the Principal/Librarian.

5. Code of Conduct & Professional Ethics For The Principal, Non-Teaching Staff & Teaching Staff


Staff of Barnagar College have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of Barnagar College. Following code of conduct/code of professional ethics for the Principal Teaching Staff & Non -Teaching body meeting which was held on Wednesday dated 10th April 2019. Which are as following:-



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6. Code of Conduct for the Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government, / U.G.C./Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non-teaching staff of the college.
9. Compel the teaching and non-teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
13. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
14. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
15. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
16. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
17. To encourage teaching and non-teaching staff for their professional development.


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7. The Professional Ethics & Code Of Conduct For Non-Teaching Staff

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/ guidance etc.
6. Speak respectfully and behave with polite to the every one of the colleges. (The Principal, teachers, Students, visitors, parents etc.) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
7. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
8. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
9. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
10. Should adhere to the Professional Ethics and Code of Conduct of the institution.
11. Every employee should apply their knowledge and experience for overall development of the office work of the college.
12. Every employee should behave and perform fair and committed to the best interest of the college.
13. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
14. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.



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15. Every employee possesses his/her identity as an Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
16. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
17. Avoid conflicts between their professional work and personal interest.
18. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
19. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
20. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
21. Should adopt a humane approach in dealing with students who are physically challenged.
22. Be punctual & careful in availing professional opportunities for career development
23. No one shall meet/approach directly to any member of the Management/ Governing Body of Barnagar College, Sorbhog, for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Barnagar College, Sorbhog, in writtenform.
24. Every employee should respect the functional superiority of those set-in authority over him/her by the Management/Principal.
25. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

8. Code of Professional Ethics for Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / 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



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teachers should be calm, patient and communicative by temperament and amiable in disposition. A teacher is expected to

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

8.1. Teachers and the Students

Teachers should:

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



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

8.2. Colleagues, Teachers and others

Teachers should:

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

8.3. Teachers and Authorities

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;



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3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

8.4. Teachers and Non-Teaching Staff

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

8.5. Teachers and Guardians

Teachers should:

1. 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.

8.6. Teachers and Society

Teachers should:

2. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
3. Work to improve education in the community and strengthen the community's moral and intellectual life;
4. 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;



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5. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
6. 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
7. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College/Management from time to time. Maintain his/her professional knowledge & skills, and update himself/ herself professionally for the proper discharge of duties assigned to him/her.
8. Every teacher should apply their knowledge and experience for overall development of the students of the college.
9. The Teacher should behave and perform fair and committed to the best interest of students of the college.
10. The teacher should be sincere, dedicated and academically focused.
11. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
12. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
13. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
14. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
15. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
16. The teacher should devote his time and energy to develop and improve his academic and professional competence.


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17. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
18. Teacher should assist the College/University Examinations, Valuation works, Moderation. etc.
19. Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
20. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
21. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
22. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
23. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
24. The teacher should maintain the positive relationship with all colleagues & students of the college.
25. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
26. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
27. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
28. The Teacher should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
29. Avoid conflicts between their professional work and personal interest.

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30. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
31. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
32. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
33. The teacher should adopt a humane approach in dealing with students who are physically challenged.
34. Be punctual & careful in availing professional opportunities for career development.
35. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
36. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college and after verifying this file, will be forwarded to the I.Q.A.C. by the Placement Scrutiny Committee and I.Q.A.C. will forward that file to the Principal for further needful action.
37. Academic dairies are provided to every teacher by the college at commencement of the session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date (excluding Sunday/holiday) of every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teacher.
38. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
39. No teacher shall meet/approach directly to any member of the Management/ Governing Body of Barnagar College, Sorbhog for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Barnagar College, Sorbhog in written form.
40. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.


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41. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of other teachers.
42. The teacher shall present punctually to the college for the National Anthem & Prayer.
43. No teacher shall leave the college campus during 9 a.m. to 3:30 p.m. in college duty hours after attending/joining the duty.
44. No teacher shall leave headquarter without permission of the Principal.
45. Every teacher should follow the 'teacher's dress code' as per directed by the Principal. Code of conduct/ Nature of work/Directions/Guideline for the All Head of the Teaching Departments of Arts & Commerce faculty of the College.

9. Code of Conduct/Professional ethics/Guidelines for Head of the Teaching Departments


1. Following code of conduct/code of professional ethics for the HoDs of teaching departments were passed in the Governing Body meeting held on 30/11/2021
2. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
3. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/Department.
4. To guide/direct the faculties of the department to prepare annual/semester-wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
5. To manage the periods/Lectures & keep watching for smooth conducting.
6. Organise/take student feedback (Two times) after one month of commencement of the teaching and at the end of every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
7. Every departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
8. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.


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9. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form. Each year, every teaching department of the college should establish “Students’ Study Circle” of the students, by the students, for the students by constituting their Students’ executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
10. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
11. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
12. Use ICT adds maximum for teaching learning process.
13. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
14. Organize “Industrial/Environmental study Tour” for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
15. Organize guest lectures on various subjects for the students, with kind permission of the Principal.
16. Organize student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.
17. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/activities/events to the Administrative staff officer.
18. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, Newspaper cuttings, Event attended students list, Minutes book, etc) in which should be kept in hard copies as well as soft copies with the department.
19. Provide the subject notes/question papers/study material etc. to the students.
20. Redress the grievance of the students at department level & Counsel them need fully.


Principal
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21. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy, and also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of each year.
22. If any directed or planned Program/activity/event could not be organized /conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.
23. HOD of Arts, Science and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to summit it to the Principal Office for month-wise reviewing & assigning by the principal, at last date of every month in working hours.
