

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 NON-TEACHING STAFF

1. Code of Conduct for Principal: Principal, the head of the institution, is solely responsible for addressing and resolving all issues concerned with the stakeholders, and academic, administrative and financial matters of the institution. The principal is to ensure decentralization and participative management and expected to perform and execute with the support of the committees constituted for various purposes. The responsibilities of the principal as shown below and beyond provides an explicit definition of the levels and range of professional conduct expected from the principal as head of the institution, subject to approval of the Governing Body principal the executor is responsible for

- a) Academic growth of the college.
- b) Planning and Execution.
- c) Admission of the students, completion of course, sessional examination, semester-end examination, result and outcome of courses.
- d) Scholastic and non-scholastic activities, research, training and FDP programme in the institution.
- e) Incorporation of extension works into curriculum.
- f) Providing learner-centered teaching learning environment in the institution.
- g) Transparency in academic, administrative and financial matters.
- h) Receipts, expenditure and maintenance of Accounts.
- i) Sound functioning of Library, Hostel, Gymkhana, etc.
- j) Execution of all decisions taken by GB.

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k) Correspondence with higher authority, DHE, state/Central Govt., RUSA, UGC, NAAC etc. are to be addressed.

l) Observance of Acts/Ordinance/Rules and Regulation issued by higher authority or Parent University.

m) Maintenance of discipline in the college.

n) Casual leave of employees, maintenance of their self-appraisal report and service book, disbursement of salary, their promotion and all other benefits.

o) Collaborations, faculty and student exchange and Knowledge extension programme.

p) In charge of College Website and College e-mails.

q) Overall administration of the institution.

2. Code of Conduct for Librarian: Library is the integral part of the institution and Librarianship, in its very essence, is an ethical activity making teaching-learning and research activity meaningful. The Librarian and his/her staff should

i. Ensure access to information for all.

ii. Ensure that equitable services are provided to all irrespective of their cast, creed, religion, sex, status etc.

iii. Ensure that Library Card is provided to students during the time of admission.

iv. Ensure that students can borrow books from library within five days from the days of admission.

v. Organize orientation class especially for the new comers so that they are motivated to come to the library and can easily search their materials.

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vi. Promote and publicize collection and services, especially the new collection and addition, journals and magazines.

vii. Use the most effective ways to make the materials easily accessible to all.

viii. Do not behave any user roughly which may create repulsive attitude towards the Library.

ix. Motivate the students to come to the library by themselves and make it a regular phenomenon on their part and create reading culture among the students.

x. Always try to increase the number of users, students and teachers.

xi. Help the students/users in their searching of materials/information/books.

xii. Develop reading skill of the users and their ability to identify, locate, evaluate, organize and create.

xiii. Promote the ethical use of information, eliminate plagiarism and misuse of information.

xiv. Respect personal privacy and data shared between library and user.

xv. Ensure open access, open source and open licenses.

xvi. Recognize intellectual property rights of authors and publishers and ensure that their rights are protected.

xvii. Be committed to neutrality and take an unbiased stance regarding collection, access and service.

xviii. Strive for excellence in the profession by maintaining and enhancing their knowledge and skills in their field.

xix. Strive to earn a reputation and status based on their professionalism and ethical behaviour.

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xx. Take step to attract the local people to the library and create a reading culture in the institution and strengthen the link between college and local intellectuals.

3. Code of Conduct for Non-Teaching Staff: The members of Non-teaching staff are the off-stage artists who actually make the college run smoothly. They need to perform certain responsibilities such as

- i. Follow the service rules and rules and regulation of the institution as well without fail
- ii. Execute the orders of the authority and do the works as instructed.
- iii. Submit the details of information to the office of IQAC whatever is asked for.
- iv. Ensure professional growth through training, skill development programme.
- v. Always remember that students are the capital of our institution and everything should revolve around them. Hence 'service to students' should get first priority and should be their motto of their service.
- vi. No student should suffer owing to their negligence or misbehavior.
- vii. Keep the records of Accounts, Admission, Registration, Examination, Result, Scholarship etc. nicely in the appropriate format.
- viii. Do not make any discrimination or derogatory comment on the ground of caste, creed, religion, race or sex.
- ix. Refrain from professional rivalry, sexual harassment or gender bias, religious and cultural intolerance, disrespecting others.

(Shri Pulin Hazarika)

(Shri Pulin Hazarika)
President, Governing Body
Dr. B.K.B. College, Puranigudam

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

(Dr. Nripen Chandra Das)

(Dr. Nripen Chandra Das)
Principal
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Principal
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