

OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Nripen Ch. Das

Principal & Secretary

Dr. B.K.B. College, Puranigudam

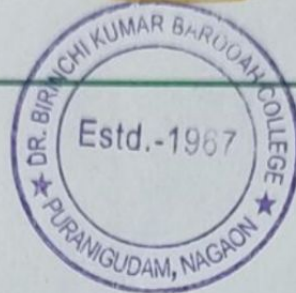
Cont. No. +91-8638733591

E-Mail: bkb.college@hotmail.com

Website: www.bkbcollege.in

Ref. No.

Date



CODE OF CONDUCT FOR TEACHERS

The code of conduct for faculty refers to their responsibilities and professional ethics, their conduct within and outside the classroom, within and outside the college, their role in teaching-learning scenario and evaluation, their relation with students and guardians, associated staff and management, involvement in extension works, capability to inculcate values in students and their dedication and integrity to the institution.

(A) Teachers and their Responsibilities: Every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already set forth and which he/she should seek to inculcate among students must be his/her own ideals. Teaching-learning situation in our country is not homogeneous. Socio-economic and gender related disparities have differently set the higher education scenario in India for which the teaching fraternity needs to groom its professional responsibilities with utmost care and dedication. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition for effective rendering of service and curriculum delivery.

(B) Teachers should:

- i. Abide by one's own conscience and should not talk anything which may hurt ideals of any student.
- ii. Be aware of the fact that a teaching profession does not allow any discrimination of caste, creed, religion, race or sex.
- iii. Be free from any sort of prejudices, narrow thinking and partiality.

OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Nripen Ch. Das

Principal & Secretary

Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591

E-Mail: bkb.college@hotmail.com

Website: www.bkbcollege.in

Ref. No.

Date



- iv. Perform their duties in terms of teaching, tutorial, practical, project, assignment and seminar work, evaluation and departmental activities conscientiously and with dedication.
- v. Maintain punctuality in taking classes without wasting time.
- vi. Put the best effort to create an encouraging free and fair environment in the class room.
- vii. Make their students motivated to come forward by themselves to their classes.
- viii. Prepare their teaching plan before the session starts and upload in college website or departmental notice board.
- ix. Take note of the ratio of students' class attendance and in case of prolonged absence the matter should be taken up at the appropriate place for prompt action.
- x. Use more and more ICT in their classroom.
- xi. Bring innovation to their lecture method conducting power point presentations, audio or video clipping, providing e-materials, film or documentary show, group discussion, role playing, presentation, assignments etc.
- xii. Use library resources including e-contents and ICT for smart and up to date curriculum delivery. Students should get the optimum benefits of smart class rooms, video conferencing, N-List e-journals etc.
- xiii. Make professional growth continuous through study and research.
- xiv. Address the needs of advantaged and slow learners.
- xv. Lead the students to the library and create a reading culture in your department.
- xvi. Develop creative and critical thinking of your students.
- xvii. Ensure all round growth of your students designing and executing capability enhancement or skill based programme.

OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Nripen Ch. Das
Principal & Secretary
Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591
E-Mail: bkb.college@hotmail.com
Website: www.bkbcollege.in

Ref. No.

Date



- xviii. Cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as assisting in filling up applications for admission, encouraging students to avail the benefits of scholarship, poor fund, corpus fund, book bank, certificate courses, BKBIAN counseling groups (or mentoring group) and in conducting internal and external examinations including supervision, invigilation and evaluation.
- xix. Present research paper in state, national and international seminars, publish research article in UGC referred Care Journal, publish books, chapters in books, edit journal etc.
- xx. Take active role in the corporate life of the institution.
- xxi. Take active role in all scholastic and non-scholastic activities organized by the college, within or outside the college campus.
- xxii. Participate in extension, co-curricular and extra-curricular activities including community service.
- xxiii. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- xxiv. Manage their private affairs in tune with the dignity of the profession.
- xxv. Maintain active membership of professional organizations and strive to improve education and profession through them.
- xxvi. Be involved in socio-cultural organizations and activities of the locality, without any financial benefit, neither at the cost of regular duties, and sustain and make healthy the community link of Dr. B.K.B. College.
- xxvii. In fact, adhere to a responsible pattern of conduct and demeanor expected of them by the community.

OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Nripen Ch. Das

Principal & Secretary

Dr. B.K.B. College, Puranigudam

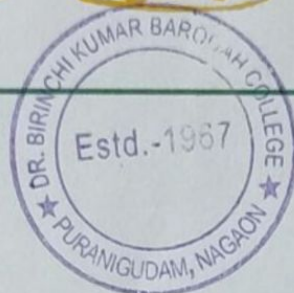
Cont. No. +91-8638733591

E-Mail: bkb.college@hotmail.com

Website: www.bkbcollege.in

Ref. No.

Date



xxviii. Come forward with a sense of dedication and commitment and take the profession as a service to the community and Nation as well.

(C) Teachers and the Students: Teachers should

1. Always keep in mind that the students of Dr. B.K.B. College belong to different cast and creed, different religion and culture, different ethnic groups and different economic background and hence deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
2. Develop a sense of inter-religious and inter-cultural tolerance and sense of assimilation among the students.
3. Inculcate universal and human values as a byproduct of their teaching and conduct within or outside the classroom.
4. Lead the students to work for and preservation of their socio-cultural identities.
5. Develop a sense of unity in diversity, equality of all, gender equity and inculcate in their students a sense of national unity and integration.
6. Respect the right and dignity of the student in expressing his/her opinion.
7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
8. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
9. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
10. Be friendly and affectionate to students and should not be vindictive towards them for any reason.

OFFICE OF THE PRINCIPAL
DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

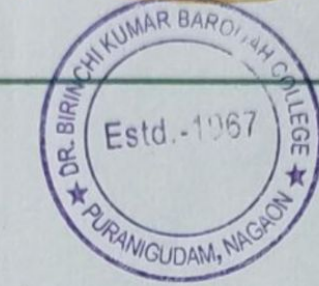
From :

Dr. Nripen Ch. Das
Principal & Secretary
Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591
E-Mail: bkb.college@hotmail.com
Website: www.bkbcollege.in

Ref. No.

Date



11. Pay attention to the creative and critical potential/ interest in the student and make them grow from within.

12. Be accessible to the students even beyond their class hours, help and guide them without any remuneration or reward.

13. Help students to develop an understanding of and a sense of belongingness to our national heritage and national goals as well as our constitutional ideals enshrined in the preamble.

14. Refrain from such activities which might incite unfriendly behavior among students, create hatred and misconduct against colleagues and administration.

(D) Teachers and Colleagues: Teachers should

1. Treat other members of the profession in the same manner as they themselves wish to be treated;

2. Speak respectfully of other teachers and assist in professional betterment;

3. Refrain from professional rivalry and from lodging unsubstantiated allegations against colleagues to higher authorities;

4. Sexual harassment or gender bias in workplaces does certainly jeopardize healthy academic environment, demean all sincere efforts towards a sustainable gender equality and collective solidarity. Hence, every teacher should be extremely careful in maintaining dignity and decorum, and refrain from any such complicity.

(E) Teachers and Authority: Teachers should

1. Discharge their duties in compliance with the existing rules, and adhere to procedures and methods consistent with their profession.

OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Nripen Ch. Das
Principal & Secretary
Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591
E-Mail: bkb.college@hotmail.com
Website: www.bkbcollege.in

Ref. No.

Date



2. Cooperate in formulation of policies of the institution by accepting various offices and discharge responsibilities as required.
3. Cooperate with the authorities for the betterment of the institutions keeping in view the interest of the students and in conformity with dignity of the profession.
4. Assist the authority in formulating policies for knowledge exchange programme, collaborative ventures and introducing certificate courses keeping in view the needs and interest of the students and community service.
5. Refrain from availing of leaves etc. without prior information as far as practicable except on unavoidable grounds. Such a practice will help the teaching fraternity to complete their academic schedule.
6. Cooperate the authority in celebrating important days, college week, election to the students' body, foundation day, parents' meet and so on.
7. Should select able members as representative to the Governing Body for active participation and bold deliberation,
8. Follow the standing UGC norms in matters of work load, API for promotion etc.
9. Follow the UGC norms regarding working time and be available within the college campus for 6.40 hours being accessible to students beyond classroom and involving in research activities.
10. Stay within 10 to 15 kilometers from the college and avail house rent following Government Rules in this regard.

OFFICE OF THE PRINCIPAL
DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

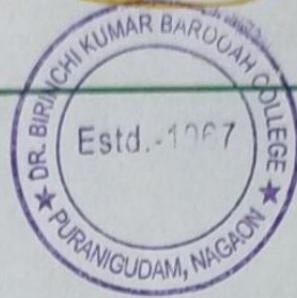
From :

Dr. Nripen Ch. Das
Principal & Secretary
Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591
E-Mail: bkb.college@hotmail.com
Website: www.bkbcollege.in

Ref. No.

Date



(F) Teachers and Non-Teaching Staff: Teachers should

1. Treat the non-teaching staff as colleagues and equal partner in a collaborative undertaking of imparting education.
2. Help the non-teaching staff in enhancing work proficiency and be ever ready to work together or form joint units for specific duties besides facilitating staff councils through participation or counseling.

(G) Teachers and Guardians: Teachers should try to connect themselves with the parents and apprise them of their respective students' performance profile, necessary guidelines required for monitoring regular attendance in class or for reporting any misconduct within campus. It is the duty of the teachers as members of the disciplinary committee to help in delivering justice to the victim and ensure rectification as and when such cases come to its notice. During parents' meet the teachers have to assist the authority in convening such meeting, reporting the performance index of the students and listening to what the parents would like to share.

(H) Teachers and Society: The teachers should

- i. Feel proud to be an enlightened member of the society and recognize that education is a public service. The public must be aware of the kind of education programmes being provided in the institution.
- ii. Work to improve education in the community through extension/outreach programmes, awareness camp and strengthen the community's moral and intellectual life.
- iii. Be aware of local needs and problems of the society, strengths of the locality and organize programmes/activities addressing the problems or the strengths as would be conducive to the progress of society and hence the country as a whole.

OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Nripen Ch. Das

Principal & Secretary

Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591

E-Mail: bkb.college@hotmail.com

Website: www.bkbcollege.in

Ref. No.

Date



iv. Refrain from assisting, subscribing and participating in such activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

v. Try to reflect regional needs and socio-cultural, economic and literary potential possibilities, for national identity can be formed out of these regional intellectual resources.

Pulinkia

(Shri Pulin Hazaikia)

President, Governing Body

Dr. B.K.B. College, Puranigudam

President
Governing Body
Dr. B.K.B. College
Puranigudam, Nagaon

Nripen Ch. Das

(Dr. Nripen Chandra Das)

Principal

Dr. B.K.B. College, Puranigudam

Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)