



Office of the Principal
TANGLA COLLEGE, TANGLA
P.O. CHAMUAPARA, Dist. Udalguri : B.T.R. : Assam
Pin - 784521

From:

Dr. Prasen Daimari, M. A., Ph.D.
Principal.

Website : tanglacollege.ac.in

Email : tanglacollegepd@gmail.com

Phone: 03711255490

Mobile : 9435384057;

9678470217

Ref. No. TC/.....

Date: 02-03-2020

Code of Conduct for Various Stakeholders

1. Code of conduct for students:

- Students must carry their Identity Cards to the College regularly and produce whenever asked for.
- Students must wear their proper college uniform in the class rooms/examination halls. No student shall be allowed to enter the class rooms/examination halls without wearing proper uniform. The examinees of the affiliated Jr. Colleges must also follow this rule at the time of examinations.
- Ragging in any form inside or outside the College Campus is strictly prohibited by law. The college is in strict adherence to the Adhoc Committee recommendations and the UGC guidelines 2009. Any student found indulging in ragging will be dealt with as per the directives of the Supreme Court/High Court.
- The College Campus is a NO SMOKING/NO TOBACCO/NO DRUGS/NO ALCOHOL Zone.
- Students found violating these instructions will be dealt with as per rules of the College.
- Boy students must have a decent hair-cut.
- Hair dyeing of any form is discouraged for both boy and girl students. Writing and sticking bills on the College walls is strictly prohibited.
- All students should read the NOTICE BOARD of the College regularly.
- Students should not damage the property of the institution. Cost of any damage will be recovered from the student.
- Students should park their Cycles in the area allotted for the purpose.
- Entries of Automobiles of the students are restricted to some extent.
- Students will not indulge in any anti-social activities or activities causing hindrance to the academic and administrative functioning of the College. Those found guilty of such activities will be brought under disciplinary action.
- Students will not indulge in any kind of misconduct or indiscipline inside or outside the campus.

- Students should strike a proper balance between extra-curricular activities and academic requirements. The extra-curricular activities of any student will not be allowed to interfere with his/her academic schedule.
- During teaching hours, all areas around class rooms will be observed as SILENT ZONES. The authority will deal with students who create any disturbance, as it deems right.
- The college campus is a Plastic Free Zone. No student/teacher/office staff/visitors should through plastic materials and waste papers in the campus.

2. Code of conduct for Non Faculty Members:

- The Employees of the college should be punctual and regular.
- They have to maintain the attendance register.
- Employees have to use the Biometric Machine at the time of arrival and departure.
- The central library should also maintain the attendance register for the teachers and students separately.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.

3. Code of Conduct for Faculty members:

- The Faculty members of the college should be punctual and regular.
- They have also to maintain the attendance register.
- The Faculty members have to use the Biometric Machine at the time of arrival and departure as per the guidelines of UGC.
- They have to follow the time table in taking classes.
- The Faculty members have to follow the teaching plan submitted to the IQAC.
- The Faculty members must maintain the students' attendance register in every class.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

4. Library Rules:

- The Central library will remain open for users from 10.00 am to 5.00 pm on all working days.
- The issue and receipt counter will be closed half an hour before closing of the library.
- Silence is to be strictly observed in and around the library.
- Only the regular and benefited students will be entitled to use the library.
- All library users have to put their signature in the register at entry point.
- Users have to leave their personal belongings such as handbags, umbrella, personal

book etc. in the property counter before entering into the library.

- Maintenance of cleanliness and discipline in the library reading room is highly desired.
- Borrowers are advised to check the books before leaving the issue counter. For any damage of books, borrowers will be liable to pay compensation.
- Books will be issued for 15 days only. Borrowers have to return or renew the books on or before the due date. Failing the same, the borrowers will have to pay a fine of 1.00 Per day.
- Two books will be issued to each student at a time for General Course and three books for Major Course.
- Reference books, rare books, dictionary, encyclopedia etc. will not be issued to take home.
- Before final examination, students will have to return their books to get a clearance certificate. Special consideration will be made on a written request countersigned by a teacher from respective department.
- Students will be allowed to enter in the book section accompanied by a teacher only.
- For any suggestion/ complain, contact the librarian or drop written suggestion /complain in the suggestion box.
- Use of mobile phones in the library is strictly prohibited.
- Students without uniform will not be allowed to enter in the library.
- Only up to 75% of a book will be allowed for Xerox. Xerox will be done on submission of demand letter.
- Internet access will be allowed for half an hour only to a single student.

5. Examination Rules:

- Student must appear for all Internal as well as University examination. Students must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
- Students must be present in the examination hall 20 minutes before the start of examination. Students cannot enter an examination hall more than half an hour after the start of examination.
- Students are not allowed to carry mobile phone with them during exam.
- Students must keep study material and bags in proper place outside the examination hall
- Students should obey the instructions given by supervisor in the examination hall.
- Student must not leave the examination hall until all answer books are collected by the supervisor.

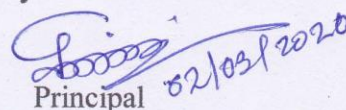
6. Parking Rules:

- All vehicles/bi-cycles should be parked in the parking area provided by the college.
- Vehicle/bi-cycles should be properly locked and parked.

7. Anti-Ragging Measures:

[As per UGC Notification No. F.1-I6/2009 (CPP-II) Dated September 2009]

- Ragging is totally prohibited in the college and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions any penal law for the time being in force. As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:
- Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Indulging in rowdy or indiscipline activities by any student or students which cause or are likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.


Principal

Tangla College, Tangla

Principal
Tangla College, Tangla