



Code of Conduct **Progati College, Agomani**

In the form of a Code of Ethics or behavior and a particular policy thereto, each institute must have clear guidelines for conduct and professional growth for all stakeholders, including learners, teachers, support personnel, the administrator, and the governing body. Its goal is to counsel the stakeholders in "ethical decision making" and "behavior setting." It is imperative that all stakeholders understand their responsibilities and act in a way that complies with the highest moral and ethical standards.

Progati College, Agomani has its Policy on “Code of Ethics / Conduct” with the following aims:

To draft and disseminate an ethics and code of conduct code its stakeholders. The Code will be made accessible on the Institute's official website.

- To establish a Monitoring Committee for the Code of Conduct.
- The Code of Conduct Monitoring Committee will have regular and periodic meetings. The committee will monitor the stakeholders' adherence to the code while they carry out their separate professional duties.
- To plan recurring awareness campaigns on the students' code of conduct.
- To instill in the stakeholders a feeling of personal accountability, duties, and constitutional obligations.
- To provide stakeholders the chance to participate in those programs that advance national development and society.

Conclusion:

The "Code of Ethics" policy is crucial to the advancement of the institute and the general growth of its stakeholders. All stakeholders should be guided in order to inform them of their rights and obligations and to ensure that they act honorably and in accordance with their own principles.

Code of Conduct for Students

Every student must be aware of their need to follow this Code of Ethics and Conduct (henceforth referred to as the "Code"), as well as the rights, obligations, and limitations that follow. That the Institute's goal in implementing this Code is to establish and manage an equitable, diligent, efficient, and quick student discipline procedure; and to provide a framework that fosters student development via personal and group accountability. It is required of all students to be familiar with this code, which is also available on the Institute's official website.

Both on and off campus, which might have detrimental effects on the Institute's reputation or interests and have major repercussions. Students are informed of the following requirements at the time of admission:

- The student must finish their studies at the Institute and attend courses consistently.

- The student may be released from the institution with the written approval of the college authority if they are compelled to stop their studies for any valid cause.
- Any outstanding debts must be paid in full by the student upon their release from college, and if they were enrolled on a scholarship, their award will be canceled.

By enforcing behavioral norms, the College hopes to provide a safe and effective environment. Academic integrity must be upheld by every student. They should be respectful to all persons, to their rights and duties, to the college property and to the safety of others. Every student must refrain from engaging in any kind of misbehavior, including engaging in outside activities, since this might seriously harm the Institute's interests and reputation.

Students are required to abstain from the following types of misconduct:

- a. Any verbal or physical discrimination against someone because of their gender identity, caste, ethnicity, religion or religious beliefs, color, region, language, handicap, marriage or family status, physical or mental disability, etc.
- b. Willfully harming or destroying the Institute's property, as well as the property of other students, faculty, and supporting staff members.
- c. Any disruptive behavior during a college-sponsored event or in a classroom.
- d. Setting up processions and gatherings without the institution's consent.
- e. Acknowledging affiliation with any groups that are prohibited by the State, the Central Government, or the Institution.
- f. Illegal use or possession of prohibited substances and dangerous compounds.
- g. Smoking on college premises.
- h. Using, selling, or distributing alcohol within the Institute, as well as discarding empty bottles on the Institute's grounds.
- i. Parking a vehicle in a no-parking zone.
- j. Careless driving on campus that might annoy other people.
- k. Creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.
- l. Without authorization, students are not allowed to record audio or video of any campus activity for use in print or electronic media.
- m. It would be punishable to cause harm or destruction to any of the College's property.
- n. Using books, copies, and a cell phone in the exam room.

Anti Ragging:

Based on the "UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (henceforth referred to as the "UGC Regulations"), the institution has a well-thought-out and productive anti-ragging program in place. The UGC Regulations were created in response to the Supreme Court of India's directives to forbid and prevent ragging in all Indian colleges and educational institutions. So, the college has made a anti ragging committee.

Every anti-ragging complaint will be investigated by the Institute's Anti-Ragging Committee, which will then consider the circumstances and make recommendations. As suggested by the Anti-Ragging Committee, a student found guilty by the committee will receive one or more of the following punishments:

- i. Revocation of academic rights and attendance at classes.

- ii. Removing fellowships, scholarships, and other perks.
- iii. Refusing to take any test, exam, or other assessment procedure.
- iv. Results will be withheld.
- v. Admission cancellation.
- vi. Being expelled from the institution and, as a result, being prohibited from entering any other institution for a predetermined amount of time.
- vii. The Institute will submit a First Information Report (FIR) with the local police authorities due to the severity of the ragging incident.

Teachers' Code of Conduct

The guidelines outlined in the UGC for college instructors and the Assam Government Service Rules (Director of Higher Education) apply to all teachers. According to UGC standards, anybody who chooses to become a teacher takes on the responsibility of acting in a way that upholds the values of the profession. Both his students and society as large are always watching a teacher. As a result, every educator should ensure that his principles and methods are compatible. He or she must adhere to the national educational ideals. A teacher who has been given societal duty should be the living example of fundamental moral principles like respect, caring, trust, and honesty.

Professional Principles:

- (i) Since teaching is the primary goal of the profession, teachers should be interested in and dedicated to the needs and interests of each individual student. He should be diligent and committed, and if needed, he should assist the pupils outside school hours whenever it is convenient for him or her without expecting payment.
- (ii) Even if a student's opinion differs from his own, a teacher shouldn't stop them from expressing it. The pupil should be encouraged instead.
- (iii) A teacher needs to make an effort to create a learning atmosphere. He or she should treat every pupil equally, regardless of their socioeconomic background, gender, caste, creed, or religion.
- (iv) A teacher's goal should be to encourage pupils to become more interested and to become more inquisitive in their quest for information.
- (v) The instructor should instill in his students a scientific and democratic attitude, fostering a sense of community, patriotism, and open-mindedness.
- (vi) A teacher should behave with dignity and in accordance with the tradition of his profession. It is important for educators to remember that society has trusted them with their children's their responsibilities.

Practices and Professional Development:

- (i) It is essential that educators stay up to date in their discipline and other relevant fields. Additionally, he or she needs to familiarize themselves with new techniques and other applications.
- (ii) To support the ongoing advancement and growth of a topic, a teacher should engage in research and innovation in addition to teaching.
- (iii) For ongoing professional development, a teacher should routinely attend seminars, workshops, and other events that interest them.
- (iv) A teacher will be responsible for carrying out the educational duties of the institution, in conducting college seminars and admissions. Additionally, he or she needs to take part in the college's extracurricular activities, such as athletics, extension activities, cultural events, etc.

Professional Integrity:

- (i) Teachers must uphold ethical behavior in their professional activity by truthfully disclosing their licenses, certifications, and other credentials, as well as their personalities, regularity, and timeliness.
- (ii) Research ethics shouldn't be sacrificed. Every educator should be fully aware of the negative effects of plagiarism as well as the fact that it is a crime that has legal penalties.
- (iii) The Director of Higher Education, Guwahati, has made it totally illegal for instructors to charge private tuition. Therefore, private tutoring should not be practiced or encouraged by college instructors.
- (iv) Until legally or rightfully required, the instructor is required to keep all information pertaining to exams, colleagues, and students confidential.

Professional Cooperation:

- (i) Teachers ought to treat their coworkers with decency and cooperation, helping them and sharing duties in a cooperative way.
- (ii) In order to appease special interests, educators should not make baseless accusations against their peers.
- (iii) Teachers shall carry out their duties in compliance with the regulations set forth by higher authorities and follow their terms.
- (iv) Teachers should avoid reacting to pointless political motives since they undermine the integrity and orderly operation of a school.
- (v) Teachers need to treat non-teaching employees with the same respect and consideration as they do to their peers.

Code of Conduct for Support Staff

Since all of the support workers at this college work for the Assam government, they are expected to abide by the rules set forth by the state government. The following is how the college has presented its code of conduct for support workers.

Professionalism:

- (i) It is recommended that the support personnel familiarize themselves with the College's policies and make every effort to comply with them.
- (ii) They should carry out their allocated responsibilities with sincerity and diligence.
- (iii) They must produce advance notification for any kind of leave.
- (iv) During the designated office hours, the support personnel shall never work on any other project.
- (v) They should refrain from participating in political or anti-secular actions that would interfere with operation of the college.
- (vi) They must refrain from saying or acting in any way that might be seen as insulting to their students, teaching staff, or non-teaching colleagues.

Work Place Conduct:

1. They must be on time since regular attendance is necessary for the efficient operation of college-related events.
2. They should also be in charge of maintaining and using college furnishings and equipment appropriately.
3. During working hours, no support worker should be impaired by alcohol or drugs.
4. They should carry out their responsibilities with integrity and honesty. Official papers entrusted to them must not be falsified.
5. The support workers must not discriminate based on religion, language, caste, or gender.

Professional Relationship:

- (i) Support staff and students frequently interact, for instance during counseling, admissions, financial aid distribution, exams, and so forth. It is anticipated that they will treat the pupils with patience, friendliness, and assistance.
- (ii) The choices taken by the college administration should be respected by the support personnel.
- (iii) Instead than viewing teaching personnel as distinct entities, non-teaching workers should view them as colleagues. A peaceful atmosphere will be created by the shared functioning.
- (iv) During admission and exams, the Support Staff members are the first to interact with the students' guardians. They have to remember that their actions represent the institution. Therefore, they ought to communicate in a kind and patient manner.

Code of conduct for Governing Body

The Governing Body of the college is in charge of organizing the institution's future growth and makes sure that the college is running effectively.

1. The institution's goal and strategic vision, as well as long-term academic objectives, should be approved by the governing body. It should also make sure that they suit the interests of all parties involved, including students, local communities, the government, and other public interest representatives.
2. The organization was created to keep an eye on the quality assurance and performance of the institution, which ought to be compared to that of other institutions.
3. Governing bodies make sure that their institution complies with the laws, rules, and procedures that govern it. These include rules established by the State government, affiliated universities, and statutory agencies like UGC.
4. To give employees and students equal opportunities, the governing body should make sure that nondiscriminatory procedures are in place.
5. The governing board must to keep a close eye on the institution's compliance with state government mandates regarding personnel and seat reservations.

Code of Conduct for the Principal

With the traits of a patron, guardian, administrator, supervisor, adjudicator, protector, motivator, and more, the chair of a college's principal has many tasks to perform and obligations to fulfill. As the institution's academic and administrative leader, the principal is still bound by the University Grants Commission's (UGC) declared codes of ethics, the Ministry of Human Resource Development's (MHRD) guidelines, and the set of rules

enforced by the Director of Higher Education (Government of Assam). Both administrators of any organization and college instructors are generally subject to these standards of behavior.

1. To preserve and enhance the inclusivity of the institution's educational system.
2. To defend the interests of various institutional divisions collectively, allowing everyone to work freely and contribute to the institution's overall growth.
3. To ensure that no discriminatory or divergent practices exist at any level within the College's boundaries by instituting, fostering, and enforcing equitable treatment for all stakeholders involved.
4. In accordance with the Indian Constitution, to preserve and protect the fundamentals of social justice for all stakeholders involved, regardless of their caste, creed, ethnicity, sex, or religious identity.
5. To establish and uphold an impartial, gender-neutral environment on the College's periphery so that every individual involved have equal access to opportunities.
6. To create and uphold the necessary awareness among all College stakeholders in order to continuously reduce and eventually abolish the likelihood of sexual harassment events.
7. To foster mutual confidence among all human resource departments that are either directly or indirectly affiliated with the College by establishing and promoting a welfare mindset.
8. To continue and expand the College's academic activities in all previously examined areas, therefore promoting the investigation of more recent opportunities for intellectual endeavor.
9. To foster an atmosphere that supports research-focused academic debates and, in turn, encourage research endeavors inside the organization to expand the body of knowledge.
10. To preserve, maintain, and enforce discipline in the behavioral manifestation of all the institution's stakeholders in order to preserve the academic campus tranquility that is necessary.
11. To encourage and sustain participation in extracurricular activities by students and other institution personnel.
12. Must make an effort to maintain the peace in the area around the college so that peaceful academic activities can continue.
13. To foster and preserve cordial ties between the College and the surrounding community while also fostering a feeling of social responsibility.


Principal
Progati College, Agomani
