

Pandu College
Pandu, Guwahati, Kamrup (Metro), Assam
Pin-781012

CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body

The Governing Body is the highest body that monitors the progress of the college and suggests the activities for the growth and overall development of the institution. It also aims at governing desired shape of the institution or meets the highest standards in the fields of education.

The Governing Body of the college is constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines and state government directions in this regard for the provincialised colleges.

The main objective of the Governing Body (GB) is to offer transparent and effective governance in building and development of the institution, taking all the stakeholders into confidence.

An eminent educationist/ social worker of the society is nominated by the Government as the President of the GB. The Principal of the college becomes the ex-officio secretary of the body. The GB of the college is constituted with two members to be nominated by the affiliating university, two members to be elected from the teaching staff, one member to be elected from the non-teaching staff, three members from the guardians and the librarian as the ex-officio member as per direction issued by the Government of Assam as per Assam College Employees (Provincialisation) Act 2005.

The Primary Accountabilities

The Governing Body of the institution is collectively responsible for the institutional activities determining its future direction and fostering an environment in which mission of the college is achieved and vision of the institute is realized.

The Mission and Strategic Vision of the Institution

The prime duty of the GB is to develop and implement the mission, vision, quality, policy and strategic plan of the institution. It has to review short term and long term goals and if necessary, make changes in the priority as time passes. It should suggest the institute to achieve the administrative practices, benchmarking, risk management including financial, physical, strive to meet the interest of stakeholders, the students, parents, alumni, employees, local communities, government and others representing public interest.

The GB should be supported by various other committees in respect of the revision of curriculum, operational planning of strategic issues to meet the mission and vision and implementation of suggestions to be proposed by the body.

The strategic plan may be reviewed once in five years

- To ensure the establishment and monitoring of proper, effective and efficient system of control and accountability;
- The GB shall ensure the preparation of annual budget and review the audit and performance report for smooth functioning of the institution;
- To submit the expenditure report for the fixation of the fees and other charges payable by the students who seek admission into the college on the recommendation of the Academic Council;

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- To institute scholarship, fellowship, studentship, medals, prizes and certificates on the recommendation of Internal Quality Assurance Cell (IQAC) and Academic Council;
- To follow proper procurement guidelines and ensure appropriate spending for the right cause;
- The associated risks shall also be reviewed from time to time and advise suitable remedial measures to ensure sustainability;

To monitor institutional performance and quality assurance arrangements

The GB shall advise the institute from time to time in respect of the following:

- Timely compliance of documents for accreditation;
- Ensuring that the proper arrangement is made for maintaining quality of education;
- Benchmarking to be taken up as a tool for performance monitoring to ensure credibility of the institution in the society;
- Carrying out gap analysis and identifying the areas for improvement;

To put in place suitable arrangement for monitoring the performance of managerial and administrative positions

Members of the GB shall ensure that:

- The Head of the institution implements the decisions of the GB in true spirit for the growth of the institution using the process of reorganization;
- The Head of the institution shall plan the future growth of the institution;
- Processes to evaluate the performance of the Head of institution are established;
- The required documentation is maintained to meet statutory requirements;

Openness and transparency in the operation of Governing Body

- In order to maintain high ethical standards, transparency and openness are to be ensured in the working of the institution by GB;

To promote transparency and openness in every level:

- All the minutes/proceedings of meetings of various committees must be available for the concerned stakeholders;
- Preparation of annual reports showing the activities in an academic year and uploading the same in the institutional website;
- Conducting proceedings of the different committees in as open a manner as possible, including the review of those of the Governing Body and any reports on the outcome of such reviews to ensure public trust on the integrity of the processes regarding the admission and election of students. The Criteria used for such processes should be clear and transparent in all respect;
- Ensuring the vacancies is widely published both within and outside institution;
- To ensure participatory governance in the institution;

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Members of the Governing Body

The Governing Body is constituted as the guidelines as per the UGC

Sl. No	Name	Designation	Position	Contact No.	Email
01	Dr. Bibhash Chandra Das Purkayastha	Retd. Principal, Pandu College, Pandu	President	9435042684 9854077851 6000528581	bcdpurkayastha@gmail.com
02	Dr. Jogesh Kakati	Principal, Pandu College, Pandu	Secretary	8812987251	kakatiji25@gmail.com
03	Prof. Lakhyahira Dutta	Prof. of Geography	University Member	9101132401	
04	Dr. Balendra Kumar Das	Retd. Principal, Pachchim Guwahati College	University Member	9435012558 7086929097	balendra.d@rediffmail.com
05	Dr. Angana Barua	Assistant Professor, Economics, Pandu College, Pandu	Teacher Member	9435048964	anganabarua@yahoo.co.in
06	Dr. Manoj Sarma	Assistant Professor, Economics, Pandu College, Pandu	Teacher Member	9864814628	manojisarma38@gmail.com
07	Dr. Gauri Sankar Karmakar	Librarian, Pandu College, Pandu	Ex-Officio Member	9435730673	gourisankarkarmakar@gmail.com
08	Smt. Bani Bhattacharyya	Assistant Teacher, Adarsha High	Guardian Member	9957148574	

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		School, Pandu			
09	Shri Sanjit Deka	Businessman	Guardian Member	9864032815	
10	Prof. Kanak Chandra Saharia	Prof. of Assamese	Guardian Member	9435088454	
11	Shri Partha Pratim Sarma	Assistant Librarian	Employee Member	8638103993	parthapsarma2016@gmail.com

CODE OF CONDUCT FOR THE TEACHING STAFF

In fulfillment of their obligation to the teaching profession, teachers will strive to:

- Advance the interest of the teaching profession through responsible, ethical practices;
- Regard themselves as learners and engage in continual professional development.;
- Be truthful when making a statement about their qualification and competencies;
- Contribute to the development and promotion of sound educational policy;
- Contribute to the development of an open and reflective professional culture;
- Treat colleagues and associates with respect, working with them in a congenial environment;
- Assist newcomers to adjust with the profession;
- Respect confidential information and documents;
- Speak out if the behavior of a colleague is seriously in breach of the code of conduct.

Responsibility and Accountability

- Faculty must handle the curriculum assigned by the Head of the Department (HoD);
- Faculty must complete the syllabus in time;
- Faculty shall strive to produce good result in their subjects;
- Mentor-mentee system must be effectively implemented. Mentor-faculties will monitor the respective group of students who are attached to them;
- Assignment of topics for each course is to be given to the students within a week of the beginning of the semester;
- One/Two mid examinations are to be conducted in each semester. Marks of the evaluated answer scripts are to be given to the students in time;
- Marks for the assignment, mid test, semester if attended to be entered in the student report card;
- Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students in ensuring that the teaching-learning process is effective;
- Faculty should ensure successful value-based education;
- Faculty should maintain decorum both inside and outside the classroom and set good example for the students;
- Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

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Identity Card

- It is mandatory for the students and staff to always display ID cards when they are on campus.
- Faculty should avoid taking ID cards from students when they are involved in undesired activities. ID card can be demanded only to ascertain the identity of students. After noting the detail, of the students, ID card must be returned to the student concerned on the spot.

Communicating with Parents

Faculty may summon parents to the institute under special circumstances with the recommendation from HOD or Principal.

Students' Late Coming

- Students should not be denied admission into the classroom/laboratories when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- Faculty must desist from awarding physical punishment to students' indulging in misbehavior in the classroom. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline misbehavior or insubordination should be dealt with at the HOD or the Principal or at committee level as such faculty should not threaten the students in the name of marks or other punitive action for their lapse or indiscipline.

Taking Attendance

- Staff members must take attendance within 5 minutes of starting period.
- Latecomers should not be denied admission to the classes for being late. However, such students need not be given attendance.
- Faculty is advised to refrain from awarding punishments like:
 - Dismissal from the classroom,
 - Making them stand in and outside the classrooms,
 - Not marking attendance
- Troublemakers in the classrooms must be reported to the HOD/Principal for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories, and library.

Course File

Every faculty must maintain a course file for each subject offered during semester/year. It shall have following details, syllabus, lecture plan, lecture notes for each period, date and time for preparation, date time for delivery.

Class adjustment before going on leave:

- As per the rules, the institute staff members must adjust their classes and show the consent of the substitute faculty to the HOD before going on leave.
- All staff members are advised to strictly follow the above procedure; failing the leave will be treated as unauthorized with loss of pay

Instruction to Invigilators

- Report to the Officer-in-charge/Assistant Officer-in-charge/Examination Committee at least 30 minutes before the commencement of examination. Collect the seating arrangement,

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examination stationary and be present at the respective hall at least 15 minutes before the commencement of examination.

- The candidate should be present in the examination hall before the commencement of examination and no candidate should be allowed after the commencement of examination, ensure the candidate should not carry any material except hall ticket, id card, and non-programmable calculator into the examination halls. Programmable calculators, cell phones, and other electronic are not allowed for the examinations.
- Ensure that the relevant question paper is given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any should be reported to the chief superintendent immediately Invigilators should not take the liberty of conduction the defaulters by giving warning.

Norms For Conducting University Practical Examination

- Practical examination should be conducted in the respective laboratories/workshop/drawing hall only
- Both the examiners internal and external should asses the students for 50 % of marks allotted for practical assignment. Internal examinations have to both the external examiners regarding the allocation of marks for each component of the practical activity.
- Marks must be noted on the answer sheet indicating the marks awarded for each component of the practical activity.

Promotion Policy

As per UGC and central / state government guidelines

Duties & Responsibilities of the Head of the Department

HOD is responsible for handling all curricular and co-curricular activities of the department as per the norms of the affiliating university and decisions and resolutions adopted by the authority, IQAC and Academic Council. In pursuance of above objective, he/she is required:

- To formulate timeliness to provide adequate contact hours to complete the syllabus well in time while providing ample time for conduction personality development and sports.
- To train and update faculty to deliver good instruction to the students
- To manage the classes when some faculty go on leave
- To ensure proper evaluation of student performance and take remedial action improve the performance of slow learners.
- To maintain departmental Log Book, Attendance Register, Proceedings of Meetings, Activity Record Book etc.
- To organize departmental seminars, workshop, field trips, educational tours etc
- To submit the self-appraisal reports to the concerned authority
- To convene Parent –Teacher Meetings. Alumni Meetings etc
- To ensure good coordination with mutual respect among the faculty

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- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.

Specific Duties of HOD:

- HOD's are responsible for ensuring that all classes are held as per the time-table and make alternate arrangement for the class work of teachers absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work.
- HOD's must verify the student attendance registers on every weekend to check the proper marking of attendance and implementation of lecture plans. They should forward all the registers on the last on the last working day of every month to the authority's perusal.
- HOD's are responsible for going around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of faculty at least once in a month to review academic and research activities of the Department.
- HOD's should arrange guest lectures, preferably in a specialization related to the department to widen the horizons of knowledge in consultation with the authority. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors to meet the needs of students suffering from the effects of stress and peer pressure.

DUTIES OF LABORATORY BEARER

- Any unexpected breakdowns of laboratory machines/equipment must be reported immediately to the teaching staff in-charge of the lab.
- Damages caused to the laboratory equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of lab assistant is to identify the requirement of lab consumables etc. preferably before the beginning of the semester and give the same in writing to laboratory-in-charge.
- All maintenance works must be carried out & recorded as per the schedules are given by the laboratory-in-charge, without affecting the regular lab class work.
- Issue register for tools issued to the students must be maintained for every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities and firefighting equipment"
- Avoid other activities during laboratory hours unless assigned by the senior management.
- Adjust laboratory work to a technician, who is familiar with that lab, in case of your absence.
- Ensure that the machine is in proper working condition & then allow the students to do the job.

CODE OF CONDUCT FOR SUPPORTING STAFF

Non-teaching employees, security staff of college are expected to be committed to the following values: Loyalty, Integrity, Dignity, Responsibility, Respect, Justice and Care.

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Supporting staff demonstrate Loyalty by:

- Modeling and supporting commitment to the faith, and lifestyle values
- Being punctual and conscientious in all duties
- Dressing and behaving in a manner consistent with the standards expected by the college where we work
- Advocating a drug and alcohol free lifestyle
- Speaking supportively of the college where we work

Supporting staff demonstrate Integrity by:

- Being honest in words and actions
- Acting in the law
- Creating and maintaining appropriate relationships. This includes:
 1. Interactions with students
 2. Notifying the Principal immediately if there is reasonable cause to suspect that a student is being harmed or is likely to be harmed
 3. Maintaining professional boundaries
 4. Being fair and impartial

Supporting staff demonstrate Dignity by:

- Respecting diversity, treating students with care and compassion, respecting that each person has a unique family environment
- Valuing each student without making any comparisons with other students
- Being supportive of other staff members

Supporting staff demonstrate Responsibility by:

- Meeting the required standards for every task
- Collaborating and cooperative with colleagues and administrators.

Supporting staff demonstrate Respect by:

- Showing mutual respect, trust and confidentiality
- Providing positive support for others

Supporting staff demonstrate Justice by:

- Being fair and reasonable at all times
- Being committed to the wellbeing of individuals, the wider community and the common good of all people

Supporting staff demonstrate Care by:

- Being a positive influence and exercising sound judgment
- Showing care and compassion in all relationships
- Playing careful attention to our duty of care to others

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CODE OF CONDUCT OF THE PRINCIPAL

- The Principal is the academic and administrative head of the institute and works for the growth of the institute. He /She will implement the policies approved by the Governing Body, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including IQAC and Academic Council.
- He/She is authorized to nominate Chairmen, Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council;
- To conduct the meetings of the Governing Body as per the stipulated guidelines;
- The Principal is the Chairman of the IQAC;
- To hold Academic Council meetings as per the norms;
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively;
- Shall work for the common goal of providing effective higher education and guiding to enable the students to carve out promising career and lifelong learning;
- He / She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of higher education in particular;
- He / She along with all the staff working under him, is singularly and collectively responsible to the GB, University, State Government, UGC, students and parents for the smooth and effective functioning of the college;

- The duties of the Principal may be suitable categorized as
 - a) Academic Administration:
 - On academic matters the Principal is generally guided by the rules and regulation as well as the norms lay down by Gauhati University, UGC, State Government and the Governing Body of the college;
 - Shall be assisted by various Heads of the departments, senior faculty members and various committees mentioned in the manual;
 - In matters related to decision implementation, the Principal will be assisted by the Governing Body, IQAC and Academic council of the college.
 - An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, the Academic Council along with the HoDs extend support to the Principal.
 - Shall closely monitor the class work as per the time tables and the almanac with assistance of the coordinator of the Academic Council, the HoDs and other faculty in-charges.
 - Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
 - Shall hold meetings of Heads of departments to review the academic work and suggest effective measures to achieve desired academic outcome.
 - If necessary, shall instruct the Heads of the departments to conduct remedial classes academically to support the slow learners.

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- In matters related to internal examinations, semester and examinations (both theory and laboratory), result analysis, detained candidates, the Principal will be assisted by the Examination Committee.
- In matters related to student attendance, drop outs, medical conditions, the Principal gets assisted by the faculty members.
- The Principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- The Principal shall also ensure quality assurance and he should be assisted by the IQAC.
- Shall monitor, evaluate research, development and consultancy activities the respective committees and the Coordinators assist the Principal in this matter. The Principal advises the faculty members to get sponsored research projects from various funding agencies.
- The Principal promotes industry-institute interaction for better employability of the students.
- Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- Arrange finishing School for the students with the active association of Information and Career Guidance Cell of the college.
- Shall efforts to look after overall welfare of staff and students.
- For effective functioning of the college he shall build close rapport between staff, students and management.
- Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- Shall maintain regular, right and appropriate contacts and interaction with Government, AICTE, UGC, University, State Council of technical education, Department of Technical Education authorities.
- Shall involve faculty members at different levels for various institutional activities.

b. General Administration

On General Administrative matter, the Principal shall be assisted by the Vice-Principal, the Heads of Departments and various other committees.

- The Principal shall at the approval of GB make appointments to all posts of cadres including contract, part-time, adhoc, and daily wage employees as per UGC/State Government guidelines.

c. Financial Administration

- The Principal is assisted by the accountant and some other committees in financial administration.
- Subject to the budget allocations for a specific area of expenditure, the Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.

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- All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made the name of the college shall be executed by the Principal.
- The Principal shall forward monthly salary bills of all the staff of the college to the concerned treasury office for disbursement.
- The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship forms in respect of students of the college.
- Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- Shall countersign T.A. bills.
- Shall have power to sanction advances and final withdrawal of EPF of the staff.

CODE OF CONDUCT OF STUDENTS

It shall be the responsibility of the students

- Pandu College expects students to be familiar with and adhere to this Code and any amendment brought to this Code.
- To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, elders and among students.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the college.
- To access all educational opportunities and benefits available at the college and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To respect the cultural and social values nurtured and followed by People of this Country.
- To communicate to all the parents'/guardians' about such code of conduct enforced by the college authorities and the parents'/guardians' are expected to cooperate with the college authorities in enforcing the code of conduct for the betterment of their wards.

Behaviour & Conduct of the Student inside the campus

- Students are expected to be punctual in attending their classes as per the class routine. They are also expected to spend their off periods in meaning full ways.
- Students should not leave the campus during the class hours. Students' who wishes to leave the campus for any reason may apply for permission to the concerned Head of the Department who in turn would mention his/her comments on the case and forward the case to the Principal.
- Students must wear neat and clean uniform. They must wear (display) the identity Card as long as they are on the campus.
- In case there is any delay in the part of any teacher in entering the class, and as a result, the students are idle, one of the students from the class (preferably class Monitor) may contact the

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HOD for corrective measures/necessary arrangements. If the student do not have any teaching class they are advised to make use of their free time productively by utilizing the college library.

- Students must actively participate in all academic and extracurricular activities like; Seminars/Workshops. College Week, sports, cultural, debate, quiz, literary competitions and all the National Festivals and use them as a platform to present them and grow as better individuals.
- As a student, everybody is expected to cultivate habits like practicing self-discipline, showing dedication towards studies and respecting the teachers and elders.
- If any one of the students has any complaints or grievances against the institution, he/she is always welcome to bring them to the notice of the concerned authority and get their problems solved.

Students are also welcome to make their suggestions for the improvement of the institution. Their suggestions will be appreciated and implemented if they found to be good, innovative and helpful to the institution in offering better services.

Rules for Students

- Express themselves without the use of profane language or offensive gestures.
- Respect the safety of others by not bringing real or imitation weapons to college or the hostel/campus.
- Students should not indulge in chatter or involve in spreading rumors on campus.
- They shall not loiter along the corridors or crowd in front of the offices or the campus roads.
- All students must wear their identity cards while on the campus.
- Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the college campus and hostels. Pandu College Campus is a "Tobacco free zone".
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Politically based students and other organizations or outfits are not allowed on the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to any college property.
- No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc. within the Campus or hostels.
- No one shall exhibit any banners, flags, boards, etc. inside the campus, gates and buildings or on the compound walls.
- Engaging in groups, keeping under captivity or illegally confining any official of the College is prohibited.
- Students are not permitted to undertake any Educational tours or Industrial visits without the prior approval and permission of the Principal.
- Students are strongly discouraged from coming to the College in their vehicles and expected to use public transports. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two-wheelers, riding with more than one pillion riders in the College premises is prohibited.

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- Students shall not bring any outsiders along with them either to the college campus or to the hostels without specific permission of the authorities.
- To avoid loss and to prevent occurrence of embarrassing situations students should avoid wearing or carrying of or keeping any item of expensive jewelry with them nor should they carry/keep with them more money than required or expensive electronic gadgets.