

HAND BOOK

For

**Governing Body of the College, Principal, Teachers,
Non-teaching Staff & Students**



MORIDHAL COLLEGE

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CONTENTS

Page

1. Guideline for the Governing Body of the College
2. Guideline for Principal
3. Guideline for Teachers
4. Guideline of non-teaching staff:
5. Guideline for students:

GUIDELINE
For
Governing Body of the College, Principal, Teachers,
Non-teaching staff & Students

**(Revised by IQAC, Moridhal College in its meeting held on 04/12/2021
and approved by
Governing Body meeting held on 05 / 01 / 2022)**

This guideline contains guidelines for Principal, Teachers, Employees, Governing Body and Students of Moridhal College. It is prepared as per the guidelines framed by the UGC regulations, 2018, Assam Service (Discipline and appeal) Rules 1964 of Govt. of Assam and The Assam Provincialized Colleges and Non-Govt. College Management Rules, 2001.

Scope of the Guideline:

1. This guideline will be applicable for all the stake holders of the college.
2. Violation of statutory guidelines is subject to disciplinary action.
3. Every stakeholder should bring to the notice of the college authority about any breach of statutory guidelines.
4. Every stakeholder should be conversant with the guideline and act accordingly in words and deeds.
5. The guideline is not to prevent any member from respectful expression of their opinion.
6. Campus must be kept alcohol and intoxicant free zone by the stakeholders.
7. Every stakeholder should maintain environment friendly campus and use of plastic is banned within the campus.

Guideline for the Governing Body of the College:

Governing Body of the college should run as per the rules and regulations laid down by the Govt. of Assam.

Guideline for Principal: [Based on UGC regulation, 2018]

1. As an executive leader of the college, the Principal should provide inspirational, motivated and value based leadership in formulation of policy, management, optimization of human resources, and concern for environment and sustainability.
2. He/she should maintain transparency, fairness, honesty, highest degree of ethics and decision making for all-round development of the college.

3. He/she must be committed to manage and maintain the resources of the college with responsibility, efficiently and effectively for providing a conducive working and learning environment.
4. Promote the collaborative, shared and consultative work culture in the college paving the way for innovative thinking and ideas.
5. Endeavour to promote quality work culture and professionalism, ensure satisfaction and foster service to the nation and society.
6. Dignity of profession should be always kept at the vanguard in dealing with private affairs and in professional endeavor, treat all in equal manners irrespective of caste, creed, religion, race and gender.
7. Principal should provide staunch leadership for participation in extension, co-curricular and extra-curricular activities including community services.

Guidelines for Teachers: [based on UGC regulation, 2018]

Whoever adopts teaching as a profession assumes the obligation to conduct him/her 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.

Teacher should imbue the national ideals of education and disseminate them among the students to achieve the objectives of education in true sense of the term. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teacher Should:

1. Manage their private affairs in consistent manner in conformity to the dignity of the profession.
2. Continuously maintain the professional growth through study and research.
3. Co-operate and assist in carrying out functions relating to academic and administrative work.
4. Co-operate and assist in carrying out all academic activities of the college relating to admission process, counseling students, conduct of internal & external examinations and evaluation work.
5. Maintain decency in words and deeds.
6. Not maintain unethical relations with the student.
7. Not show allegiance to any political party.

8. Participate in extension activities, co-curricular activities and corporate life of the college including community services.
9. Perform their duties with dedication and commitment with innovative teaching-learning practices effecting students' motivation.
10. Teacher should be member of professional organization for academic improvement.
11. Abide by the Act, statute and ordinate of the university and to respect its ideals, vision, mission, cultural practices and traditions.
12. Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research.
13. Express free and frank opinion by participating in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
14. Perform the duties and responsibilities of academic and administrative work as vested by the authority for the greater interest of the college.
15. Attendance should be UGC rules.

Towards Students:

1. Respect the rights and dignity of the students.
2. Teacher should be impartial with students regardless their religion, caste, economic condition, social character etc.
3. Teacher should perform their duties as mentor/ mentees of the students for the welfare of the students.
4. Teacher should be co-operative to the students even beyond their class hours and guide them in appropriate manner.
5. Inspire students to develop an understanding of our national heritage and goals.
6. Encourage students to improve their attainments, develop their personalities and contribute to community welfare.
7. Inculcate scientific temper, spirit of inquiry and ideals of democracy, patriotism social justice, environmental protection and peace.
8. Pay attention to the attainment of the student in the assessment of merit.
9. Refrain from inciting students against other students colleagues or administration.

Towards Colleagues:

Teachers should-

1. Maintain good and cooperative manner towards the colleagues.

2. Abstain from unsubstantiated allegations against colleagues to higher authority.
3. Speak respectfully to other teachers and assistance for professional betterment.

Towards Authority:

Teachers should-

1. Obey with commitment the rules and regulations set by the authority.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their duties and responsibilities.
3. Co-operate and act with commitment to the activities directed by authority relating to administration and any other policy matters.
4. Abstain from availing leave except an unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Towards Non-Teaching Staff:

Teachers should-

1. Treat non-teaching staff with respect and co-operative manner.
2. Attend and response to the joint meeting organized by the non-teaching staff.

Towards Society:

Teachers should-

1. Accept their profession as public service and strive to keep the public informed of the educational programme which are being provided.
2. Engaged themselves to improve education in the community and strengthen the communities moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of the society.
4. Participate in community activities, perform the duties of citizenship and shoulder responsibilities of public offices.
5. Abstain from taking part in any activities, which have a propensity to promote feeling of hatred, enmity or blasphemy to any religion, community or linguistic group.
6. Committed to work for national integration.

Towards Guardians:

Teachers should-

1. Keep contact with the guardians and communicate with them about the performance of the students and difficulties.
2. Committed to organize parent-teacher meet in their respective department.

Guideline of non-teaching staff:

Non-teaching staff should-

1. Regular and punctual in his/her duties.
2. Discharge their duties efficiently and diligently as per the rules and regulations set by the college authority.
3. Maintain professional behavior in the highest possible way.
4. Maintain confidential in respect of records and other sensitive matters of the institution.
5. Co-operative with students, colleagues, seniors, authority and guardians.
6. Maintain the image of the institution through wearing decent dresses, general courtesy etc.
7. Adhere strictly to the office hours.

Guideline for students:

1. The students must have to maintain **Student' Diary** regularly and have to be signed by the concerned teacher/ guardians and submit the same within stipulated date.
2. The students shall have to participate actively in all activities and programmes stated in the Academic Calendar as well as other activities conducted by the college from time to time.
3. Every student shall acquire clear knowledge over the programme, admission policy, rules and regulations of the institution as stated in the prospectus. He/She must be conversant with the constitution of students' union and the rules and regulations of Library, Hostel, Laboratories, Museum and other committees of the college.
4. Every students shall have a clear idea of the teaching, learning strategies and methods and evaluation system adopted in the institution. Active participation of the students in the process of obligatory.
5. Every students shall.
 - (i) Maintain the time schedule of
 - Daily classes
 - Library
 - Unit, class and sessional tests and term-end examination.
 - College week and sessional work.

- Submission of home assignment and any other programme scheduled.
 - Filling up of forms for Admission, Registration, Examination, Scholarship etc.
- (ii) Attend minimum of 80% of total classes held.
 - (iii) Come to college with Uniform and Identity Card.
 - (iv) Not indulge in any unlawful and unsocial activities within and outside the college.
 - (v) Keep college campus clean.
 - (vi) Not to misuse and damage college property.
 - (vii) Maintain a healthy academic atmosphere.
 - (viii) Refrain from involving in active politics within the college campus.
6. Every student shall undertake regular and intense study of text books, reference books, Journals, Periodicals and other study materials.
 7. Students shall make proper use of Central Library, Department Library, GCC, Laboratories, Sport and Physical Education Centre, NSS and Scouts and Guides for their all round development.
 8. Students shall have to prepare assignments and submit them well in time to the concern teacher(s) and appear every unit test, class test, tutorial and sessional, In-semester examination with a view to prepare thoroughly for term-end examinations.
 9. The students shall have to give thoughtful feedback on teachers, courses and programmes, campus life etc. taken by the college from time to time in order to make higher education accountable and ensure continuous quality up-gradation of the college.
 10. The students shall understand the essence and utility of learning in life and try to acquire ability to pursue learning as a lifelong process through the amenities available in the college.
 11. Students shall have to inculcate positive values and gather experiences to act as a responsible citizen and maintain a close relationship with the institution so as to contribute for the all-round development of the institution and the society in future. The charter shall stand a binding document to all its stakeholders, especially the college authority and the students, who shall pay full respect to in it performing their duties and responsibilities as well as in initiation of plans and programmes.
 12. Students' presence is mandatory in seminars, workshops and other academic as well as co-curricular activities organized in the college.
 13. Ragging in any form in the college & hostels is strictly prohibited and proper disciplinary action will be taken against any one involve in the act. of ragging. Every student has to sign an undertaking that he/she will desist from indulging in ragging.