

CODE OF CONDUCT

BELTOLA COLLEGE, BONGAON, BELTOLA, GUWAHATI-781028

Code of Ethics for Principal

The Principal of the institution is akin to the captain of a ship. The crew members of this ship are the teaching and non-teaching staff put in respective roles. Students are the valued passengers of the ship. The principal has to steer the ship guiding the team with rock steady decisions to keep the ship steady and make the passengers feel safe and team secure through the storm that might lash the ship with changed course of time and situation. The principal is to instill zeal among each and every teammate and also the students to spread the light of knowledge and wisdom in the society for its all round well being and progress.

In view of this, the Principal should develop oneself to be able to

- ❖ Provide quality guidance to the team to cope up with changing academic scenario
- ❖ Be bright, transparent, regular, attentive and honest
- ❖ Be fair in dealing with all the matters
- ❖ Face all challenges that springs up with valour and lead the team with level headed decisions
- ❖ Recommend measures and steps to usher in new dimensions and for running regular activities smoothly
- ❖ Develop communication skill to act as a good mediator between administration, Governing Body and staff
- ❖ Monitor overall development of the institution in a relentless method.

Code of Ethics for Faculty Members

The Faculty members of the institution are akin to the stewards of a ship put in respective roles. Students are the valued passengers of the ship. Their role is to keep a constant lookout and assist the Principal to keep the ship steady thereby making the passengers feel safe and team secure while braving the storm that might lash the ship with changed course of time and situation.

- ❖ Faculties must keep them abreast with the changing academic requirement and keep themselves up-to-date
- ❖ Be regular and attentive
- ❖ Maintain personal rapport with each of the pupils to make them feel at home
- ❖ Delve out hidden as well as natural talents of the pupils and encourage them to develop good hobbies to bolster their personality and enrich the society
- ❖ Involve actively with community development and contribute towards the well being of the society; each one trying to be a role model for the people to emulate
- ❖ Keep track of each of their pupils daily progress in studies and provide all-round support to better their performance
- ❖ Strive to uphold the dignity of the profession.
- ❖ Adhere to the rules, regulations of the institution and maintain cordial relation with fellow members and perform the assigned duties to the best of ability and continue the effort to improve performance.
- ❖ Remain alert and vigilant to eliminate the practice of ragging

Code of Ethics for Non Teaching Staff

- ❖ Must keep all records tidy, handy, correct and up-to-date.
- ❖ Be impartial, cordial and regular
- ❖ Strive to learn the changing rules and regulations and sensitise the concerned group to cope with the change
- ❖ Adhere to the rules, regulations of the institution and maintain cordial relation with fellow members and perform the assigned duties to the best of ability and continue the effort to improve performance.
- ❖ Be under oath to maintain confidentiality of such matters.
- ❖ To keep abreast with the changing all round scenario

Code of Ethics for Students

- ❖ Be very respectful to faculties, senior students and cordial to fellow students
- ❖ Must be regular and attentive
- ❖ Open up with friends and teachers and strive to delve out the hidden talent lying dormant in oneself and develop parallel expertise in diverse fields to improve confidence and as an add on to personality.
- ❖ Maintain discipline and be a proud and ambitious student
- ❖ Adhere to the rules and regulations of the institution
- ❖ Try to contribute in improving the social scenario and incite environmental awareness with the help and guidance of faculty members.
- ❖ Must stay away from all types of substance addictions
- ❖ Remain alert and vigilant to eliminate the practice of ragging

RULES & REGULATIONS

- **THE COLLEGE GIVES TOP PRIORITY TO DISCIPLINE, ALL STUDENTS ARE BOUND TO FOLLOW THE RULES AND REGULATIONS SET BY THE AUTHORITY.**
- **THE STUDENTS WHO DO NOT ATTEND AT LEAST 75% OF THE TOTAL CLASSES WILL NOT BE ALLOWED TO APPEAR IN SESSIONAL EXAMINATION AND FINAL EXAMINATION.**
- **THE STUDENTS ARE NOT ALLOWED IN THE CLASS ROOM WITHOUT COLLEGE UNIFORM.**
- **UNDER DISCIPLINARY ACTION, THE PRINCIPAL IS EMPOWERED TO SUSPEND OR EVEN EXPEL A STUDENT FROM THE COLLEGE IN THE INTEREST OF THE INSTITUTION .**
- **ALL STUDENTS MUST BRING IDENTITY CARD IN THE COLLEGE CAMPUS.**
- **ANY NOTICE DESIRED TO BE POSTED OR CIRCULATED BY THE STUDENTS ANY WHERE IN THE COLLEGE PREMISES WILL NEED THE PRIOR APPROVAL OF THE AUTHORITY.**
- **IT IS THE DUTY OF THE STUDENTS TO CHECK THE NOTICE BOARD EVERY DAY.**
- **IT IS THE DUTY OF THE STUDENTS TO KEEP THE CLASSROOM AND COLLEGE CAMPUS CLEAN.**
- **THE STUDENTS SHOULD NOT LOITER AROUND THE CORRIDOR OR SPEAK LOUDLY IN FRONT OF CLASS ROOMS LIBRARY AND OFFICE.**
- **WRITINGS OR POSTERING IN THE COLLEGE BUILDING IS STRICTLY PROHIBITED.**
- **THE STUDENTS ARE NOT ALLOWED TO USE MOBILE PHONES IN THE CLASS ROOM AND EXAMINATION HALL.**
- **THE STUDENTS CAN NOT USE ANY DEVICE TO LISTEN TO MUSIC.**
- **PARKING FACILITY IS AVAILABLE FOR THE STUDENTS ON THE BASIS OF FIRST COME FIRST IN THE COLLEGE CAMPUS.**
- **RAGGING, CONSUMING ALCOHOL AND ALL KINDS OF TOBACCO ARE STRICTLY PROHIBITED IN THE COLLEGE CAMPUS.**
- **THE STUDENTS ARE ADVISED TO SWITCH OFF LIGHTS AND FANS WHEN THEY LEAVE THE CLASS ROOM.**
- **SEXUAL MISCONDUCT OF ANY KIND IS STRICTLY PUNISHABLE.**
- **THE STUDENTS ARE NOT ALLOWED TO ORGANISE ANY KIND OF MEETING, FUNCTION, PICNIC ETC. WITHOUT TAKING PRIOR PERMISSION FROM THE AUTHORITY.**
- **THE STUDENTS CANNOT DAMAGE ANY KIND OF COLLEGE PROPERTY.**
- **NO STUDENTS CAN POSSESS ANY KIND OF ARMS.**
- **ALL STUDENTS MUST TREAT ALL MEMBERS OF THE COLLEGE COMMUNITY WITH RESPECT AND COURTESY.**
- **THE STUDENTS MUST SWITCH OFF THE MOBILE PHONE IN THE CLASS ROOM.**
- **IN CASE OF CHANGE IN ADDRESS, THE STUDENTS MUST INTIMATE IN WRITING WITH SIGNATURE OF PARENTS/GUARDIANS TO THE COLLEGE OFFICE.**

BY ORDER COLLEGE AUTHORITY