



A Handbook on Human Values and Professional Ethics

**LALIT CHANDRA BHARALI COLLEGE,
MALIGAON GUWAHATI-11**

- LCB College was founded in 1971 as a night college by a group of teachers. At the initial stage it catered mostly to undergraduate working men and women. Since 1972 the college started operating from its own premises. The establishment of the college was driven by a holistic approach towards higher education to the marginal student community who could not access the central/city colleges for various reasons.
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The vision of the college is

To translate into a centre of excellence by foregrounding knowledge as empowerment and an instrument for inculcating social responsibility.

The Mission of the College is:

- To provide a centre of alternative career-oriented courses in Science, Technology and Management.
- To make quality education accessible to all sections of society especially to students of the peripheral areas
- To cultivate excellence by identifying and moulding some of the best minds.
- To equip students with skills and life values to face the challenges of life and thereby to contribute towards nation-building.
- To instil a sense of environmental responsibility among the learners.

Objectives to materialize this mission:

- To provide the infrastructure to facilitate the faculty and students to appropriate the latest technology, tools and methods.
- To provide a liberal and free environment to translate the vision and the mission of the institute into a reality.
- To nurture critical and creative temperament.
- To sensitize and engage students on issues of gender equality, human rights and ecology in order to make them socially responsible citizens.

Core Human Values

LCB College is not merely engaged in imparting knowledge in the classroom. But it is continuously striving for means of reinforcing values of love, compassion, equality and justice among its students. The College aspires to produce academically oriented, sensitive and responsible citizens as evident from its vision.

The vision of the College defines its educational policy. The college provides a caring and nurturing environment where our students come into their own and we try to make them independent youths ready to face the world. We as a family appreciate, respect

and promote the rights and dignity of each individual and also the vision and aims and aspirations of each.

Core Professional Ethics

The success of an institution is driven by value-based ethical behaviour of its committed stakeholders. As an institution of higher education, the college believes that all aspects of education focus on the core values of contributing to national development while keeping in view the professional ethics. Efforts are always made to establish values of mutual trust, team work. Codes of professional ethics guide the stakeholders of the college about the desirable acts including integrity, accountability, inclusiveness, commitment and sustainability.

Code of Conduct for Teaching Staff

Code of Conduct for teaching is mainly governed by the Acts, Statutes, Ordinances and Service Rules as laid down by the Government of Assam University Grants Commission and The Affiliating University, Gauhati University, Guwahati.

Besides,

- All faculty members should display the highest possible standards of professional behavior.

- They should be punctual and disciplined towards their work. Every faculty member shall maintain the appropriate levels of confidentiality with respect to student, official records and other sensitive matters.
- All faculty members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behavior towards their colleagues, non-teaching staff and students.

Code of Conduct for Non-Teaching/Administrative Staff

Code of Conduct for non-teaching staff is mainly governed by the Acts, Statutes, Ordinances and Service Rules of the Government of Assam, University Grants Commission and The Affiliating University, Gauhati University, Guwahati. Besides,

- All Staff members should display the highest possible standards of professional behavior. They should be punctual and disciplined towards their work.
- Every staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to

gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that, (i) The student shall be regular in the classes and must complete his/her studies in the Institute. (ii) In the event, the student is forced to discontinue studies for any legitimate reason, he/she may be relieved from the Institution subject to the written consent of the College Authority. (iii) In case of such relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially

Rules for the students may be amended from time to time.

1. An Identity card issued to every student is to be kept by him/her during College hours.
2. Students will have to wear only the prescribed Uniform inside the College.
3. 75% attendance of classes is mandatory both for HS and TDC Classes as per AHSEC and GU Rules & Regulations.
4. Use of Mobile Phone by the student inside the College campus is strictly prohibited except emergency situations.
5. Any kind of indiscipline including frequent absence from classes, including in ragging, indecent behavior to teachers as well as the College Authority, damaging of any College property, violence of any kind that disrupts the congenial atmosphere of the college will invite strict disciplinary action.

6. In all circumstances, all forms of intoxicated behavior due to consumption of alcohol, drug, tobacco, or tobacco products and related items shall be treated as serious acts of indiscipline.
7. Parking of two-wheelers and four-wheelers vehicles both inside and in front of the College approach road is strictly prohibited.

The various forms of Misconduct, the Students should refrain from, include:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.

4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.

5. Participating in activities including:

i) Organizing meetings and processions without permission from the Institution.

ii) Accepting membership religious or terrorist groups banned by the Institution and by/or by the Government of India.

iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.

iv) Unauthorized possession or use of harmful chemicals and banned drugs.

v) Smoking within the College campus.

vi) Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

vii) Parking a vehicle in a no parking zone or the area earmarked for parking of other type of motor vehicles, cycles etc.

viii) Rash driving on the campus that may cause any inconvenience to others.

ix) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.

x) Pilfering or unauthorized access to the resources of others.

xi) Misdemeanor and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.

xii) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting and participating in a riotous or group disruption at the Institute.

6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media

persons on to the campus without the permission of the Institute authorities.

7. Students are not permitted to do recording of either audio or video of lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.

8. Students are not permitted to provide audio and video clippings of any activity on the campus of to print and/or electronic media without permission.

9. Students are expected to be careful and responsible and exercise restraints while using the social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging such other related activities having grave ramifications on the reputation of the Institute.

10. Thievery or abuse of Institute's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities or private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other

restricted facilities and interference with the work of others is punishable.

11. Causing damage to, or destruction of any other property of the College, or any property of others on the Institution premises would invite punishment.

12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The Committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

(B) Academic Integrity

Academic integrity is essential for the success of an Institution and its research mission as well, and hence its

violations constitute serious offence. The policy on academic integrity, forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the institution should feel responsible to ensure the highest standards of academic activity

Hostel Rules

- Hostel Rules Ragging is strictly prohibited in the Hostel.
- Boarder must positively enter the Hostel premises on or before 5-00 pm. during winter Nov.-March) and 6-00 pm during Summer (April-October).
- Evening Prayer assembly will take place every day at 6-00 pm during summer months and 5-00 pm during winter months. The participation is mandatory for all boarders.
- Annual Admission in the hostel is compulsory for all.

- Use of Mobile Phones by the boarders must not disturb the environment of the Hostel.
- The Boarders are responsible for the proper maintenance of the Hostel Record Book.
- Non-boarders are not allowed to enter the Hostel premises without permission. Boarders are allowed to meet the local guardians or family members in the visitors' Room of the Hostel only on specified date and time.
- Boarders are not allowed to remain absent from the Hostel during night unless they obtain permission from the superintendent. They are required to apply in advance for such leaves.
- The Boarders will not be allowed to leave the Hostel for the purpose of Excursion, Picnic or any other such reasons unless they obtain permission (in writing) from Parents/Local Guardian. Leave and any other applications must come through the monitor.

Mess Rules

Mess dues for every month shall be fixed after discussing the matter with the mess committee.

- The monthly food menu will be fixed by the Hostel Committee. Every boarder must pay the mess dues before 10 day of every month.
- Every boarder will have to join the hostel mess compulsorily. . A fine of Rs. 50/- will be charged for late payment of mess dues.
- Hostel Rules are subject to amendment from time to time. In case of damage/loss of hostel property, the concerned boarder will have to bear the expenditure of the said property.
- Any grievance shall be within the purview of the Hostel Committee and the Co-ordinator of the Hostel Committee will take necessary step to redress the grievances. No complains of the grievances be directly placed before the principal.

General Information:

If a Boarder remains absent from the Hostel for more than a month, except for medical grounds, her Hostel seat may be forfeited.

In such cases, the mess dues if paid will not be refunded. She will also have to pay half of the mess dues fixed for that month.

In case of indiscipline, misconduct, unethical behavior stealing or damaging any Hostel/College property, physical or mental assault to anybody, or any kind of violence, the Boarders are liable for strict disciplinary actions.

In specific cases, they may be rusticated or even expelled from the hostel. Use of electric appliances like heater, cooker, kettle, iron etc. is strictly prohibited. Boarders shall refrain from any kind of misbehavior or with the Hostel Cooks.

In case of any grievance, Boarders may contact the Superintendent of the Hostel and only the

Superintendent can s. convey the same to the College authority. Consumption of alcohol, smoking, or chewing tobacco is strictly prohibited.

Every Boarder will have to pay the Hostel seat rent within the first 10 days of every month. Any Boarder who does not pay the seat rent within the stipulated period will be imposed penalty of Rs. 10/- only per month for each default payment. Boarders once admitted shall have to pay the Hostel for the whole academic session.

Boarders will not keep any valuables, jewelry or any other costly materials in the Hostel and everyone will take care of their belongings. The Hostel authority will not be responsible for any loss, damage or theft of personal belongings.

Bulb for reading purpose for the boarders will not be supplied by the authority. Water for the Hostel will be supplied from the College water supply system.

In case of any disruption of the water supply due to natural, mechanical causes, the college authority will not take the responsibility of water supply.

The Hostel boarders after consultation with the Hostel Committee will make necessary arrangement for their water requirement during such situation.