

HAND BOOK OF PROFESSIONAL CONDUCT AND GUIDELINES



SILAPATHAR COLLEGE
Silapathar, Dhemaji,
Assam, 787059

2020

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Principal
Silapathar College
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CODE OF PROFESSIONAL
CONDUCT AND FUNCTIONING
FOR
GOVERNING BODY




Principal
Silapathar College
Silapathar, Dhemaji

(Based upon: Assam Non-government College Management Rules & Assam College Employees (Provincialisation) Rules)

Legislations for provincialisation of services of employees of the non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam.

- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES, 2001(15.06.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2001 (16.10.2001)
- ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT (AMENDMENT) RULES, 2009 (18.06.2009)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005(22.12.2005)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2005(10.05.2010)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) RULES, 2010N (15.11.2010)
- THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) (AMENDMENT) ACT, 2012(02.05.2012)

Extract from
ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT
RULES, 2001 (15.06.2001)

The Governing Body being the supreme body, constituted vide provisions of law as stated above, is governed by the clauses stated below -

CONSTITUTION OF THE GOVERNING BODY:

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body, to be constituted by the Director.

COMPOSITION OF THE GOVERNING BODY

1. The Governing Body shall consist of:
 - (a) One President
 - (b) One Secretary – The Principal of the college shall be the ex-officio Secretary of the Governing Body. Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;
 - (c) The Vice-Principal – Member Ex-officio
 - (d) Two Members to be nominated by the affiliating University concerned.
 - (e) One member to be nominated by the Director from the field of Education
 - (f) One woman member to be nominated by the Director
 - (g) One member to be nominated by the Director from the

Backward Classes

- (h) Local Deputy Commissioner or his representative may be included as a member
 - (i) Other members as may be nominated by the Director in which the local member of the legislative Assembly and the Chairman, Zila Parishad may be included
 - (j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them
2. The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.
 3. Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body
 5. **TENURE OF THE GOVERNING BODY:**

The tenure of the Governing Body shall be for a period of three years from the date of its constitution. The term, may, however, be extended for another period of two years by the Director with the prior approval of the State Government.

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolved the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

6. **TAKING OVER THE MANAGEMENT OF A NON-GOVERNMENT COLLEGE:**

In the event of miss management of the affairs of a Non-

Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

7. ACCOUNTABILITY OF THE GOVERNING BODY:

The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

8. SECRETARY OF THE GOVERNING BODY OR REPORT TO THE DIRECTOR:

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

9. RESTRICTION OF SOME MEMBERS TO ATTEND THE GOVERNING BODY:

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

10. RESTRICTION OF SOME MEMBERS TO ENTER INTO CONTRACT FOR WORKS OF THE COLLEGE:

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. DISQUALIFICATIONS:

Any member, who absents himself for more than 4 (four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds:

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such;
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

12. VACANCY ON THE GOVERNING BODY:

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) Notices or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. MEETING OF THE GOVERNING BODY:

(1) The Governing Body shall meet at least once in every four months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied

that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with prior consent of the President, if it is not a requisitioned meeting by the 2/3 (two- third) members of the Governing Body, with not less than 7 (seven) days notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

14. PROCEEDINGS OF THE MEETING OF THE GOVERNING BODY:

(1) The minutes of the proceedings of the meeting shall be recorded in the Proceedings Book by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceeding Book.

(3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

15. PRESIDING OVER THE MEETING:

All the meeting of the Governing Body shall be presided over the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved beforehand by the president.

16. QUORUM:

At least six members of the Governing Body, excluding the co-opted member, shall form a quorum of the meeting.

17. SECRETARY TO MAKE CORRESPONDENCE:

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body:

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

18. GOVERNING BODY TO OBTAIN PRIOR APPROVAL OF THE DIRECTOR IN CERTAIN MATTERS:

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching and non-teaching staff including that of the Principal of any construction works involving Rs. 50,000/- (Fifty Thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director: Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

19. DUTIES OF THE GOVERNING BODY

In general, the following are earmarked as duties of a Governing Body in respect of Non- Governing Colleges receiving deficit Grants-in-Aid:

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorized subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College;
- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government;
- (v) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in suspect of the proceeding financial year;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/ Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam;

(viii) to submit annual report with statistics in respect of the enrolment of Students stream- wise, subject-wise, result, teaching days held performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;

(ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to drive for preservation of an excellent academic standard of the College;

(x) on behalf of the (Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from time to time.

(xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;

(xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;

(xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

20. GROUNDS OF SUSPENSION OF GRANTS-IN-AID:

Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of proceeding financial year, may attract stoppage of Grants-in-Aid by Director suo moto, after the expiry of 30th June, every year:



Provided that on failure in respect of maintenance of consistent academic achievements by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

21. OTHER SANCTIONS OF THE GOVERNING BODY:

The Governing Body is authorized –

- (i) to determine the general scheme of the studies of the College, suggest to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major course in any existing subject or opening of new faculty and creation of additional posts;
- (ii) to consider and initiate projects for improvement of the College, involving prohibitions of taking private tuition by the teaching staff;
- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- (iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

Extract from
ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT
(AMENDMENT) RULES, 2001 (16.10.2001)

In the Principal Rules, in Rule 4, for the existing provisions, the following shall be substituted, namely –

4. Composition of the Governing Body:

(1) The Governing Body shall consist of -

(a) One President

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior-most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Governments prior approval

(c) The Vice Principal – Member Ex-Officio

(d) Two members to be nominated by the affiliating University concerned

(e) Two members to be nominated by the Director, from the field of education, out of which one should be from the guardians

(f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body

(g) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body

Provided that the teachers so elected shall not be eligible

for being re-elected for the third successive term

(h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body

(i) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year

(2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

(3) Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body In the Principal Rules, in Rule 7, for the existing provisions, the following shall be substituted, namely –

The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self-appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal.

In the Principal Rules in Rule 13 -

(i) in sub-rule (1), in the first line, for the word 'six', the word four shall be substituted

(ii) in sub-rule (2), in the second line, for the word „the occurs between the word with and “consent”, the word “prior” shall be substituted.

In the Principal Rules, in Rule 15, for the existing provision, the

following shall be substituted, namely –

Presiding over the meeting – The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting.

In the Principal Rules, in Rule 16, for the existing provisions, the following shall be substituted, namely –

Quorum – At least seven members of the Governing Body shall form a quorum of the meeting.

In the Principal Rules, in Rule 18 -

- (i) in the first paragraph, for the letters, words, figure and brackets "Rs. 50,000/- (Fifty Thousand)", the following letters, words, figure and brackets shall be substituted, namely – "Rs. 1,00,000/- (one lakh)"
- (ii) In the proviso, in the first line, after the word "concerned" and before the words "the Governing Bodies", the following shall be inserted, namely – "who are not brought under deficit system of grants-in-aid"

In the Principal Rules, in Rule 19 -

- (i) In clause (iv), for the existing provisions, the following shall be substituted, namely – "to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies"
- (ii) For clause (x) the following shall be substituted, namely – "except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President. Where the President is not willing to operate the funds



jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.

In the Principal Rules, in Rule 21 -

- (i) In clause (v) in the last line, after the words “Classes” the word “Examination” shall be inserted
- (ii) After clause (v) the following new clause (vi) shall be inserted namely “to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College”.

**Extract from
ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT
(AMENDMENT) RULES, 2009 (18.06.2009)**

In Rule 3, the words “Non-Government” and the words “to be constituted by the Director” be deleted, Rule 3 be numbered-as 3 (1).

Rule 4 be amalgamated with Rule 3 and numbered as Rule 3 (2). The number of all subsequent Rules be changed accordingly. In Rule 4(i) (a), after the words “one President” the following words be added “who shall be an eminent person from the field of Education. He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing”. In Rule 4 (i) (d), after the words “the affiliating University concerned” the following words be added “they shall have a term of 3 years.

They shall however continue beyond this period till new persons are nominated by the University".

Rule 4 (i) (e) and 4 (i) (f) be deleted. They may be substituted with the following rule, numbered as Rule 4 (i) (e) with changes in the numbers of the subsequent clauses "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier".

Rule 4(3) be deleted.

In Rule 5, the words "The term of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with prior approval of the State Government" be deleted. They be substituted by the words "The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body".

In Rule 5 the words "dissolve the Governing Body and constitute a fresh Governing Body thereafter recording" be deleted. They be substituted by the words "suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record".

In Rules 6 & Rule 7, the words "non Government" be deleted.

In Rule 12 (i), the word 'Director' be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3".

In Rule 18, the words "No, final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching & non-teaching staff including that of the Principal or any construction works involving Rs.1,00,000/- (Rupees One Lakh)

or more shall be undertaken by the Governing Body without the prior approval of the Director" be deleted and "Government shall be the Appellate Authority/Forum in case of grievances" be added

In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit grants-in-aid" be deleted.

The following new clause in Rule 19 be inserted as Rule 19 (xiv)

"To decide on the quantum of tuition fee and any other fund to be charged from the students"

In rule 21 (i) the words "as well as the State Government to be obtained through the Director with regards to the inclusion of additional subjects, introduction of major course and any existing subject or opening of new faculty and creation of additional post" be deleted and the following words be added after the words "affiliating University concerned" "provided that there is no financial liability for Government."

In Rule 21 (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

**Extract from
THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION)
RULES 2010**

Method of Recruitment: 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.

Assessment of Vacancies: 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: 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;

General Procedure for Promotion: 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.

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;

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; Selection Committee/ Departmental Promotion Committee:

(A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following:

- (i) President of the Governing Body – Chairman Committee.
 - (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;
- (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

Transfer: 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.

Authority for acceptance of Resignation/ Voluntary Retirement: The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement, Residual power of Appointing Authority: The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

**Extract from
GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/33,
DATED 09.07.2009**

The Assam Non-Government College management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009, which have been notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure as laid down. The composition of the Governing Body has also been changed.....

**Extract from
GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/51,
DATED 30.08.2013**

.....the State Govt. has decided that the Director of Higher Education should request all the Presidents of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.

The Governing Bodies presidents may also be requested to seek all possible assistance including financial aids wherever necessary from untapped sources and other resources within the discretion of the MLAs. Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non-Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies with induction of public representatives as full time member

**Extract from
GOVT. OF ASSAM NOTIFICATION NO. AHE.452/2013/6,
DATED 19.09.2013**

.....the State Govt. has decided to allow the non-teaching employees of a particular college to elect their representative to the respective GBs, doing away with the existing provision of nomination by the Principal.....

**Extract from
GOVT. OF ASSAM NOTIFICATION NO. AHE.331/2008/52,
DATED 05.11.2014 &
DHE LETTER NO. G (B) MISC. 147/2014/18, DATED
29.11.2014**

In partial modification of the earlier O.M. No. AHE. 331/2008/33 dated 09.07.2009, the following terms and conditions are added and modified regarding constituting the structure of the Governing Bodies of Colleges.

Henceforth

- (1) (i) Retired Principal from a College shall not be considered for appointment as a President of Governing Body in the same

College, unless a minimum of 5 (five) years have elapsed since his/her date of retirement.

(ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement.

(2) President of Governing Body of a College who have completed 5 years shall not be considered to be nominated as President of Governing Body for the second continuous term.....

Extract from

**GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/2,
DATED 23.04.2015 &**

DHE LETTER NO. G (B) AC/95/2015/3, DATED 27.04.2015

.....all Financial Transactions of Provincialised colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.....

Extract from

**GOVT. OF ASSAM NOTIFICATION NO. AHE.185/2015/5,
DATED 11.08.2015**

.....further clarified that where the Principal of the college and GB President are co-signatories in the financial matters of the colleges, both the President and the Principal will be jointly and severally responsible and accountable for all cases of financial dealings so conducted.....

Extract from

DHE LETTER NO. G (B) AC/95/2015/13, DATED 30.08.2016

.....the Presidents of the Governing Body of



Colleges are respected and leading citizens for which it would be unfair to give them signing of the Checkbook etc. Therefore, all the Presidents of the Governing Body of Provincialized Colleges are hereby relieved from the burden of financial transaction of Colleges.....

**Extract from
GOVT. OF ASSAM NOTIFICATION NO. AHE.371/2017/22,
DATED 18.08.2017**

In partial modification of this Deptts earlier OM vide No. AHE. 331/2008/33 dated 09.07.2009 and No. AHE. 331/2008/52 dated 05.11.2014, the following terms and conditions i.e. (3) and (4) are added with the approval of the State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

- (3) the President of Governing Bodies of Colleges shall be an eminent person form the field of Education. He shall be a non-political person. He should not have contested any election, including panchayat/ municipality/ local bodies election or should not be an office bearer of any political party or should not have any affiliation/ membership to any political party
- (4) he shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.....

**Extract from
GOVT.OF ASSAM NOTIFICATION NO. AHE.643/2016/12,
DATED 9TH NOVEMBER, 2017**

Vide Notification No.AHE.643/2016/12, Dated 9th. November, 2017, the Govt. in the Education Higher Department has amended

[Faint circular stamp]


**Principal
Silapathar College
Silapathar**

the Assam College Employees (Provincilisation) Act, 2005.

As per the amendment, the Hon'ble Vice-Chancellor to which the college is affiliated shall be the chairman of the Selection Committee to be constituted by the College.

The Principal of the college shall apprise the Hon'ble Vice-Chancellor and issue order constituting Selection Committee as per the Notification dated 9th November, 2017.

As per the amendment the term of the office of Principal shall be 5 years. This shall be applicable to all Advertisement for Regular Principal issued by the colleges from publication of this Notice in the website. As per the amendment the term of the office of Principal shall be 5 years. This shall be applicable to all Advertisement for Regular Principal issued by the colleges from publication of this Notice in the website of Director of Higher Education.

The procedure of selection of Principal shall be as Notified by Govt. vide No.AHE.643/2016/12, dated 9th November, 2017. The Govt. Notification is uploaded. Principals of all Provincialised Colleges are directed to incorporate this clause in all Advertisement issued from colleges from 13-12-2017 for the post of regular Principals.

Extract from
**GOVT. OF ASSAM NOTIFICATION NO. AHE.812/2017/28,
DATED 28.06.2018 &
DHE MEMO NO. DHE/ PA/ GB/ MISC/ 4/ 2018/ 2, DATED
03.07.2018**

.....considering the optimum utilization of services of Librarians of Provincialized Colleges of Assam, henceforth, the College Librarian shall also be an Ex-officio member of the Governing Body of Colleges.....


**Principal
Silapathar College
Silapathar**

**CODE OF PROFESSIONAL
CONDUCT AND 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:

Leadership:

The Principal will:

- Provide effective leadership to the College in fulfilling its mission.
- Make proposals regarding the educational character, activities and mission of the College, developing a suitably ambitious vision to inspire and motivate
- Ensure that he is fully engaged in all strategies decision which affect the mission and character of the college
- Organize, direct and manage the College and lead the staff providing inspiring and motivating leadership to those engaged in teaching -learning

Students:

The Principal will

- Introduce effective strategies for the recruitment of students
- Ensure high quality arrangements exist for teaching, learning and student support and that the College delivers high quality education and training
- Maintain student discipline and within the rules and procedures provided for within the Regulations, suspend or expel students on disciplinary grounds or expel students for academic reasons.

Policies:

The Principal will

- Lead contribute to the development, implementation and monitoring of College plans and policies
- Ensure the effective review of policies and procedures which involve the staff, students and other College users

Staff:

The Principal will

- Promote discipline and good conduct and encourage commitment of staff, leading by example
- Contribute to the training of staff to ensure the effective implementation of policies and system
- Ensure the appointment, assignment, grading, appraisal, suspension, dismissal and determination within the framework set by the Government, of the pay and conditions of service of staff
- Provide management and leadership of staff which will ensure that the College discharges all of its legal responsibilities and that good employee relations are maintained and developed

Finance and Management Information

The Principal will

- Prepare annual estimate of income and expenditure for consideration and approval by the Governing Body and the Government and manage the budget and resources within the estimate approved
- To ensure that there is proper and effective operation of financial, planning and management controls
- To demonstrate prudent and effective budgetary management



Management: and Quality

The Principal will

- To Co-operate with Colleagues to ensure that the College offers the highest quality service to its clients and foster a culture of excellence and innovation
- To directly manage and monitor the work of the staff
- To develop culture of teamwork throughout organization
- To ensure the dissemination of information about, and examples of, best practices in other colleges as well as information on relevant national and local policy
- To ensure that appropriate targets are set and agreed throughout the College, that performance against them is monitored and that the College meets or exceeds them

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties –

- Ensuring quality up-gradation of the college, and with active assistance from the IQAC as well as other in-house wings
- Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution
- Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains.
- Monitor, manage and educate the administration of the institution and take remedial action based on the stakeholder's feedback.
- Nominating Assistant Officer-In-Charges to act on his/ her behalf, he/ she being the Officer-In-Charge of various

academic and non-academic examinations held within the college.

- Convene meetings of different in- house wings as when required.

**CODE OF PROFESSIONAL
CONDUCT AND FUNCTIONING FOR IQAC**



FUNCTIONS OF IQAC

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on
- quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

STRATEGIES OF IQAC

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

**CODE OF PROFESSIONAL
CONDUCT AND TEACHING
FOR
TEACHING STAFF**



[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]

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ 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 teacher should be calm, patient and communicative by temperament and amiable in disposition

Teachers should:

- 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;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;

- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the 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 the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. TEACHERS AND STUDENTS :

Teachers should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES:

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- 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 organisations for change of any such rule detrimental to the professional interest;

- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the conditions of contract
- Give and expect due notice before a change of position takes place; and
- 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:

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- Try to see through teachers' bodies and organisations, 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:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- 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;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 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.

It shall be the moral responsibility on the part of every member of the teaching staff to:

- Actively involve with the students in every co-curricular, extra-curricular
- Actively involve in administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time
- Act as good counselors and facilitators to their students, so as to inspire and
- Teacher should take the responsibility for analyzing needs, prescribing and carrying out educational programs with updated knowledge and high quality and evaluating progress of students
- To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
- Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- Strive to be a role model not only amongst the students but also amongst peers and colleagues.

GUIDELINES FOR TEACHERS

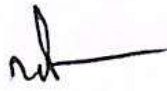
- To plan and prepare appropriately the assigned courses and lectures
- To conduct assigned classes at the scheduled time
- Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time frame
- To implement the designated curriculum completely and in due time and Lesson Plans should be made at the beginning of every

semester/ year

- Complete the marking of answer-scripts of class tests/ sessional examinations within the desired time framework
- Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- To comply with requirements for the safety and supervision of students inside and outside the classroom

**CODE OF PROFESSIONAL
CONDUCT AND ETHICS
FOR
LIBRARIAN**




Principal
Silapathar College
Silapathar, Dhemaji

[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 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 extra-curricular activities, including the community service;
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.



**Principal
Silapathar College
Silapathar**

**CODE OF PROFESSIONAL
CONDUCT AND ETHICS
FOR
NON-TEACHING STAFF**




Principal
Silapathar College
Silapathar, Dhemaji

Non-teaching staff of the college are expected to –

- Should look after students' admission and examination.
- Should perform all professional activities through proper channel
- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Should not involve in unethical activities
- Should develop co-operative and friendly relationship with faculty members
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- Should not remain absent from duties without prior permission
- Adhere strictly to the laws and regulations of the college.

CODE OF CONDUCT AND INFORMATION FOR STUDENTS



A handwritten signature in black ink, appearing to be "Rd".

Principal
Silapathar College
Silapathar, Dhemaji

CODE OF CONDUCT

- Every student of the college must strictly maintain discipline either individually or in a body in the college campus. Any student found to have a conduct detrimental to academic environment of the college shall immediately be expelled from the college.
- Every student of the college is a member of the Silapathar College Students' Union and, therefore, he/she will have to participate in any event organized by the union. The Union will have to function within the framework of its constitution
- All notices/posters/banners desired to be circulated on the notice board or elsewhere within the college campus shall require prior permission of the Principal.
- The signature of the Principal on the Identity Card must be obtained within 15 days from the date of admission. The Identity Card must be kept in possession by all students in the college campus all the time.
- All the office bearers of the Students' Union must submit their audited accounts and allied documents/materials to the Principal at the end of academic session immediately before filling up the forms for examination.
- All students including the office bearers of the Union must obtain Library Clearance Certificate from the authority concerned before filling up forms for examination.
- Damage or destruction of college properties and involvement in causing disruption of normal functioning of classes is treated as punishable offence which may lead to imposition of fine along with expulsion from the college.
- Indecent behaviour by students towards teachers and employees of the college will be seriously dealt with.

- Use of drugs, cigar and other narcotic substances is strictly prohibited.
- Tearing of library books, journals, etc will lead to punishment along with due compensation.
- Wearing of uniform in indecent way, bearing of informal haircut etc. are strictly prohibited
- Use of mobile phone is normally not allowed in the college campus.
- Students are expected to participate actively in all sorts of departmental as well as institutional level activities/ events that shall be held from time to time
- Loitering aimlessly inside the campus area is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards engagement in extra- curricular activities/ sports activities/ library visits/ attending any ensuing programs inside the campus or peer discussions amongst fellow students. Moving outside the college campus on flimsy grounds is not encouraged.
- The entire college campus has been declared a **NO TOBACCO ZONE**. No student shall be in possession of any intoxicating substances (drugs, alcohol, etc), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority. Any student detected/ identified to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves
- The entire college campus has been declared a **NO PLASTIC ZONE**. Use of plastic items below the

standard accepted norms is strictly prohibited.

- Smoking and consumption of alcohol in the college campus or entering the institute premises after consuming alcoholic drinks is strictly prohibited.
- Students must not associate themselves with any activity not authorized by the authority. Serious action will be taken if any students found organizing or participating in such unauthorized activities.
- Student is expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings etc. is breach of discipline and the guilty will be duly punished.

UNIFORM

- Wearing of uniform in the college campus by students is mandatory. Any student found without uniform is not allowed to attend classes or transact any matter in the college office. The uniform of the college is described below:
 - i) For Boys: Black trouser (long pant) and light blue shirt
 - ii) For Girls: Light blue churidar kurta with white dupatta.
 - iii) For both Boys and Girls: Black sweater

DECLARATION BY THE STUDENT

I, Shri/Miss.....
(full Name of Student with Admission/Registration/ Enrolment Number) son/daughter of Mr. Mrs
having been admitted into H.S 1st year/ H. S 2nd year/ B.A 1st /2nd/ 3rd/4th/5th/6th semester (put tick mark which is necessary) in the

department of of Silapathar College do hereby undertake on this day the following:

1. I, hereby, declare that I have carefully read and fully understood and promise to adhere all the rules and regulations as laid down in the college Prospectus.
2. I, hereby solemnly and sincerely affirm that the information furnished by me in the application form are true and correct to the best of my knowledge and based on records. In case any information furnished there is fraudulent, incorrect or untrue, I realize my admission to the course is liable to be cancelled.
3. I understand that 80% attendance in classes is compulsory and I commit myself to adhere to the same. I also understand in any attendance fall short for my reason, the competent authority for taking punitive measures against for violation/or non-compliance of the same.
4. I, hereby, declare that I will neither join in any coercive agitation/ strike/instigation for the purpose of forcing the authorities of the Institute to solve any problem, nor I will participate in any activity which will hamper the academic atmosphere of the college. In case, I engage in such violent activities, I shall be solely responsible and the authority may impose fine, punishment including expulsion from the college.

Date:

Signature of the Students

AFFIDAVIT BY THE STUDENT FOR PROHIBITION OF RAGGING

- 1) I, Sri.....
(full name of student with admission/registration/enrolment number) son of Mr./Mrs./Ms. having been admitted into H.S. 1st yr./ H.S. 2nd yr./ B.A. 1st./ 2nd/ 3rd/ 4th/ 5th/ 6th Semester (put tick mark which is necessary) in the Department of.....of Silapathar College, have received a copy of the Silapathar College Regulations, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 6 and clause 7 of the regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging actively or passively or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 7 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being

found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled. Declared this.....day ofmonth ofyear.

Signature of deponent Name

VERIFICATION:

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at(Place) on this the (Day)...of..... (Month).....(Year)

Signature of deponent Name

Solemnly affirmed and signed in my presence on this the (Day).....of..... (Month).....,..... (Year).....after reading the contents of affidavits.

WOMEN'S HOSTEL

All boarders must abide by the following rules and regulations:

- (i) The boarders must maintain decent, dignified and disciplined principle of life in and outside the hostel.
- (ii) No visitor is allowed to meet any boarder without the permission of the hostel superintendent.
- (iii) Use of mobile phone is normally not allowed.

- (iv) All boarders must follow the mess rules in force in the hostel.
- (v) Violation of hostel rules will be seriously treated as punishable offence which may lead to expulsion from the hostel as well as the college.
- vi) Damage of hostel property caused by any boarder will attract punishment along with charging of compensation. Depending upon the nature and reason of damage, she may be expelled from the hostel as well as the college.
- (vii) For maintenance of proper sanitary hygiene within the hostel, Napkin Incinerator is installed. The boarders shall have to use the same when needed.

CONDUCT INSIDE THE COLLEGE LIBRARY:

- 1) Students are allowed to Library only on production of their authorized college ID card.
- 2) No personal belongings are allowed inside the Library.
- 3) Enter your name and sign in the entrance register kept at the entrance counter while using the library.
- 4) Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items.
- 5) Strict silence to be maintained and no group study allowed inside the library.
- 6) Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs.

- 7) Return of Books are mandatory before due date mentioned in the due date slip attached to the book.
- 8) Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action.
- 9) The librarian may recall any book from any member at any time and the member shall return the same immediately
- 10) Violation of these rules may lead to withdrawal of library privileges from any user.

CONDUCT INSIDE THE EXAMINATION HALLS

- 1) All examinees are expected to maintain decorum inside the examination halls and strictly follow all disciplinary instructions as printed in cover page of the University/ Council answer-scripts and other oral/ printed instructions communicated/ provided by the invigilator (s)
- 2) Examinees are not allowed to bring any book or loose paper into the Examination Hall except Admit Card, Registration Card and Instrument Book.
- 3) Examinees are not allowed to write anything on the question paper or blotting paper.
- 4) Examinees are not allowed to insert any new sheet (s) into the answer book by removing the pin and reflexing it, or tear out any page of the book.
- 5) Examinees are not allowed in any way with any other candidate in the Examination Hall or with any other person in and outside the Hall.

- 6) Examinees are not allowed to resort to any disorderly conduct inside the Examination Hall, or misbehave with the invigilator or threaten him or do anything contrary to the standing instructions and the Rules relating to the examination.
- 7) Use of Cell Phone and other electronic gadgets inside the Examination hall is strictly prohibited in the examination hall.
- 8) Failure to comply with the above shall make you liable for expulsion or any other actions that may deem fit.



**Principal
Silapathar College
Silapathar**

