

CODE OF CONDUCT HANDBOOK



CODE OF PROFESSIONAL ETHICS FOR LIBRARIAN

[EXTRACT FROM UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

LIBRARIAN should:

- ☐ Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ☐ Manage their private affairs in a manner consistent with the dignity of the profession;
- ☐ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- ☐ Participate in extension, co-curricular and extra-curricular activities, including the community service;
- ☐ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

HANDBOOK
FOR
CODE OF CONDUCT & PROFESSIONAL
ETHICS
2019



FURKATING COLLEGE

Golaghat, Assam - 785621

Accredited by NAAC with B++ grade (3rd cycle)

Affiliated to Dibrugarh University

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INTRODUCTION

Furkating College, one of the leading educational institutes in Golaghat district of Assam was established on 6th August 1981. It is a rural college having attractive campus spread over an area of 8 acres of land, in the vicinity of Furkating Railway Station. The College was started at Furkating High School from 22.06.1981 and later it was shifted to its own building at the Tirual Grazing ground which was generously donated by the local people. The College initially affiliated to Dibrugarh University w.e.f. 28.07.1993 has been conferred Autonomous status by the UGC on 02 June, 2023.

After fourteen years of persistent effort and sacrifice of a group of well wishers and dedicated teachers, the College obtained deficit grant-in-aid status in 1996 w.e.f. 11.01.1996 during the tenure of Governing Body President Late Nagen Neog, the then Cabinet Minister of the Government of Assam. The College was brought under the Provincialized system in 2005 as per provision of Assam College Employees' Provincialisation Act 2005.

With the guidance of the former Principal, Mr Chandan Hazarika and the present Principal Dr Apurba Saikia, a group of dedicated and enthusiastic teachers, energetic ministerial staff, the College has been educating a number of students in both Under-graduate Arts & Science, B.Voc.(Bachelor of Vocation in Hospitality Management) and up to Post-graduate level in selected subjects and guiding the society with a clear vision. The College is determined to become a pioneer institution of higher education in the state of Assam.

Code of conduct policy document

1. Introduction and Purpose

It is the belief of all the members of the College Community to have the right in studying and working in a safe and secure environment in accordance with Code of Conduct. The Code of Conduct is the guiding principle that provides the general standard for conducting activities the college expects from everyone. It ensures fairness in all matters relating to conduct that contribute the development of respectful environment in the institution.

a. Brief note on Code of Conduct.

Code of conduct is a set of norms for our commitment to upholding the ethical and professional standards we use for our daily and long term decisions. As the members of the Furkating College community, we are responsible for maintaining the highest ethical standards of the college, in which we function.

b. Necessity of having Code of Conduct.

We all must be aware of the standards, laws and regulations that guide our work. All the members of college community, individually as well as collectively, are accountable for upholding these behavioural standards and for compliance with all laws and regulations.

c. Scope of application of Code of Conduct.

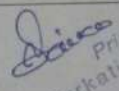
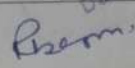
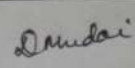
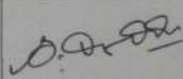
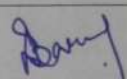
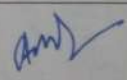
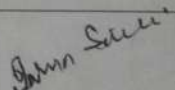
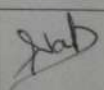
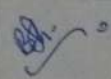
The Code of Conduct applies to all members of Furkating college community.

1. Every member of the College Community is responsible for the proper functioning of the Code.
2. Any kind of misconduct by students will be subject to disciplinary action up to expulsion from the college.
3. It is the responsibility of every employee to report if he/she has any knowledge about the violation of Code to their seniors.
4. Every person has the right to communicate with the authority related to the violation of the Code without threat of reprisal.
5. Employees are expected to be familiar with the College policies and code of conduct relevant to their responsibilities and duties.
6. Employees are expected to act in a professional manner maintaining obligation, truthful and cooperative to college administration, civility in their conduct and communication.

7. Employees are expected to perform their duty having appropriate dress for the public image of the college they represent.
8. It is expected that no employee will harm the good order and proper functioning of the college by their conduct.
9. Nothing in this policy is meant to prevent anyone from respectful expression of their views within an academic context.

d. Code of Conduct Monitoring Committee:

One can know the intent or applicability of this Code of Conduct from the following Code of Conduct Monitoring Committee:

S.N.	Name of Member	Designation	Contact No	E-mail ID	Signature
1	Dr. Apurba Saikia	President	9365446210	apurba.saikia21@yahoo.com	
2	Dr. Rousonara Begum	Member Secretary	7002537561	rousonarab@gmail.com	
3	Ms. Dipanjali Mudoj	Member Secretary	7399212516	mdipanjali@gmail.com	
4	Mr. Simanta Poddar	Member	9435150261	simantapoddar62@gmail.com	
5	Dr. Debashis Baruah	Member	9864414117	baruahdeb@rediffmail.com	
6	Dr. A.K. Borah	Member	91018785512	amulyabora62@gmail.com	
7	Mr. Tarun Saikia	Member	9957065990	tarunsaikia29@gmail.com	
8	Dr. Swarna Prova Nath	Member	9435233468	swarnaprovanath2010@gmail.com	
9	Dr. Munirul Hussain	Member	8133872389	munirul.hussain@gmail.com	
10	Dr. Binod Sarmah	Member	7086493937	binod.sarmah@gmail.com	

Approved by


Principal
Furkating College
Date.....

CODE OF CONDUCT HANDBOOK



CODE OF CONDUCT FOR STUDENTS

The Code and Conduct of Students of Furkatung College outlines student conduct and disciplinary policies that pertain to students of the college. It aims at maintaining an atmosphere in the community appropriate for an institution of higher education. The college has adopted the following Code and Conduct of Students:

1. Students have to maintain strict discipline and good manners both inside and outside the College campus to keep up the prestige and reputation of the college.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00a.m. to 4:00p.m. All the students are expected to be present in the class well within time.
3. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
4. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
5. No students shall wander or gather in verandah, corridor, and staircase etc., will not spend time in canteen, unnecessarily.
6. Ragging in any form in the college is strictly prohibited.
7. All the students are expected to attend all college functions in college uniform.
8. Principal's signature over the identity card shall be affixed within fifteen days from the date of admission. All the students shall wear their identity cards, well displayed. No student will be allowed to enter the college and attend class without the identity card.
9. Students are expected to use the class rooms, library etc in a disciplined manner.
10. Students have to keep the campus neat and clean without putting any waste anywhere in the campus except in the wastebaskets kept.
11. Smoking or using chewing gum, pan masala etc. are strictly prohibited.
12. To keep them physically fit, academically competent and mentally alert the students are expected to make use of academic, co-curricular facilities to the optimum levels.
13. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing

academic pressure and competence of the student in the proposed event for participation.

14. The College Students' Union shall be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India.
15. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of the Supreme Court of India.
16. Misbehavior towards girl students or any woman, use of threat or violence against members of the staff or fellow students shall be considered as very serious cases of misconduct.
17. Mobile phone is not allowed in the class room.

Grounds of Disciplinary Proceedings: Any violation of the above rules adopted for the college and hostels shall invite penalty in the form of warning, fine, bringing of parents, suspension or expulsion from the institution or any course of corrective measure as found suitable by the authority of the College. Off campus behavior which can have a significant impact on the mission of the institution may invite formal institution disciplinary actions.

CODE OF CONDUCT HANDBOOK



CODE OF PROFESSIONAL ETHICS FOR TEACHERS

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

Whoever adopts teaching as a profession assumes the obligation to conduct him / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (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 professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures 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) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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 institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT HANDBOOK



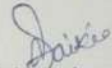
Code of Conduct for Governing Body



Code of Conduct for Governing Body

The college follows Govt of Assam rules & regulation with regard to Governing Body.

Presently the college is following "Assam College Employees (Provincialization) Rules 2010"


Principal
Furkating College
Date: 18/12/2021



অসম ৰাজপত্ৰ
সত্যমেব জয়তে

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘোণ, 1932 (শক)
No. 339 Dispur, Monday, 22nd November, 2010, 1st Agrahayana, 1932 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
EDUCATION (HIGHER) DEPARTMENT, DISPUR

NOTIFICATION

The 15th November, 2010

No. B(2)H.12/2003/Pt-II/113 : - In exercise of Powers conferred under sub-section (I) of Section 12 of the Assam College Employees (Provincialisation) Act, 2005 (Assam Act, No. XLVI of 2005), the Governor of Assam is hereby pleased to make the following Rules for carrying out the purposes of the said Act, namely :-

- | | |
|--|---|
| Short title,
extent and
commencement | 1. (1) These Rules may be called the "Assam College Employees (Provincialisation) Rules 2010".
(2) They shall come into force on the date of their publication in the Official Gazette.
(3) They shall extend to the areas to which the Act applies. |
| Definitions | 2. In these Rules unless the context otherwise requires.
(a) "Constitution" means the "Constitution of India";
(b) "Governor" means the "Governor of Assam";
(c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);
(d) "Board" means the "State Selection Board";
(e) "Selection Committee" means the Selection Committee Constituted under these Rules.
(f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.
(g) "Director" means the Director of Higher Education, Assam";
(h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956). |
| Class and Cadre. | 3. Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges. |

Signature
Principal
Furkating College
Date: 28/11/2010

- | | | |
|----------------------------------|----|---|
| Strength of Service. | 4. | The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time. |
| Method of Recruitment. | 5. | <p>Recruitment shall be made in the manner prescribed hereinafter;</p> <p>(1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.</p> <p>(2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper.</p> <p>(3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.</p> <p>(4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit.</p> <p>(5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25.</p> <p>(6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee.</p> <p>(7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.</p> |
| Assessment of Vacancies. | 6. | Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ; |
| Direct Recruitment. | 7. | <p>(a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted;</p> <p>(b) The Director shall communicate his orders within thirty days;</p> <p>(c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms;</p> <p>(d) All fresh appointments shall be made on receipt of police verification report.</p> |
| Age Limit and Qualification. | 8. | The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades. |
| General Procedure for Promotion. | 9. | <p>(i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List;</p> <p>(a) The number of vacancies with reservations;</p> |

- (b) List of employees in order of seniority eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion has to be considered;
- (c) Character Rolls and other records of the persons listed;
- (d) Any other documents and information as may be required by the Selection Committee;
- (ii) The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;
- (iii) The Selection shall be made on the basis of seniority cum merit in each case of promotion;
- (iv) The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;
- (v) The Select list shall remain valid for 12 months;
- (vi) The promotion shall be in according with the list prepared by the Departmental Promotion Committee;

Selection
Committee/
Departmental
Promotion
Committee.

10. (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consists of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Head of Department (Concerned) - Member
 - (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) - Members
 - (iv) Secretary of the Governing Body - Member Secretary.
 - (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;
- Two third majority will constitute the quorum with mandatory presence of University expert nominee;
- (B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Secretary of the Governing Body - Member Secretary
 - (iii) Two heads of Department to be nominated by the President, Governing Body. - Member
- (C) Departmental Promotion Committee for all posts shall consists of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Principal of the College - Member Secretary
 - (iii) One senior most Head of the Department of the College. - Member

Disqualification

11. No person shall be eligible for appointment :-
- (a) Unless he is a citizen of India, and ;
 - (b) If he/she is practicing bigamy Provided that Government may, if it is satisfied that there are special grounds for doing so exempt any person from the operation of this Rule ;
 - (c) No person who attempts to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

- | | | |
|---------------------------------------|-----|---|
| Reservation | 12. | In all cases of appointment by direct recruitment as well as by promotion there shall be reservations for candidates belonging to the members of the SC, ST as per provision of the SC, ST (Reservation of Vacancies in Services and Posts) Act, 1978 and Rule framed thereunder. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like physically handicapped as may be in force shall also be followed. Since an individual college is a separate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre separately for which a proper register of roster shall be maintained. As Principal is a single post cadre no reservation would be applicable to it. The Governing Body shall be responsible to ensure that reservations are made as per Rules. |
| Probation & Confirmation. | 13. | Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed according to seniority on probation against the permanent vacancy for a period of 2 years before he is confirmed. |
| Training | 14. | A person appointed on direct recruitment shall be required to undergo such training and pass such departmental examinations as Government may prescribe. |
| Discipline & Appeal | 15. | All employees of the Assam Provincialised Colleges shall be governed under the provisions of "Assam Services (Discipline & Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder. |
| Scale of Pay | 16. | All appointment shall be made in the time scale of pay as may be prescribed by the Government from time to time. |
| Seniority | 17. | <p>(a) Inter-se-seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee provided he/she joins in the post within 15 (fifteen) days from the date of receipt of the appointment order or within the extended period not exceeding three months;</p> <p>Provided that if a candidate is prevented from joining within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;</p> <p>(b) If two persons are appointed on the recommendation of the selection committee in different batches, than the person who was recommended in the earlier batch shall be senior to the person who was recommended in the later batch;</p> <p>(c) If two or more persons are bracketed in the merit list by the selection committee, the inter-se-seniority of these persons shall be determined according to the date of birth;</p> <p>(d) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year.</p> |
| Graduation List | 18. | The College shall publish a graduation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee. |
| Transfer | 19. | There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college. |
| Maintenance of Registers and Records. | 20. | The College authorities shall maintain such Registers and records in suitable form as may be prescribed by the Government from time to time with a view to recording the service particulars of the employees. In particular the College shall maintain the service books other service records and the leave accounts of all employees. |
| GPF and Pension. | 21. | (i) Notwithstanding anything contained in these Rules, the existing Rules and orders applicable to State Government employees on pension, GPF, Leave, TA etc. will be applicable in case of Provincialised College Employees. |

(ii) The existing employees shall be governed by the existing pension Rules of the Government ;

Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;

(iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calendar year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;

(iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;

(v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;

(vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;

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| Leave | 22. | The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees. |
| Lien/deputation and Study Leave. | 23. | Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case. |
| No Objection Certificate for Higher Studies and applying for jobs. | 24. | The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs. |
| Authority for acceptance of Resignation/ Voluntary Retirement. | 25. | The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement. |
| A.C.R. | 26. | The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority. |
| Residual power of Appointing Authority | 27. | The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms. |

H. M. CAIRAE,

Additional Chief Secretary to the Government of Assam,
Education (Higher) Department, Dispur, Guwahati-6.

File
Principal
Furkating Colle
Date.. 2/12/10

CODE OF CONDUCT HANDBOOK



CODE OF PROFESSIONAL ETHICS FOR PRINCIPAL

[BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]

PRINCIPAL should:

- ☐ Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ☐ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- ☐ Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- ☐ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- ☐ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ☐ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ☐ Manage their private affairs in a manner consistent with the dignity of the profession;
- ☐ Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- ☐ Participate in extension, co-curricular and extracurricular activities, including the community service.
- ☐ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT HANDBOOK



COMPILED BY:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FURKATING COLLEGE