

# Hand Book of Professional Conduct and Guidelines - 2022



**Dhamdhama Anchalik College**

**Dhamdhama, Nalbari, Assam**

**Pin- 781349**



## Professional Conduct and Guidelines Dhamdhama Anchalik College

**“Tomoso Ma Jyotirgamoy”**

### Introduction

Dhamdhama Anchalik College was established in the year 1988 with a noble intention to provide free and quality higher education in the tribal dominated area of northern part of Nalbari district which is extremely backward due to insurgency problems and poverty. Creating a history, the staff of the college had worked without any government salary for 34 years and society of Dhamdhama sets an example of social responsibility by contributing for the infrastructure development of the college. All round development of the society and emancipation of human resource are the main ethics of the college. The college takes Sanskrit proverb of holy *Uponisad* ‘Tomoso Ma Jyotirgamoy’ as the soul ethics. In Sanskrit, ‘tomoso’ means ‘darkness’ and ‘jyoti’ means ‘light’. Expansion of quality and value education in the interior region is the prime vision of the college and promises to enlighten the entire area.

Observing the sacrifice of faculties, the government declared Dhamdhama Anchalik College as provincialized college in the year 2021. The college is one of the venture colleges of Assam which received recognition of University Grant Commission, India under sections 2f and 12(B) of the UGC Act, 1956 and permanent affiliation from Gauhati University. The college follows government code and conduct with a mind of dedication to the nation. The college team will work for intellectual, mental, psychological, spiritual and professional skill development. The college will also work for social unity, peace and progress. The college authority defines Professional Conduct and

Guidelines of Governing Body, Principal, Staff, Librarian and Students for smooth management of the institution.

### **Professional Conduct and Guidelines of the Governing Body**

The Governing Body is the supreme Body of the college constituted through the provision of laws of Assam government as stated below.

- Assam Non-Government College Management Rules.
- Assam Non-Government College Management (Amendment) Rules 2001(16.10.2001).
- Assam None-Government College Management (Amendment) Rules 2009(18.06.2009).
- The Assam College Employees Provincialisation Rules, 2010(15.11.2010).
- The College Employee Provincialisation Rules (Amendment) 2010 (15.11.2010).
- The Assam Education (Provincialisation of Services of Teachers and Re-organisation of Venture Educational Institution) Amendment Act, 9<sup>th</sup> May, 2018.
- The Assam Education (Provincialisation of Services of Non-teaching Staff of Venture Educational Institution) 9<sup>th</sup> May, 2018.

### **Composition of Governing Body**

The Governing Body is formed according to the following pattern as directed by Department of Higher Education, Assam.

- (a) One president appointed by Department of Higher Education, Assam.
- (b) One Secretary - The Principal of the college will be the ex-officio secretary of the Governing Body.
- (c) The Vice Principal and the Librarian will be the Member Ex-officio.
- (d) Two members from the affiliating university.
- (e) Two members from Teaching Staff.
- (f) One member for Non-teaching Staff.
- (g) Three members from Parents (one women member is mandatory).

- (h) One life member who has significant role in establishment of the college.
- (i) The Local MLA is the special invitee to the Governing Body.

### **Tenure of Governing Body**

The president of the Governing Body is nominated by the Director of Higher Education, Assam for a period of 5 years. The tenure of the Affiliation University members are 3 years, the teaching and non-teaching faculties are elected by the teaching and non-teaching staff of the college for 1 year, the tenure of the guardian members are for the period till their ward is a student of the college.

### **Restriction of Governing Body Members**

- (a) Any Governing Body Member can't not involve into any contract work, supply of materials, sale and purchase of college.
- (b) The Governing Body Member from staff can place any matter related to his own pay, promotion and conduct but he must remain absent at the time of decision taking.

### **Disqualification of Governing Body Members**

As per rules, any member of the Governing Body will be disqualified if he remains absent from meeting without informing the president in four consecutive meetings. The president may release any member for the following grounds

- (a) Death or resignation.
- (b) Conviction in criminal case
- (c) On ground of physical inability

### **The function of the Governing Body**

- (a) The Governing Body of the college is the decision making body of the college which ensures smooth management and development of the institution.
- (b) The Governing Body is authorized to prepare planning and core strategies of the college.

(c) The Governing Body is responsible for the financial management of the college.

(d) The Governing Body monitors teaching activities, examination related activities, co-curricular activities and any other activities of the college.

(e) The secretary of Governing Body is responsible to report to the Director about any violation of financial norms, service rules and anti-college activities.

(f) The Principal of the college is the secretary of the Governing Body. He is authorized to arrange Governing Body meeting with the consent of the president.

(g) Attendance of two-third members is mandatory to arrange a Governing Body meeting.

(h) The Governing Body meeting can be arranged only within college campus.

(i) Minutes of the meeting of Governing will be recorded in the 'Proceeding Book' by the secretary and signed by the members present.

### **Professional Conduct and Guidelines of the Principal**

The principal of the college is responsible for the academic, infrastructure and financial management. He will actively manage any issue according to the existing government rules. As the college was provincialized under the acts -The Assam Education (Provincialisation of Services of Non-teaching Staff of Ventures Educational Institution), Act, 9 May 2018 and The Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) ,Amendment Act, 9<sup>th</sup> May 2018, he must follow each clause of the two acts and its core strategies.

The Office of the Principal of Dhamdhama Anchalik College promises to provide quality education and unconditional care to the society. The principal of the college himself worked without salary with a mind of dedication for a period of twenty one years and sets an example of social responsibility. High class infrastructure, provision of

modern teaching and learning materials, assurance of quality education and fair funding make the college inseparable part of the society.

- (a) The principal is the secretary of Governing Body and DDO of the college.
- (b) The principal is responsible for all financial matters of the college and he must ensure fair financial transaction and records.
- (c) The principal follows the codes of UGC, Department of Higher Education, Assam, and Constitution of the college and Resolutions of the Governing Body.
- (d) The principal ensures ragging free and gender equality environment in the college.
- (e) The Governing Body provides autonomous power to the principal to appoint contractual faculties in case of leave and sudden vacancy of post. The appointment will be for a period of six months and remuneration will be provided from own fund of the college. The approval from GB is mandatory in such appointment.
- (f) The principal can grant leave for a maximum period of six months to faculties for Course Work, Maternity Leave and Medical Leave with the approval of GB and guidelines of services.
- (g) The principal takes bold steps for all round development of the college.
- (h) The principal handles internal issues of the college as a neutral man and head of the staff.
- (i) The principal ensures quality up-gradation of the college with the assistance of IQAC and respective committees of the college.
- (j) The principal can create own policy for smooth management with the approval of Governing Body.
- (k) The principal is the Officer- in- charge of all examinations of the college.
- (l) The principal maintains and promote academic activities of the college .The staff is bound to follow his direction without any question.

- (m) The college was established with the intention of removing dark cloud of ignorance and backwardness. He will behave as responsible man of the society.

## **Professional Conduct and Guidelines of the Staff**

The Staff of Dhamdhama Anchalik College is a unique Staff which creates extra-ordinary example of sacrifice and nobility of teaching profession. The staff itself established the college with active co-operation of local conscious people in the year 1988 and served day and night without any government salary and financial assistance for a period of 34 years. Each faculty of the college is a burning candle who burns willingly to enlighten the society. All Staff Members are the founders of the college and ready to contribute best for the college.

- (a) The staff considers their job as noble service to the nation. Service to the needy is more important than salary for any faculties.
- (b) The teaching and none-teaching staff works together in friendly manner for the larger interest of the college.
- (c) The staff is committed to follow Government Guide-lines of Attendance.
- (d) The teachers do class according to the teaching plan and methodology.
- (e) The staff follows the time-table of the college sincerely.
- (f) The Staff helps the economically backward students and provides financial assistance from individual source.
- (g) The teachers provide psychological motivation and intellectual support to the students.
- (h) The staff provides emergency medical support at any crucial moment.
- (i) The Staff actively involves in different committees of the college and performs assigned duties.
- (j) The teachers involve in research work and publication for intellectual development.
- (k) The Staff has the responsibility of involving in extra-curricular activities.

- (l) The staff follows government rules and social ethics from deep heart core.
- (m) The staff has only one identity 'Soldier of Dhamdhama Anchalik College'. There is no gender and caste identity of the staff in their respective duties.
- (n) The staff controls use of mobiles and loitering of students in the college campus.
- (o) The Staff keeps frequent contact with the parents and makes assessment of students' activities.
- (p) 'The College First' is the vision of the staff.

### **Professional Conduct and Guidelines of the Librarian**

The Library of Dhamdhama Anchalik College was established with active initiatives of the staff and local people. The conscious people of Dhamdhama donated their best as the college was neither government nor private but a unique 'Social Educational Institution' where teachers come voluntarily to dedicate their lives in the mission of removing dark cloud of ignorance. Presently the library of the college has collection of ten thousand books and periodical subscription of magazines, newspapers and study materials. The library of the college is digital and provides facilities like INFLIBNET and Koha Software.

- (a) The Librarian maintains and promotes the library which is the store house of knowledge and information.
- (b) The Librarian keeps records of financial transaction according to official rules.
- (c) The Librarian makes audit of books and assets at regular interval.
- (d) The Librarian ensures that readers will get the books in easy way.
- (e) The Librarian takes measures for the safety of the books and assets.
- (f) The Librarian handles the websites of the library and makes the soft study material easily available for all.
- (g) The Librarian maintains environment of silence in the library and its reading room.



- (h) The Librarian motivates staff and students to visit the library at regular intervals.
- (i) The Librarian is impartial and liberal as an administrator.
- (j) The Librarian monitors and motivates the library office bearers to work with mind of dedication.
- (k) The Librarian ensures cleanliness and discipline of the library.
- (l) The Librarian takes all responsibilities of the library.
- (m) The Librarian can direct any office bearer and teacher to help in library works at any time.

### **Professional Conduct and Guidelines of Student**

Dhamdhama Anchalik College has strength of approximately 1200 students of different tribes and communities. The students mainly belong to Assamese, Bodo, Benguli, Nepali, Sautali and Hindi language speaking communities and make the college common platform of empowerment. As Dhamdhama is a backward region of Indo-Bhutan border, 90% students receive free admission under 'Free Waiver Scheme' of the Government and personal financial assistance from the staff. The students have shown outstanding performances at various levels and make the college feels proud by winning four silver medals in Common Wealth Games Power Lifting Championship, Auckland, New Zealand in the year 2022.

- (a) The students get equal opportunity and assistance from college staff.
- (b) No student can involve in any political activity in the college campus.
- (c) No student can involve in anti-social work within and outside of the campus.
- (d) No student can hurt on emotion of any person within the campus and staff is bound to take immediate action.
- (e) The girls can take refreshment in the 'Lady's Common Room'.
- (f) The boys can take refreshment in the 'Boys Common Room'
- (g) The students must follow the constitution of the college.

- (h) The students must read regularly and perform social responsibility.
- (i) The students can't involve in any ragging and anti-college activities.
- (j) The Fitness center of the college remains open during office hour and anyone can practice with the help of the trainer.
- (k) Uniform is compulsory for students.
- (l) 75% attendance is compulsory to appear in the examination.
- (m) Students can use mobile only in the common room and canteen without disturbing others.

Violation of Professional Conduct and Guidelines isn't anticipated and subject to disciplinary action.



Principal  
Dhamdhama Anchalik College

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