



Code of Conduct

Mariani College

Preamble

We, the students, the teaching and non-teaching staff, and the stakeholders of Mariani College, have solemnly agreed to follow the rules and regulations mentioned below as code of conduct. The code of conduct is established to foster and protect the core values of Mariani College to nurture academic, extra-curricular and civic development of its students, and teaching and non teaching staff in a safe, and secure and inclusive learning environment, and to protect the people, properties and processes that support the institution and its mission.

Applicability

- The Code is applicable to all students, teaching and non-teaching staff, support staff, outsourced staff and individuals engaged with the college in any capacity. The Code applies to all physical and virtual locations within the purview of the College.
- The Code applies to the on-campus conduct of all the stakeholders of the college, at all physical and virtual locations of the college.
- The Code applies to any activity sponsored, conducted, or authorized by the college, by individual departments, or by the registered student organizations;
- All students, teaching and non-teaching staff, support staff, outsourced staff, and stakeholders shall continue to be subject to the laws of the land while at the campus, and violations of those laws shall also constitute violations of the code. All must follow the Common Rules and Regulations along with specific rules and regulations applicable to the person concerned.

Common Rules and Regulations

The following Rules and Regulations are applicable to all. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions shall be taken against such person(s).

- All the teachers, students, office staff, library staff, support staff and outsourced staff shall obey the rich heritage of the college. Everyone shall work for the up liftmen of the college. All shall follow the Mission and Vision of the college at every step.
- All shall be regular to her/ his/ their duties.
- All shall have decent and respectful behavior towards the students, their colleagues, teachers, non- teaching staff, support staff, outsourced staff, visitors & college authority.
- All the students, teaching and non-teaching staff, support staff, outsourced staff, stakeholders and visitors shall be at their best behavior towards individual(s) with disabilities, and shall not infringe upon their dignity willing fully.
- The first bench of each classroom shall be reserved for students from the category of Persons with Disabilities. Therefore, the first right for seating in the first bench belongs to the student from the category of Persons with Disabilities.
- All the students, teaching and non-teaching staff, support staff, outsourced staff, stakeholders and visitors shall be at their best behavior towards individuals identifying as third gender/transgender, and shall not infringe upon their dignity willing fully
- No one shall damage any property of the college. All shall try to protect the resources of the college.

- No one shall be involved in any kind of violent activities and behaviors.
- All societies, bodies, cells, clubs, organizations and associations of the college shall be under the guidance and control of the college authority. All shall follow and obey the instructions of the college authority.
- Only societies, bodies, cells, clubs, organizations and associations recognized by the authority shall have access to the facilities of the campus.
- Teachers, Student Unions, Office Staff, Societies, Bodies, Cells, Clubs, Organizations and Associations require prior permission of the principal for circulation of notices.
- Only the individual(s) officially appointed as Spokesperson of the college by the authority can lay an official statement in any matter/ issue/ problem of the college before the media and the public.
- Absolute secrecy shall be maintained in regard to internal matters of office, Governing Body and examination etc. Any breach of secrecy at any level shall be considered a violation of code of conduct of the college.
- The college campus has been declared as a 'Tobacco Free Zone'. Consumption of any kind of intoxicants including but not limited to alcohol, tobacco and narcotics within the college premises shall be punishable as per law.
- Vehicles within the college premises shall be parked in an orderly manner. Only Vehicles of students and staff with Entry Pass can enter the college campus.
- Any kind of vehicle is strictly prohibited to enter in the College Campus on 1st Saturday of every month.
- All must attend meetings, programs and events organized by Mariani College. All shall attend such events in a disciplined manner. For concerned members, attending meetings till the end is mandatory.
- All meetings (excluding meetings conducted during emergency situations) shall be held only after 02:00p.m. However, programmes such as Morning

Assembly, Foundation Day, Independence Day, Republic Day, General Fresher's, College Week etc. can be held before 02:00 pm.

- All shall attend the morning assembly regularly. All shall attend the assembly in a disciplined manner.
- All shall extend their community service in the neighboring areas, adopted villages and adopted schools of the college mentally, physically & financially.
- The person leaving a room last must switch off the lights and fan before leaving. All must follow good practices related to power savings.
- All must turn the water tap off after using it. All must follow the noble practices of water conservation.
- All must wear decent attire in the college.
- General freshers and departmental freshers must be organized as per the date mentioned in College academic calendar. Hostel freshers and all other fresher's programmes shall be organized only on holidays and Sundays.

Rules and Regulations for the Students

The following Rules and Regulations are applicable to all the students of Mariani College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such students.

- All students must attend classes regularly. A student is required to obtain a minimum of 80% attendance in the total number of lectures delivered in each academic session, failing of which she/he/they will be debarred from appearing in the examination.
- All students must be in uniform while inside the college. They also need to be in uniform at the time representing college in any capacity outside the college campus.

Uniform:

Boys: White shirt and black trousers.

Girls: Navy blue *Dupatta* & white *churidar/ salwar* or Navy blue *blouse*, white *Chadar & muga* or similar colored *mekhala*.

- All students shall have decent behavior towards their classmates, juniors and seniors, teachers, non-teaching staff, support staff, outsourced staff, visitors & college authority.
- Mariani College is a ragging/harassment free institution. Ragging and any forms of harassment/intimidation are strictly prohibited within the college campus. Anyone found involved in such activity shall be expelled from the college.
- No one shall try to damage the property of the college. All shall try to protect the resources of the college.
- No one shall be involved in any kind of violent activities and behaviors.

- Use of Mobile phones/hand held devices with in the campus is prohibited. Only in special cases students shall be allowed to use mobile phones/handheld devices with permission from concerned authorities.
- No student shall chew, carry or distribute tobacco inside the college campus. Consumption of any kind of intoxicants including but not limited to alcohol, tobacco and narcotics intoxication inside the college campus within the college premises shall be punishable as per law.
- All grievances related to students shall be placed at the *Students Grievance Redressal Cell*.
- No student shall take recourse to any social media for expressing her/ his/ their grievances.
- Students must attend Morning Assembly in a disciplined way. All must assemble according to their class and department. All must proceed for classes after assembly in a disciplined manner.

Rules and Regulations for the Teachers

The following Rules and Regulations are applicable to all the Teachers of Mariani College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such teachers.

- All teachers must attend the morning assembly regularly. Teachers may share important information with students in the assembly with prior permission from the Principal.
- All teachers must regularly update the Teachers diary. Teachers must submit the diary to the principal weekly.
- All teachers must cooperate in all departmental activities. All teachers must attend programs and activities of the department and college regularly.
- All teachers must cooperate in all IQAC related activities. All must submit their achievements, recognitions, and career promotion details on time.

- Teachers must regularly update their profile on the college website. Teachers shall also update recorded classes, PPT files, SLMs etc. on the website
- All teachers must extend her/ his/ their duty during college examinations, election and other such activities, if appointed and assigned by the Principal.
- All teachers shall maintain a healthy and respectful relationship with the other stakeholders of the college.
- All shall regularly engage themselves with the community services. All teachers shall extend their community services in the neighbouring areas, adopted villages and adopted schools.
- The teachers must respect and follow the code of conducts, rules and regulations set by the following authorities, which are applicable to Mariani College.

A) Different rules and Regulations set by the Government of India and its agencies, departments, councils for teachers.

B) Different rules and Regulations set by the Government of Assam and its agencies, departments, councils for teachers.

C) All the rules and regulations of Dibrugarh University applicable to the teachers of Mariani College as its affiliated college.

D) The Assam Civil Service (code) Rules.

E) Different laws, regulations, rules passed by the Government of Assam for college teachers.

F) Any other rules and regulations, code of conduct applicable for the teachers of Mariani College.

Rules and Regulations for the Office Employees & Support Staff

The following Rules and Regulations are applicable to all the Office Employees & Support Staff of Mariani College. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person.

- All Office Employees & Support Staff must extend their help to the Principal, teachers, students and colleagues for smooth functioning of the college.
- All non-teaching staffs must maintain honesty, integrity, fairness in all activities.
- Every staff has to obey the orders of the Administrator of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- The prior intimation to the Administrator is required (at least a day in advance) while availing any leave.
- All staffs will adhere strictly to the laws and regulations of the college.

Library Rules and Regulations

The following Rules and Regulations are related to the college library. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person.

- In these regulations, unless otherwise specified, the word ‘Book’ shall also include ‘Pamphlet’, ‘Periodical’, ‘Manuscript’, ‘Map’, ‘Image’, ‘Documents’, ‘Text’ or any other type of ‘Electronic Material’ in the custody of the Mariani College Library.
- The library shall remain open from 09:00 A.M. to 05:00 P.M. from Monday to Saturday, and remain closed on all Sunday and on all holidays.
- The reading room shall remain open to the students/ readers during the working hours of the library.
- The issue counter/circulation counter shall remain open from 10:30 A.M. to 3:30 P.M. from Monday to Saturday.
- The book circulation and fine rules are as follow:

Category of Library users	Number of Books(Qty.)	Duration (Days)	Fine after due date over
Student	02	45	Rs.1/Day
For Teaching Staff	04	30	Rs.1/Day
For Non-teaching Staff	02	30	Rs.1/Day

- No Books will be issued without an ID Card cum Library Card.
- The members /borrowers will not be allowed to carry personal books / journals etc. to the library.
- Bags or any other personal belongings of the users are to be kept at the property counter placed at the entrance of the library.
- Conversation and any other type of inappropriate behavior likely to disturb or cause inconvenience to the other users must be avoided in the reading area.
- Mobile phone/ pagers/ tablets/ laptop/ net book/ handheld device within the library premises can be used with prior permission from the library authority.
- Smoking, drinking (other than water) and eating food items is strictly prohibited within the library premises.
- Any loss or damage of books must be reported to the librarian immediately. The users shall be responsible for such type of loss or damage and shall have to pay for the loss thus caused.
- No member of the library staff shall be responsible for loss, theft or damage of the personal property of a member borrower who shall be expected to take care of their belongings.
- Every member of the library is empowered to enforce these rules and regulations stated above.
- The librarian shall be vested with the powers to restrict or suspend the library privilege of any member for violating any rules & regulations of the library.
- The higher authority of the Mariani College can amend, add, and delete any of the above regulations in anticipation of the approval of the appropriate statutory bodies of the Mariani College.

Hostels Rules & Regulations

The following Rules and Regulations are for hostel residents. Violation of these rules and regulations shall be considered as violation of Code of Conduct and disciplinary actions will be taken against such person.

- Mariani College is a ragging/harassment free institution. Ragging and any forms of harassment/intimidation are strictly prohibited within the Hostel campus. Anyone found involved in such activity shall be expelled from the Hostel
- Everyone shall be present in the Hostel before 6-00 p.m. During class hours no resident is allowed to stay in the hostel without valid reasons.
- Discollegiate students shall forfeit their hostel seat.
- Every day at 6-00 p.m. there shall be assembly. It is mandatory for all to be present in the Assembly hall during prayer otherwise she/ he/ they shall be marked absent for that day and disciplinary action will be taken.
- After 6-30 p.m no one is allowed to go to any other resident's room without any valid reason. No one is allowed to go outside the hostel after 6-30p.m. without prior approval.
- Everyone shall have their own broom and dust bin in their room.
- Anyone willing to bring guests to stay in the hostel shall have to take prior permission from the hostel superintendent and must inform the hostel monitor and have to pay a charge. One time meal for the guest is free and Rs. 50/- will be charged from the next meal onwards.
- Every Sunday every one shall clean their room & hostel.
- Everyone shall respect the decision of seniors. All must respect each other.

- Strict action will be taken against anyone who spit (Gutkha and tobacco product) inside the hostel campus.
- Expelled students will forfeit their caution money.
- Only regular students can stay in the hostel as hostel residents. In Girls hostel visitors are allowed to meet only at the visiting room.
- If any resident wants to go to their relatives' house, consent of the local guardian, and permission of the hostel superintendent will be needed.