

CODE OF CONDUCT HAND BOOK



MAY 13, 2022
M.N.C. BALIKA MAHAVIDYALAYA
Nalbari :: Assam

CODE OF CONDUCT HANDBOOK



M.N.C Balika Mahavidyalaya, Nalbari

Nalbari- 781 335, Assam

E-mail: mncbm_nalbari@rediffmail.com

Website: www.mncbm.ac.in

From the Principal's Desk



Mahendra Narayan Choudhury Balika Mahavidyalaya, established in the year 1979, is one of the premier institutes of higher education catering to the needs of girls in Assam. It has successfully catered to the educational needs of the student community of not only the greater Nalbari area of Assam but has also been able to fulfil the aspiring dreams for higher education of the nearby districts and state as a whole. The college is proud to possess a highly dedicated, motivated and experienced faculty and office staff working persistently for the continuous progress of the institution and all round development of the students. The college has been providing education in Arts stream; the college also provides self-financed Post Graduate Diploma in Computer Application (PGDCA) through its IT department. The college boasts of 12 departments with 2229 students in HS and Degree for the session (2022-2023).

The students of this college have successfully created a name for themselves in the field of academics, administration, culture and sports. Our students have distinguished themselves in their conduct and discipline and have set a trend for themselves. They have carved a niche for themselves in their chosen fields both within and outside the country. Achieving academic excellence, holistic development and maintaining discipline, both inside and outside the college campus, is given top priority by the college management. The Handbook for Code of Conduct attempts to achieve this goal.

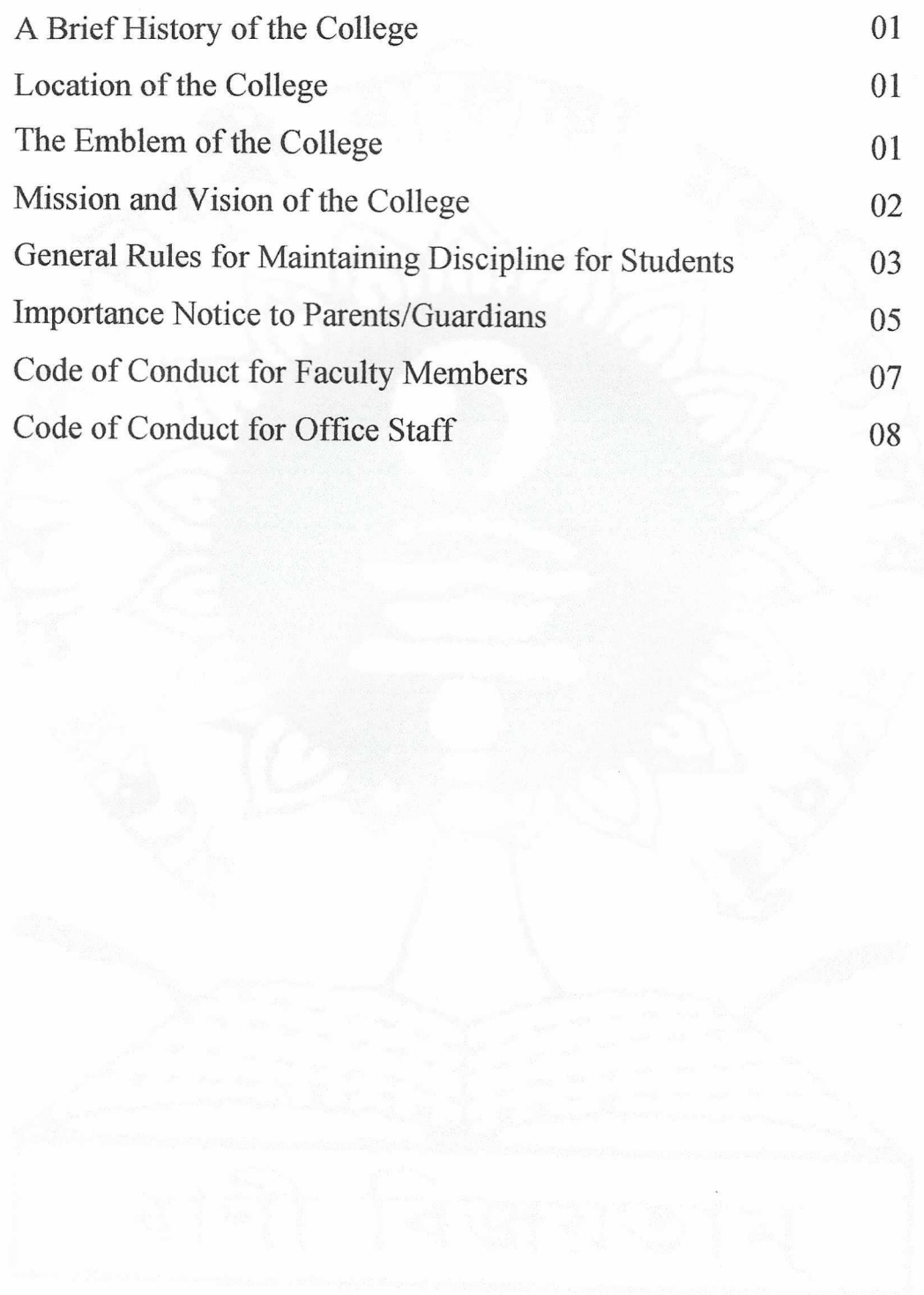
(Dr. Gargee Chakraborty)

Principal

M.N.C Balika Mahavidyalaya, Nalbari

Contents:

1. A Brief History of the College	01
2. Location of the College	01
3. The Emblem of the College	01
4. Mission and Vision of the College	02
5. General Rules for Maintaining Discipline for Students	03
6. Importance Notice to Parents/Guardians	05
7. Code of Conduct for Faculty Members	07
8. Code of Conduct for Office Staff	08



A Brief History of the College

MNC Balika Mahavidyalaya, Nalbari, a premier institution of higher education for girls was established on 01-08-1979 solely with the liberal charity of a great philanthropist of Nalbari, Late Mahendra Narayan Choudhury. The college is duly recognised under 2(f) and 12 (B) by University Grants Commission in 1996. In 2004 NAAC had accredited the college with B++ grade. In 2006 UGC had recognised the college as a College with Potential for Excellence (CPE). The synergy between society, college administration, stake-holders, the faculty and non-teaching staff is amply rewarded when NAAC accredited the college with 'A-Grade' in 2016.

Location of the College

It is located in the very heart of the Nalbari town and is linked by road and rail with the rest of the country. Nearest railway junction is 15k.m. away at Rangia. The area is linked by air through Lokpriya Gopinath Bordoloi International Airport at a distance of 62 k.m.

The Emblem of the College

The emblem of the college contains the Sanskrit phrase '*Vani Vijayatam*' (Knowledge triumphs). Knowledge connotes skills that add to the growth of creative and original thinking that result in positive transformation in one's personality.

Mission of the College

- To make every student employable through holistic and development of right skills.
- To emerge a centre of academic excellence and research.
- To focus on personality development of each student through development of positive attitude, leadership qualities and self-awareness.
- To produce young women who, along with being job-skilled, are adept to address the larger issues of life and become effective in building a strong and modern India.
- To actively respond to the momentous issues of our society and socio-political environment of the world.
- To reach out to the less-privileged and deserving sections of our society and lend a helping hand to them.
- To inculcate national spirit and respect for our culture among our students and society at large.

Vision of the college

Our college is committed to all round growth of female students. It believes that learning should address all the four criteria - to know, to do, to be and to live together. In contrast to flippant attitude it would foster a sense of responsibility and strive to bring home the significance of social

commitment, ethical values and liberal spirit in educational system. Keeping in view the economic and socio-cultural panorama of the region, it will endeavour to help students face the challenges of the new world order.

General Rules for Maintaining Discipline for Students

'Your behaviour speaks for yourself' -----

The college rests great emphasis on 'behaviour' and 'discipline'. Disrespect or impoliteness to teachers, office and library staff and seniors and fellow students is not accepted.

- Students must come to college in proper uniforms and must carry their 'Identity Cards' to the college. No students will be allowed inside the college campus without uniforms and Identity Cards. Students will have to produce their Identity Cards when asked for. In case of loss or damage of Identity Cards, the college authority should be immediately informed in writing to issue a new one.
- Students should respect their teachers, Non-teaching staff, seniors and fellow students. They should refrain from using slang language, unruly behaviour and sabotage. Such behaviour on the part of the students will not be entertained and they will be subjected to disciplinary action by the college authority.
- Students' attendance in class in their respective subjects is compulsory. Any student found to have less than 75% attendance will require to pay fine as a disciplinary action.

- Students' irregular attendance will be considered only after receiving proper application letters addressed to the Head of the Departments with appropriate supporting documents.
- During class hours students should maintain total silence and not loiter in the corridors and verandas as all the areas near the classroom are considered as 'Silent Zones'.
- Disobedience and undesirable conduct on the part of the students will be appropriately sorted out with the co-operation of their guardians and Counselling cell of the college.
- Ragging of any form – 'Physical, Mental or Verbal' – is strictly prohibited both inside and outside the college campus. Any student found involved in such activities will be dealt with as per the directives of the Supreme/High Courts.
- Students should complain any type of sexual harassment immediately to Internal Complaints Committee in writing (ICC mail ID- mncicc123@gmail.com). All complaints will be kept strictly confidential and would be redressed according to the guidelines of *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*.
- Students should maintain cleanliness of the college building, classrooms, ,digital room, conference hall, washrooms, library and reading room, common rooms for girls', college canteen and parking areas. Students should throw the waste only in the dustbins allotted for the purpose. The college firmly believes in *Swach Bharat Abhijan*.
- Spitting, writing, and sticking bills on the college walls are severely punishable.

- Students' should not damage college property. Cost of damage will be recovered from the student if found guilty.
- Students are advised not to bring costly items like ornaments, watches, mobile phones etc. to college. The college authority will not be responsible in any way for the loss of money and such items.
- The college campus is a "*No Smoking, No Tobacco, No Gutkha, No Drugs, No Alcohol and No Plastic Zone*". The college authority reserves the right to punish anybody violating the above.
- Students should park their vehicles in the specific areas allotted for the purpose. Students are encouraged to ride bicycles.
- Students should read the Notice Boards put up in different locations within the college campus regularly.
- The college encourages the students to attend and participate in various academic, extension and extracurricular activities conducted by the college and other institutions and organisations on a regular basis in addition to regular studies for their all-round development.

Important Notice to Parents/Guardians

1. Guardians should kindly co-operate with the college authority in ensuing an effective education for their wards. This can be done by –
 - a) Providing adequate facilities for study at home.
 - b) Providing not only text books in time but also other books, periodicals and newspapers as far as possible.
 - c) Assisting them in their studies at home and removing deficiencies where needed.
 - d) By controlling the viewing times of T.V. and videos. Moreover, the use of mobile phones during study hours should also be controlled.

2. Guardians should ensure their wards return home in time.
3. Guardians must ensure that their wards come in proper college uniforms and are dressed neatly from the very beginning of the session. No excuse in this regard will be entertained.
4. Guardians are requested not to visit any teacher on their wards in the classroom directly. In case of urgency the Principal or the office may be contacted during college hours.
5. Guardians are requested to come to the college as and when they are asked to meet the Principal or the concerned Head of the Departments. In case of inability on their parts the Principal or the concerned Head of the Departments should be informed beforehand.
6. Guardians should ensure that their wards attend class regularly.
7. No private tuition is provided by any permanent college faculty members in accordance to the directives of the Assam govt. Syllabus of the courses are taken care of in their respective classes. The college provides remedial classes and mentoring sessions to weak learners. The guardians are requested to ensure that they send their wards to attend such classes and sessions if they are weak in any subject.
8. If your ward is participating in any individual or group sports event / camp / coaching etc. outside the college, the Principal or the concerned Head of the Departments should be given prior information with supporting documents for consideration of attendance.
9. Guardians are requested not to send their wards to college when suffering from infectious diseases. Leave application along with the medical certificate should be furnished later.
10. In order to ensure fellow feeling the guardians are requested not to provide expensive things such as gold ornaments, excess money, costly electronic items etc. to their wards.
11. Guardians should check the uniform and other accompanying materials of the students regularly so that they do not carry any prohibited or objectionable materials.
12. Guardians are requested to see that their wards do not violate the rules and regulations of the college.

13. The institution has a one to one relationship with each guardian. Any form of collective pressurisation on the college authority on any issue, inciting other guardians or other forms of coercive tactics will not be entertained.

For all current updates and information, please log on to www.mncbm.ac.in

Code of conduct for Faculty Members

1. Every Teacher shall discharge his/her duties efficiently and diligently to match the academic standards and performance norms of the institution.
2. Faculty members will be truthful when making a statement about their qualification and competencies.
3. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
4. Every Teacher shall complete the portions allotted to him/her from the syllabus by the concerned HoDs within the stipulated time frame. Moreover, each Teacher shall abstain from giving private tuitions to students as per the State Government order.
5. Dignity and decorum shall be maintained by every Teacher while dealing with the superiors, colleagues, office staff and students.
6. No Teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
7. Prior information has to be provided by the faculty member to the concerned HODs and the college authority before taking leave.
8. The Teachers are to abide by the Government Leave Rules.
9. No Teacher shall associate with any political party or take part in any organisational activity, which is not in accordance to the duties and ethics of the teaching profession.
10. No faculty member shall attempt to bring any political or outside pressure upon the superiors and the authority in respect of service matters.

11. No Teacher shall incite, provoke or instigate any student or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
12. Every Teacher is to work for the development of the students and the College.
13. A faculty member when assigned with other academic, co-curricular and organisational activities from time to time shall carry them diligently.
14. In case any faculty member breaks the code of conduct the College authority at its sole discretion may provide an opportunity to the member concerned for presenting his/her case through a personal hearing before the Governing Body of the College before taking a final decision. The decision of the Governing Body will be final and binding.

Code of Conduct for Office Staff

1. Non-teaching employees and security personnel of the College are to carry out their duties and responsibilities efficiently and diligently.
2. Punctuality regarding office hours is to be strictly maintained by every office staff.
3. Every office staff shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
4. Each office staff shall maintain honesty in words and actions and work for the all-round development of the institution.
5. Each office staff shall be ready to help the students with information regarding admission, fees, examination dates and other University rules as and when asked for.
6. Each member of the office staff shall maintain dignity and decorum while dealing with the superiors, faculty members, colleagues and students.
7. Non-teaching employees and security personnel shall collaborate and cooperate with colleagues, faculty members and administrators and students.
8. Before taking any kind of leave prior information has to be provided by the member concerned to the office Head clerk.
9. The non-teaching employees and security personnel have to abide by the Government Leave Rules.

10. In case any non-teaching employee or security personnel breaks the code of conduct the College authority at its sole discretion may provide an opportunity to the member concerned for presenting his/her case through a personal hearing before the Governing Body of the College before taking a final decision. The decision of the Governing Body will be final and binding.

