

# CODE OF CONDUCT HANDBOOK



## LAKHIPUR COLLEGE

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## **Preface**

The College Code of Conduct is a comprehensive framework designed to serve as a guiding philosophy that encapsulates the ethos of our college community. Rooted in the diverse perspectives and experiences of our members, it reflects our commitment to fostering an inclusive and enriching environment where mutual respect, integrity, and collaboration thrive. It is our collective responsibility to uphold ethical standards, cultivate a culture of respect, and contribute to the creation of a supportive and welcoming milieu. It is a testament to our dedication to creating an environment where curiosity flourishes, ideas thrive, and individuals emerge as conscientious global citizens. This Code of Conduct stand as a testament to our collective aspirations and values, guiding us in the journey of shaping a vibrant and intellectually stimulating academic community.

## **Acknowledgement**

We express our sincere gratitude to Dr. Kashyap Bishwas, Principal, Lakhipur College for his support encouragement and for his guidance in preparing the Code of Conduct of the College. We heartily acknowledge Dr. Bijaya Devi, Vice-Principal, Lakhipur College for her help.



## **About the college**

Lakhipur College, Lakhipur, Goalpara, Assam was established on 10th August, 1981 to cater the need of higher education in the rural economically and educationally backward Lakhipur region of Goalpara District of Assam by the initiative taken by a group of social workers and leading citizens of the locality. The college is situated at a distance of 44 km away from the head quarter Goalpara and well connected by road. The forefathers of the college founded it for the pursuit of higher education in the socio-economic backward locality of Lakhipur and the adjoining regions. The college came under the deficit grant -in-aid scheme of the Assam Government on 11th January 1996. The college has obtained its recognition from the UGC under its clauses 2f and 12 B on 14th December 2004. The college is located in a backward area mostly represented by tribal and minority people. The college has obtained its permanent affiliation from Gauhati University on 15th October, 2004. The college offers only two programs (B. A) in seven different subjects of Arts.

# Mission and Vision of Lakhipur College

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## **Mission**

Lakhipur College is dedicated to delivering quality education and support services, fostering successful degree completion, obtaining certificates, pursuing career education, and developing basic skills proficiency. The institution focuses on nurturing critical thinking, effective communication, creativity, values, and cultural awareness within a safe, accessible, and cost-effective learning environment. By assisting students in uncovering hidden talents, providing opportunities for realizing their full potential, the college aims to shape them into exemplary individuals. In addressing the diverse needs of our student population, we prioritize equity and accountability through measurable learning outcomes and student achievement.

## **Vision**

The college is committed to delivering education of high quality that responds effectively to the needs of our students. Our goal is to equip young minds with knowledge, skills, and sensitivity, empowering them to not only meet but also surpass challenges as active contributors to shaping the future of our world.

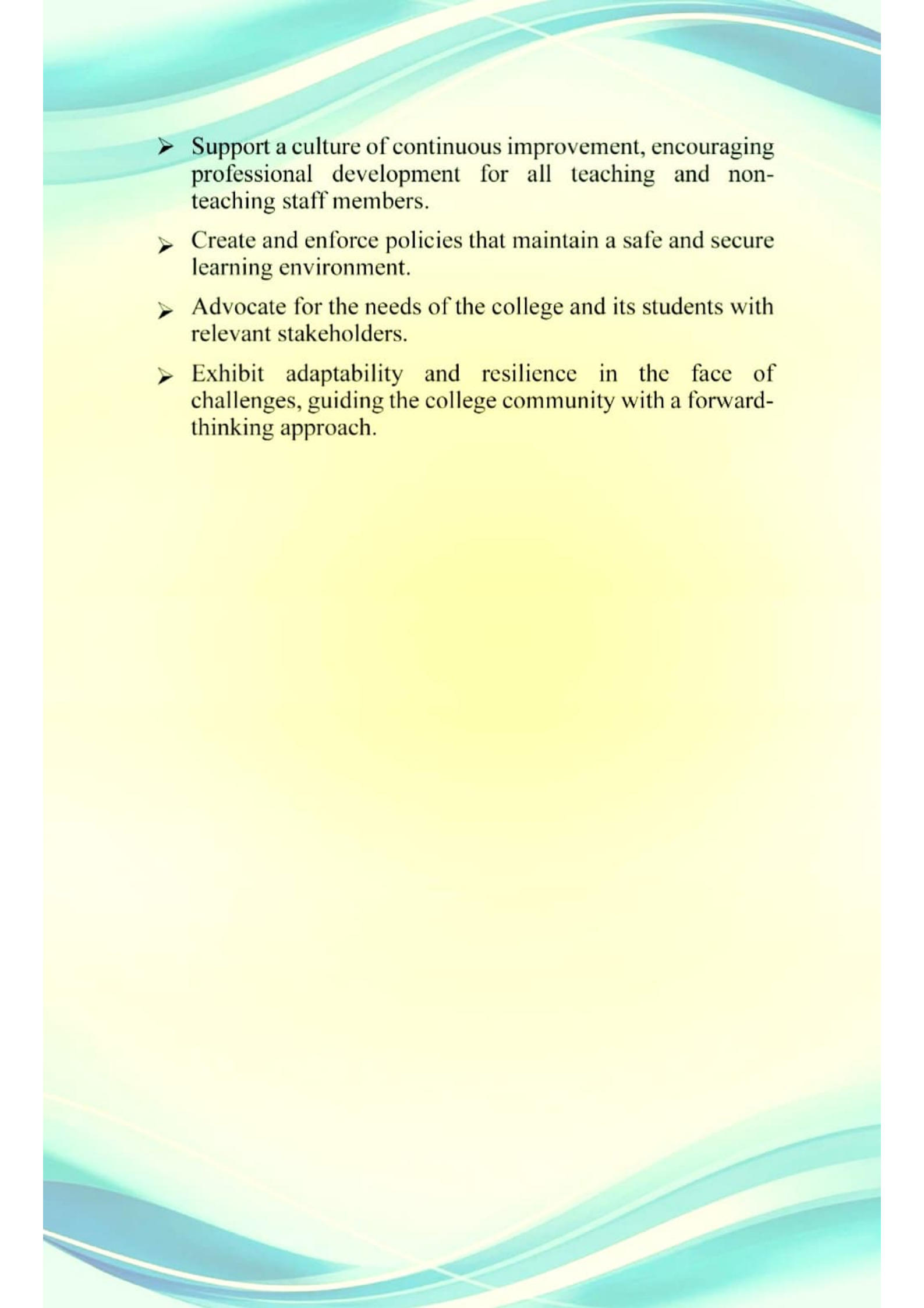


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## **Code of Conduct for Principal**

- Lead with integrity, ensuring ethical and transparent decision-making in all matters.
- Foster a positive and inclusive environment that values diversity and promotes respect.
- Prioritize the safety and well-being of students, staff, and the entire college community.
- Uphold high professional standards, serving as a role model for all stakeholders.
- Communicate transparently and effectively with students, staff, parents, and the broader community.
- Implement fair and consistent disciplinary measures, promoting a respectful and orderly college environment.
- Encourage innovation and creativity in teaching methods and educational practices.
- Collaborate with parents to ensure a strong partnership in the educational journey of their children.
- Embrace and facilitate open dialogue and feedback among all members of the college community.
- Ensure accessibility and availability for students, parents, and staff as needed.
- Demonstrate fiscal responsibility and accountability in managing college resources.
- Promote a positive environment by celebrating achievements and recognizing contributions.
- Address conflicts and concerns promptly, seeking resolutions that prioritize the well-being of all parties involved.
- Stay informed about educational trends, policies, and best practices to guide informed decision-making.

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- Support a culture of continuous improvement, encouraging professional development for all teaching and non-teaching staff members.
  - Create and enforce policies that maintain a safe and secure learning environment.
  - Advocate for the needs of the college and its students with relevant stakeholders.
  - Exhibit adaptability and resilience in the face of challenges, guiding the college community with a forward-thinking approach.



## **Code of Conduct for Teachers**

- Foster a positive and inclusive learning environment, respecting the diversity of students.
- Uphold high standards of professional conduct, demonstrating integrity and honesty.
- Prioritize the well-being and safety of students, providing a secure learning atmosphere.
- Treat all students with fairness and impartiality, avoiding discrimination or favoritism on the basis of caste, class, religion, gender etc.
- Deliver lessons effectively, adapting teaching methods to accommodate diverse learning styles.
- Respect students' confidentiality and privacy, refraining from sharing sensitive information.
- Maintain open communication with students, addressing concerns and providing constructive feedback.
- Model ethical behavior and good character, serving as a positive role model for students.
- Keep updated about the current educational practices and continuously seek professional development opportunities.
- Be accessible to students for academic guidance and support outside of regular class hours.
- Encourage critical thinking, creativity, and independent learning among students.
- Set clear expectations for behavior and academic performance, consistently enforcing classroom rules.
- Create a classroom environment that promotes collaboration, cooperation, and mutual respect.



- Use technology responsibly and ethically in educational settings.
- Demonstrate flexibility and adaptability to meet the evolving needs of students.
- Strive for fair and unbiased assessment, providing timely and constructive feedback.
- Collaborate with colleagues to enhance the overall educational experience for students.
- Encourage a culture of lifelong learning and curiosity within the classroom.
- Engage in professional conduct with parents, colleagues, and other stakeholders.
- Continuously reflect on teaching practices, seeking improvement and innovation for the benefit of students.

## **Code of Conduct for Administrative Staff**

- Uphold ethical standards and professionalism in all interactions, fostering a positive workplace culture.
- Prioritize confidentiality and discretion when handling sensitive information or matters.
- Demonstrate effective communication skills and collaborate with colleagues to achieve common goals.
- Provide courteous and efficient service to students, parents, and staff members.
- Adhere to policies and procedures, ensuring compliance with institutional guidelines.
- Exhibit punctuality and reliability in fulfilling job responsibilities and meeting deadlines.
- Strive for continuous improvement and professional development to enhance job performance.
- Maintain a welcoming and organized office environment to facilitate productivity.
- Handle conflicts and concerns diplomatically, seeking resolution through appropriate channels.
- Embrace diversity and inclusion, treating all individuals with respect and fairness.
- Foster teamwork and cooperation within the administrative team to optimize efficiency.
- Uphold a commitment to accuracy and attention to detail in all administrative tasks.
- Demonstrate adaptability in responding to changes and challenges in the work environment.



- Engage in transparent and open communication with supervisors, colleagues, and other stakeholders.
- Use technology responsibly and securely, safeguarding institutional data and information.
- Take ownership of assigned tasks and responsibilities, promoting a sense of accountability.
- Provide support to teaching and academic staff in their roles as needed.
- Uphold a positive image of the institution through professional conduct and appearance.
- Attend and actively participate in relevant training sessions and staff meetings.
- Foster a collaborative and positive work environment by promoting mutual respect and understanding among colleagues.

## Code of Conduct for Students

- Uphold academic integrity by avoiding plagiarism and dishonesty.
- Treat everyone with respect, regardless of differences in background or beliefs.
- Attend classes regularly and be punctual to foster a conducive learning environment.
- Demonstrate professionalism in attire and communication. No student will be allowed to attend the classes without proper uniform.
- Contribute positively to the college community through engagement in activities and services.
- Resolve conflicts through open communication and mediation, avoiding disruptive behavior.
- Use technology ethically, respecting intellectual property and following guidelines.
- Prioritize health and safety by adhering to campus protocols and guidelines.
- Promote environmental responsibility by following recycling and waste disposal guidelines.
- Drugs, smoking, alcohol, consuming Gutkhas inside the College campus is strictly prohibited.
- Respect the privacy and confidentiality of others.
- Take personal responsibility for actions and learn from mistakes.
- Engage in inclusive behavior, fostering a welcoming and diverse campus culture.
- Follow guidelines for appropriate classroom behavior, minimizing disruptions.



- Participate actively in the learning process, contributing to class discussions and group projects.
- Demonstrate good sportsmanship and fair play in extracurricular activities.
- Use campus facilities responsibly, respecting shared spaces and equipment.
- Seek consent and permission before sharing personal information about others.
- Support a clean and sustainable environment on campus.
- Foster a culture of kindness and empathy, creating a positive and supportive college community.
- Students have to park their vehicles in the Parking Zone only.

## Code of Conduct for Library

- Every student must come to the library with college uniform
- All personal belongings except the essential stationery items e.g., wallet, mobile phone, note book and library card will have to deposit in the property counter.
- Every member must sign the Attendance Register available at the entrance.
- Every user must produce their library card at the time of borrowing of books.
- Two books are issued to the students of Degree Course and one book is issued to the students of Higher Secondary Course.
- Books are issued for 15(fifteen) days only. A fine of Rs. 2.00 per day will be charged for each book kept beyond the due date.
- Books lost, torn or defected in anyway have to be replaced/ compensation paid by the borrower.
- Library books are costly and often rare. They should be used and handled with care.
- Avoid bringing the other library and personal books inside the library or prior information of library staff is must.
- Books from reference section are not issued.
- Keep Mobile Phones in mute mode or vibration mode.
- Users must maintain silence in the library.
- No eatable items are allowed inside the Library,
- The library card is not transferable and its loss must be reported immediately in writing to the Librarian and a fine of Rs.50/- will be charged for reissue of a Library Borrower's Card.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership