

Office of the Principal  
Women's College, Tinsukia

---

**CODE OF CONDUCT FOR STUDENTS**

**Following are the stated "Codes of Conduct" for the students of the college. All students of this institution will abide by the rules and regulations of the institution and will act in a way befitting the discipline and esteem of the institution.**

**Codes of Conduct:**

1. Students must come to the college in approved uniforms.
2. Students must carry their identity cards while coming to the College. A student without a valid I-Card shall not be allowed entry in the college.
3. Students should attend the Morning Assembly session at 8:45 A.M. as per their allotted slots.
4. Every student should maintain the cleanliness within the college campus (Classrooms, Laboratories, Hostel, Auditorium, Library, Canteen, Washrooms etc.).
5. Use of tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited and is a punishable offence.
6. Use of Cell phones is strictly prohibited (during class hours) and is a punishable offence.
7. Splitting is strictly prohibited inside the college & hostel campus
8. A student should maintain at least 90% attendance in every subject. Otherwise, she will be debarred from appearing in the University Examinations.
9. Any act which obstructs teaching & administrative activity and other proceedings of the college is strictly prohibited and is a punishable offence.
10. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college.
11. Indulging in ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostel are strictly prohibited and is a punishable offence.
- 12. Students are required to check the Notice Boards and also website of the college for important announcements regularly.**
13. Students are expected to maintain the highest standard of discipline and demonstrate dignified behavior inside as well as outside the College campus.
14. It is the duty of a student to greet the Principal, Teachers & other associate members of the college with due respect.
15. No students shall wander or gather in verandah, corridor, and staircase etc.
16. All leave applications (Regular & Medical) shall be submitted in time to the Vice-Principal through Heads of the Departments. Application for medical leave shall be accompanied by valid medical certificates.
17. Every student will remain answerable to the college authority for her activity and conduct in the College Premises.

Dr. Rajib Bordoloi  
Principal  
Women's College, Tinsukia

# Office of the Principal Women's College, Tinsukia

---

## Code of conduct for Teachers

### **Preamble:**

In the Indian tradition the education profession is entrusted with the responsibility of molding the minds of young people so that they become worthy citizens of a humane society. Such trust and responsibility calls for the highest ideals of professional service and the highest degree of ethical conduct.

### **Ethical - Principle:**

Teachers, through their own conducts do inculcate among the students, that learning is a noble activity, which is helpful in character-building and nation-building.

## **Code of Conduct**

### **A teacher at Women's College, Tinsukia shall:**

- 1) Make services available at all times for the development of students, the institution and the Society.
- 2) Maintain working hours as per rules stated by the UGC.
- 3) Refrain from taking up any unauthorized, non-institutional work during office hours.
- 4) Function as mentors to the students and extend all possible help for their development.
- 5) manage his/her private affairs in a manner consistent with the dignity of the profession.
- 6) Seek to make professional growth continuous through study and research, writings and decent conduct.
- 7) Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- 8) Perform duties in the form of teaching-learning / corporate activities with dedication.
- 9) Participate in extension, co-curricular and extra -curricular activities including community services.
- 10) Mandatorily wear a formal, decent (non-vulgar) and comfortable dress at the work place.

### **Relationship with students:**

The teacher shall

- I. Respect the right and dignity of the student, guardians & other stake holders in expressing their opinion.
- II. Deals justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- III. Recognize the difference in aptitude and capabilities among students and attempt to meet their needs accordingly.
- IV. Encourage students to improve their attainments, and at the same time contribute to community welfare.
- V. Inculcate scientific, progressive and rational outlook among students and instill respect for physical labor and ideals of democracy, patriotism and peace.
- VI. Be affectionate to all students and not behave in a bitter manner towards any of them for any reason.
- VII. Remain available to students even beyond their class hours and help / guide them.

## Office of the Principal Women's College, Tinsukia

---

- VIII. Aid students to develop an understanding of our national heritage and national goals.
- IX. Refrain from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues:**

The teachers shall always

- I. Treat other members of the profession in the same manner as they themselves wish to be treated,
- II. Speak respectfully of other teachers and render assistance for their professional betterment.
- III. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- IV. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional Endeavour.
- V. Be thoroughly social and humane, democratic and rational, towards other teachers.
- VI. Do your utmost at any cost to remove and wash out the local tensions and controversies and disputes.
- VII. Believe in union and unity of the colleagues.

### **Teachers and authorities:**

The teachers shall:

- I. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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. Not undertake any other employment and commitment including private tuitions and coaching classes.
- III. Co-operate in the formulation of policies of the institution.
- IV. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- V. Should adhere to the conditions of contract.
- VI. 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.

### **Teachers and nonteaching employees:**

- I. The teachers should treat the non-teaching employees as colleagues with due respect.

### **Teacher and guardians:**

The teacher shall

- I. Try to maintain contact and cordial relationship with the guardians or their students.
- II. Send report 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 student and the institution.

Dr. Rajib Bordoloi  
Principal  
Women's College, Tinsukia