

**RULES REGARDING CODE OF CONDUCT AND DISCIPLINE OF THE EMPLOYEE OF DR
ROHINI KANTA BARUA LAW COLLEGE**

(Approved in the Governing Body meeting held on 26th August 2023)



**Dr Rohini Kanta Barua Law College,
K.C. Gogoi Path, Khalihamari, Dibrugarh
e-mail-dr.rkblawcollege@gmail.com
website: www.rkblawcollege.com**

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*Education builds the nation and the collapse of education is the collapse of a nation.
Dr. Nelson Mandela*

1. Definition

- a. **College: College** means Dr. Rohini Kanta Barua Law College, Dibrugarh, Assam.
- b. **Governing Body: Governing Body** means the body constituted for management of the college as per Article 4 of the Constitution of Dr. Rohini knata Barua Law College (Bye-laws to run and govern Dr Rohini Kanta Barua Law College, Dibrugarh, Assam.)
- c. **Teachers: Teacher** means every person employed as such at Dr. Rohini Kanta Barua Law College whether permanent or contractual including the Librarian of the college receiving salary/honorarium from the College.
- d. **Non-Teaching Staff: Non-Teaching Staff means** every person employed as such at Dr. Rohini Kanta Barua Law College whether permanent or contractual receiving salary/honorarium from the College.
- e. **Principal: Principal** means the person employed as such at Dr. Rohini Kanta Barua Law College whether permanent or contractual receiving salary/honorarium from the College.
- f. **Committee: Committee** means and includes the Assessment Authority constituted under Article 8 of this Code of Conduct.

2. Code of Conduct for Teachers

A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her 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.

I. Teachers should:

- a. adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b. manage their private affairs in a manner consistent with the dignity of the profession;
- c. seek to make professional growth continuous through study and research;
- d. express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- e. maintain active membership of professional organizations and strive to improve education and profession through them;

- f. perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- g. 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 counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- h. participate in extension, co-curricular and extra-curricular activities including community service.

II. **Teachers and the Students:** Teachers

- a. shall treat all the students impartially. Discrimination is not entertained concerning caste creed, religion, gender, language, culture, economic status, color, disability, physical, social status, etc.;
- b. shall respect the human dignity of the students;
- c. shall transact the curriculum effectively and to see that all the students have perceived it. Accordingly, modify the curriculum delivery as per the needs of each student;
- d. shall inspire students to acquire knowledge, inculcate social, moral and environmental values, and instill scientific temper;
- e. shall contribute selflessly to the intellectual, social, economic, moral and emotional development of the students;
- f. shall strictly maintain the confidentiality of the information related to students, but the same may be disclosed to the legitimate persons if required in the interest of the students;
- g. shall treat all the students with care, love, and affection;
- h. shall abstain from subjecting the students to physical and emotional exploitation, sexual abuse or anything which demoralize the students;
- i. shall demonstrate integrity, morality, patriotism in the classroom, institution and society at large;
- j. shall work relentlessly lending hands in the overall development of the students thereby contributing to the development of the country;
- k. shall discharge the duties in such a way that the teacher should be regarded as a role model by students and society. A teacher gets utmost respect in the society, his/her behavior in the college and society should not damage the image of the profession and the institution and hence shall adopt perfect mannerism inside the campus and off-campus;
- l. shall discuss about the students' performance/activities with their parents, whenever required;
- m. shall motivate students to participate in co-curricular and extracurricular activities.

III. Teachers and Colleagues: Teachers shall

- a. treat other members of the profession in the same manner as they themselves wish to be treated;
- b. speak respectfully with other teachers and render assistance for professional betterment;
- c. refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- d. refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers And Authorities : Teachers shall

- a. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession;
- b. refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere in discharging their professional responsibilities;
- c. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- e. should adhere to the conditions of appointment;
- f. give and expect due notice before a change of position is made and
- g. 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

- a. teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative way;
- b. teachers should help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should try to visualize through teachers' bodies and organizations that institutions maintain contact with the guardians of 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 overall benefit of the institution and stakeholders.

VII. Teachers and Society

Teachers shall

- a. recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- b. work to improve education in the community and strengthen the community's moral and intellectual life;
- c. 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;
- d. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e. 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.

3. Code of Conduct for Non-teaching Staff:

Non-teaching Staff should abide by the guidelines laid down as follows:-

Non-teaching staff

- a. shall maintain punctuality;
- b. shall report duty in time as per working hours prescribed and shall be available in the campus unless and otherwise they are assigned duties elsewhere;
- c. shall attend the students' grievances and act immediately in consonance with college policy;
- d. shall carry out duties as instructed by the authority, follow the guidelines and rules issued by the authority as and when necessary and discharge duties as per the guidelines;
- e. shall not conduct any activity which will damage the image of the institution and thus maintain decorum of the college;
- f. shall respect and maintain hierarchy of Administration;
- g. shall not indulge in anti-social, anti-environmental activities;
- h. shall support principal in all the administrative work;
- i. shall avoid social networking sites such as Facebook, Whatsapp, etc. during the working hours.
- j. shall exercise self-discipline and restrain at all times and deal positively with staff, students, guardians and the general public.

4. Code of Conduct for Principal:

Principal of any institution is a patron, custodian, supervisor, teacher, administrator, guide and so on and plays a pivotal role in the inclusive development of the

institution. He/she has a greater responsibility than any other staff. As an Academic and Administrative Head of the Institution, principal is liable to follow certain code of ethics in his conduct as proclaimed by UGC and MHRD.

Subject to the supervision and general control of the Governing Body, the Principal as an administrative and academic Head of the College shall be responsible for:

- a. academic growth of the College;
- b. participation in the teaching work, research, and training programmes of the College;
- c. planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes College, for academic competence of the Faculty Members;
- d. admission of students and maintenance of discipline of the College;
- e. management of College Libraries, Laboratory, Gymkhana and Hostels, if any;
- f. receipts, expenditures and maintenance of accounts and submission of statement of accounts to the Governing Body;
- g. correspondence relating to the administration of the College;
- h. administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records;
- i. supervision of College and University Examinations, setting of question papers, for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned from time to time;
- j. any other work relating to the College as may be assigned to her/him by the Governing Body/Competent Authority from time to time;
- k. assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff;
- l. observance and implementation of directives issued by Bar Council of India and Government authorities viz. Director of Education / Higher Education / University and other concerned authorities;
- m. safe-guard the interests of teachers/non-teaching staff members and the Management;
- n. timely submission of information/returns to different authorities viz. BCI/ Government/University/University Grants Commission/Management etc.;
- o. holding of meetings;
- p. looking after and discharge of duties entrusted by the Governing Body from time to time.

5. Probation

- a. The period of probation of the teacher shall in no case be more than 12 months, on the expiry of which he/she will be deemed to be confirmed unless after assessment of this work by the Governing Body, his/her services are

terminated by giving him/her one month's notice or one month's salary in lieu of notice.

- b. The Principal of the College shall maintain Assessment Reports of the teacher on probations in the Performa for every six month, and complete it at the end of each term of the academic year. The Assessment Report with definite recommendations for confirmation of service or otherwise to be placed in the Governing Body for further instructions.
- c. The period of probation for non-teaching staff shall be as fixed by the Principal with prior instructions of Governing Body, on the expiry of which he/she will be deemed to be confirmed unless after assessment of his/her work by the Committee, his/her services are terminated by giving him/her one month's notice or one month's salary in lieu of notice.

6. Assessment of the Teachers work:

1. In order to evaluate the work of teachers, they should individually prepare an outline of his/her academic duties and at the end of the academic year prepare a report of the work done by her/him which should be submitted to the Principal by the end of the year. In addition, the Assessment Report of the teachers shall be maintained by the Principal for the following purposes:
 - a. For evaluation of six monthly report during the period of probation;
 - b. For confirmation in service;
 - c. For Assessment at the time of salary revision;
 - d. For consideration at the time of interview for a higher post.
 - e. Once every three years for determining whether the teacher continues to discharge his assigned responsibilities satisfactorily;
 - f. On other occasions when required for specific purposes.
2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal with a view to making improvement in the work, by the person concerned, if the report is adverse.

7. Assessment of the Non-Teaching Staff work:

The Principal of the College to prepare a report of the works of non teaching staff and to place before the Governing Body/Committee for the purpose of:

- a. For evaluation of timely report during the period of probation.
- b. For confirmation in service.
- c. For Assessment at the time of salary revision;
- d. Once in every year for determining whether the staff continues to discharge his/her assigned responsibilities satisfactorily;
- e. On other occasions when required for specific purposes.

8. Assessment Authority

- A. The Committee consisting of the following members shall consider the Assessment Report for various purposes laid down point 6 & 7 and will also recommend for the purposes.
 - 1. President of the Governing Body
 - 2. Principal/Secretary of the College/Governing Body
 - 3. Two members of the Governing Body.
 - 4. One subject expert nominated by the Governing Body.
- B. In case of violations of any Code of Conduct, the Principal may refer the case to the Assessment Authority. Provided that in case of such violation is committed by the Principal of the college, then the President of GB may refer the case to the Assessment Authority.

9. Discipline:

- a. The Governing Body with the recommendation/report of the Committee/Principal as the case may be, place an employee under suspension if-
 - ii. An enquiry into his/her conduct has become necessary or is pending and when his/her continuance in service is prima facie detrimental to the interest of education and discipline, or to the enquiry itself.
 - iii. The employee is being prosecuted on a criminal charge or is likely to embarrass him/her in the discharge of duties as such or involves moral turpitude.
- b. For the period of suspension an employee may be paid a subsistence allowance which may be fixed by the Governing Body considering the circumstances of the individual case.
- c. The period of suspension may be treated as a period spent on duty if the employee is honourably acquitted of the charges for which he was suspended. Otherwise, the period may be treated in such manner as the Governing Body may deem proper in accordance with the circumstances of the case.
- d. Any one or more of the following penalties for good and sufficient reasons may be imposed upon any employee by the Governing Body who appoints him/her
 - 1. Censure;
 - 2. Withholding of increments;
 - 3. Reduction in rank;
 - 4. Recovery from pay;
 - 5. Removal from service, which does not disqualify for future employment;
 - 6. Removal from service, which ordinarily disqualify for future employment.

None of these penalties shall be imposed on an employee until he/she has been given reasonable opportunity of being heard and showing cause against the action proposed to be taken in regard to him/her.

Provided that the above clause shall not apply-

1. Where a person is dismissed or removed or reduced in rank on the ground of conduct which had led to his/her conviction on the criminal charge:
 2. Where the authority empowered to dismiss or remove an employee or to reduce him/her in rank is satisfied that for special reasons to be recorded in writing, it is not reasonably practicable to give to that person opportunity of showing cause; or
 3. Where the appointing authority is satisfied that in the interest of the institution or security of the State, it is not expedient to give to the persons such an opportunity.
- e. No employee shall publish or cause to be published in his own name or anonymously or contribute to the press any matter, which is likely to lead to academic indiscipline or promote defiance of authority/ institution.
- f. Any employee desiring to seek election to the Legislative Body or to hold office of any Political Organization or Local Bodies shall be compulsory leave without pay from the date of filing his/her nomination till the announcement of the result by the proper authority and shall be eligible to rejoin his post immediately in case he is not elected. In case he is elected, he shall be on compulsory leave without pay from the date of filing his/her nomination till the termination of his/her office to which he/she is elected. Such elected employee shall be allowed to retain a lien on his post for a period not exceeding the full term of the elected body to which the employee is so elected.
10. The Governing Body of the college shall review the Rules regarding COC as and when necessary and may amend/ alter if found necessary.

In case of any difficulty arises in future in respect of interpretation of clauses of the Rules of COC the interpretation given by the Governing Body of the college shall be final and binding.



(Dr Gautomi Dutta)
Principal
Dr. R. K. B. Law College