

CODE OF CONDUCT FOR EMPLOYEES OF SHILLONG COLLEGE

Every employee shall be governed by the following code of conduct, which is a general guideline and not exhaustive:

SECTION A

- a) Every employee shall all times be courteous and considerate towards the management personal, parents, colleagues, students, visitors, superiors and co-workers.
- b) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules made and amended from time to time.
- c) Every employee shall carry out the work assigned to him by authority and his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He shall also co-operate with his superiors and co-employees and not commit any nuisance and abet indiscipline among others. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college management or members of the staff.
- d) Employees shall always be neatly dressed, in decent clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
- e) Employees shall take proper care of all the property of the institution movable and immovable.
- f) Employees shall promptly report of an injury sustained in course of their duty. The management, in its wisdom, shall do its best to provide all assistances to the injured employee (including students, if any) in such cases. This shall not, however, form the claim of the employee but an action out of gratitude of the management.
- g) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- h) All non-teaching/teaching staff should be present at the commencement of the time fixed and notified to them.
- i) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- j) No employee shall, without proper sanction and making proper payment, avail himself, for private or personal purpose, or take out any material which is the property of or has been paid for by the institution.
- k) Employees are not permitted to accept gifts in cash or kind from visitors, parents, contractors, businessmen or any other parties connected with the activities of the institution.
- l) No employee shall tamper or cause it to be tampered with the records or notices of the institution.
- m) An employee shall not communicate directly or indirectly an official document or information, which has been marked as confidential in nature, to any other person.

- n) No employee shall disturb the peaceful atmosphere of the institution in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- o) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the institution.
- p) No employee shall make a collection of money in any manner on the premises without a written permission from the principal.
- q) No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
- r) No employee shall bring alcohol or intoxicant drugs to the College premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- s) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- t) No employee shall, without a permission of the Principal undertake employment elsewhere while in service of the institution other than his duties connected with the institution.
- u) No employee shall commit an act in contravention of or in derogation of any of the provisions of these service rules or any rules or instructions notified by the management to the employees from time to time.
- v) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student on grounds of economic status, caste, creed, language, religion, place of origin, social and cultural background or any of them.
- w) No employee shall indulge in or encourage, any form of malpractices connected with examinations or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- x) Every employee shall intimate the management/head of the institution whenever he/she participate in editing or managing a newspaper or periodicals, participate in radio, T.V. broadcast or contribute an article in newspaper, journals, books or other publications.
- y) No employee shall indulge in activity which may embarrass the cause of the institution.
- z) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.

SECTION B

Every employee shall observe the following code of conduct besides the above specified in Section A:

- (a) Be proud of the dignity of your profession.
- (b) Be in the college premises according to the timings laid down by the Principal.
- (c) Conform, in the absence of a teacher, to the replacement timetable as drawn up by the Principal or his nominee.
- (d) Be strictly impartial to all his pupils, sympathetic and helpful particularly to slow learners.

- (e) Cultivate freedom of thought and expression and strive to develop a scientific temper in him and in his pupils.
- (f) Organise and promote all college activities which foster a feeling of universal brotherhood, national integration, communal harmony and rational thinking among pupils.
- (g) Take his stand against the unhealthy customs and practices in modern society and strive his best to instill into the minds of his pupils' principles of co-operation, justice and social service.
- (h) Instill, by precept and example, into the mind of the pupils entrusted to his care, love for the motherland, respect for all and for rule of law and order.
- (i) Be regular and punctual in respect of duty, be it academic or otherwise, in all matters pertaining to the college, which may be assigned to him by the head of the college or his nominee.
- (j) Comply with college working- hours by setting an example in punctuality.
- (k) Along with the leave application the teacher has to assign the work of each of his/her teaching classes, so that the students are kept sufficiently occupied.
- (l) To take up higher studies, training or appear for any examination to improve his performance a written permission of the Principal is to be obtained.

CODE OF CONDUCT FOR THE STUDENTS OF SHILLONG COLLEGE

Every student shall be governed by the following code of conduct, which is a general guideline and not exhaustive:

- a) All the bonafide students of the college must always have college identity card with them and produce the same whenever asked for.
- b) Students are to attend all lectures/tutorials/practical except in such cases where-due leave is obtained from the principal, vice principal/Heads of Departments.
- c) Attendance in all college examinations is compulsory
- d) Students must read the Notice Board every day. Ignorance of any notification such as tests, examinations, special classes etc., will not be accepted as an excuse for not performing a required activity.
- e) Students shall maintain silence in classrooms and should not loiter in the corridors or speaks loudly near other classrooms, library and office premises.
- f) College Lawns and premises must be kept clean. Disciplinary action will be taken against any student who causes damage to college property or defaces the walls, classrooms and toilets. Desk and benches must not be taken outside the classrooms.
- g) Misconduct or misbehavior of any kind towards a teacher or an employee of the college or to any fellow students in the college will be viewed seriously and strong action against such students will be taken by the college authority.
- h) Students indulging in misconduct or misbehavior of any kind at the time of election to the student bodies or during examination/ meeting/conduct of co-curricular activities will be strictly punished by the college authority.

- i) Use of mobile phones, smoking, drinking or eve-teasing in any form in the college campus is strictly prohibited and any student indulging in any such activity will be suitably punished.
 - j) Students must be decently dressed. Revealing or inappropriate clothing is not allowed.
 - k) No society or association may be formed by students in the college without the permission of the principal nor shall any person be invited to address a meeting in the college premises without the permission of the principal.
 - l) No poster/Banner/Notice/Pamphlets etc. be placed/pasted/ distributed without prior permission of the principal.
 - m) Students cannot take part in any activity under the name of the college, without prior permission of the principal.
 - n) Parents/ Guardians are requested to contact the Principal/Vice Principals/HODs/Teachers regularly regarding Attendance and Progress of the ward(s).
 - o) Ragging in any form is strictly prohibited and shall lead to legal action.
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