



MURAZAR COLLEGE

P.O. MURAZAR, HOJAI, NAGAON: ASSAM, PIN:782439

Estd.1989

Permanent Affiliated to Gauhati University, Guwahati

For NAAC 1st Cycle of Accreditation

03674267911, 9577774252

Dr. Sayed Ahammed Ali, M.A, Ph. D.

Email: Principalmurazarcollege@gmail.com

Principal/Secretary, Murazar College

Murazarcollege@gmail.com

Ref. No. MC/GEN/2020/37

Date:28.12.2020

CODE OF CONDUCT (COC) OF MURAZAR COLLEGE



THE PRINCIPAL:

The Principal of a college has to play the complex role and needs to shoulder bilateral responsibilities having characteristics of the chief patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on and so forth. As the Academic and Administrative Head of the Higher Education Institution, the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC), its affiliated University in cycle with the guidelines framed by the Ministry of Human Resource Development (MHRD) as well as the set of prescripts enforced by the Government of Assam Service Rules. These codes of conduct are applicable, in general, for the College teachers as well as for administrators of any Educational Institutions. The Principal should always be honest, fair, objective, supportive, protective and law abiding person.

The Principal should strive:

- Should implement new ideas and plan to execute the college vision and mission.
- Should promote democratic values on campus and make the campus a laboratory and space of freedom.
- Listen to staff and student's ideas and set a supportive tone.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- Should be just and fair in interactions with staff and students.
- Should establish effective channels of communication and ensure ease of access to staff and students.


Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



The GOVERNING BODY:

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- The governing body shall act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders.
- The body shall monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- Governing bodies shall ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, affiliated University as well as regulations laid out by the Assam State Government.
- The governing body shall ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- The governing body shall actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.

TEACHNG STAFF:

The teachers of Murazar College are subjected to follow the guidelines provided by UGC, affiliated University and State Govt. for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the profession. Every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education must be his/ her own ideals.

A definitive code for this Institution encompasses the following:

- Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- They shall not prevent any student from expressing his/her viewpoint although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should always be ready to accept any constructive criticism.
- The teacher should try to develop an educational environment. Equal treatment should be given to all the students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or unkind attitude towards any of them.


Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



- The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- The teacher should inspire a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of her social responsibility.
- The teacher should conform to the ethos of his/her profession and act in a dignified manner. She/he should keep in mind that society has entrusted her/him with their students.

Professional Development and Practices:

- It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. She/he must also acquaint herself with recent methodologies and other applications.
- A teacher must, besides teaching, pursue research as innovation contributes to the continuous progress and development of a subject. She/he should involve herself in seminars, Workshops, Conference where there is interchange of academic topics. A career long professional development is therefore a necessity.
- Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. She should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

Professional Integrity:

- Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching. Working after the stippled duty time is nobody's business.
- The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.


 Principal
 MURAZAR COLLEGE
 P.O. Murazar
 Hojai (Assam)



Professional Collaboration:

Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

- Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- Teachers should refrain from responding to unnecessary political motivations as they may ruin the sanctity and smooth progress of an educational institution.
- Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College
- Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
- Teachers are not allowed to take long leave as it will affect the whole progress of the institution.
- It is expected to avoid involving in personal matters during the working hours.

Workplace Conduct for Teachers:

- The Teaching staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- They should be responsible for the proper use and maintenance of college equipment and furniture.
- No Teaching staff should be under the influence of drugs or alcohol during office hours.
- The Teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The Teaching staff should show no discrimination with colleague on basis of gender, caste or religion.


Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



NON-TEACHING STAFF:


Being the employees of the Government of Assam, all the non teaching staff of Murazar College, should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the non teaching staff along the following lines.

Professional Conduct:

- The non teaching staff should acquaint themselves with the College policies and adhere to them to their best ability.
- Each of them should perform the duties he/she has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The non teaching staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he/she engage himself/herself in any trade or business within or outside of the college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities which hampers on integrity or social harmony.
- They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct for Non Teaching Staff:

- The non teaching staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- They should be responsible for the proper use and maintenance of college equipment and furniture.
- No non teaching staff should be under the influence of drugs or alcohol during office hours.
- The non teaching staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The support staff should show no discrimination on colleague on the basis of gender, caste or religion.


Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



Professional Relationship of non Teaching Staff:

- Interactions between Teaching, non teaching staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on.
- On a regular basis the students come into contact with Teaching, non teaching staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards each and everyone.
- The staff are not allowed to take long leave as it will affect the whole progress of the institution.
- It is expected to avoid involving in personal matters during the working hours.


GENDER POLICY:

The institution recognizes gender as a student's social identity that can be male, female, transgender or non-binary. Given the systemic nature of gender discrimination our approach to gender issues has been an integrated and holistic one, focusing on challenging gender stereotypes and subverting common sense perceptions of culturally prescribed gender roles. We believe in integrating and embedding gender concerns within every activity on campus including teaching, research and administration. Every constituency within the campus, that is, students, teaching and non-teaching staff is sensitized on gender issues on a regular basis through workshops, interactive sessions and any courses.

The Women Cell exists as a mandated body as per UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015. The Women Cell works in close association with Internal Committee which addresses all complaints of sexual harassment within the Institute as per Section 4 of the UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulations, 2015.

Objectives:

- To promote a nuanced understanding of gender as a social location and how it intersects with other marginal locations of caste, class, disability and ethnicity.
- To ensure equitable access and use of resources, sustain spaces for conversations around gender and sexual identities through regular gender audits and sensitization programmes.
- To support a zero-tolerance policy against all forms of sexual harassment.


 Principal
 MURAZAR COLLEGE
 P.O. Murazar
 Hojai (Assam)



- Identify discriminatory behaviour towards persons in gender marginal locations, including women, trans-persons or those with non-normative sexualities and expressions.
- To strengthen institutional mechanisms that redress incidents of gender-based discrimination.
- Train and sensitize students who can champion gender awareness through workshops and other activities.

Utilization and Maintenance of Library:

- At the end of every year the Librarian informs all Departments and asks them to keep ready the requirement of books for the forthcoming academic year.
- Library can procure books on demand from faculty and students. After getting an approval from the Heads of Departments, the book list with price is submitted to the Principal for further action. After getting the budget approval, books are purchased for the library.
- The First Year students are instructed to procure an Identity card which also enables access to the library.
- A student can borrow 2 books and one magazine, at a time, for a period of 15 days. They can renew the book for another 15 days if there is no reservation for that particular book. If they fail to return the book on time, a nominal fine is charged.
- Faculty can borrow any number of books and journals at any time.
- All the functions of the library, i.e. book borrowing and lending etc., are monitored by manually.
- Library opens from 09.00 am to 05.00 pm on normal working days.
- The college library reading room is one.
- Library membership is necessary to use the library. A separate Library ID card is issued to the student users.
- During annual maintenance if any books are found missing through students / faculty they are fined as per the cost of the book.
- Stock taking is done regularly.


Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)




ADMISSION POLICY:

Murazar College is a Linguistic & Religious Minority College, administered under the provisions of the Indian Constitution, to promote the welfare of the Minority community. The college follows the reservation rules and regulation as per norm of State as well as Government of India (GOI) from the session 2018-19 to till date. Accordingly seats have been reserved as follows:-


- a) **Schedule Caste (SC):- (7%) of the total seats.**
- b) **Schedule Tribes (Plains & Hills):- 15% of the total seats.**
- c) **Other Backward Classes (OBC/MOBC):- 15% of the total seats.**
- d) **Others (Physically Handicapped/ Divyangjan, etc.:- 5 nos. of the total seats.**

Drafted By:


28/12/2020

(Nozmul Hoque)
IQAC Coordinator,
Murazar College
Co-ordinator
IQAC, Murazar College
Murazar, Nagaon, Assam

Approved By:


28/12/2020

(Dr. Sayed Ahammed Ali)
Principal,
Murazar College.
Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)