



Metric: 7.1.10
‘Code of Conduct
Academic Session: 2016-2021



DON BOSCO COLLEGE

P. B. 191, JOLLANG, ITANAGAR – 791 111, ARUNACHAL PRADESH

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Criterion : 7- Institutional Values and Best Practices
Key Indicator : 7.1 Human Values and Professional Ethics
Metric : 7.1.10
Year : 2016-2021



7.1.10 Code of Conduct

DBCI: Code of Conduct

DON BOSCO COLLEGE, ITANAGAR

ARUNACHAL PRADESH -791 111



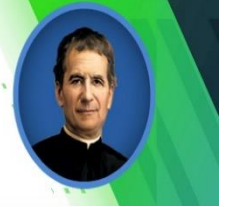
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'Code of Conduct'

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DON BOSCO COLLEGE JOLLANG ITANAGAR

CODE OF CONDUCT

1. RECTOR/DIRECTOR:

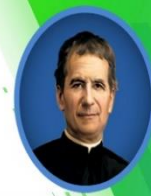
1. Rector is appointed by the Chairman of the college i.e., the Provincial of the Salesians of Don Bosco, Dimapur Province.
2. He is the spiritual father and chief animator of the institution.
3. He binds and animates the Salesian community of the college by setting priorities, goals and objectives and inspiring them to accomplish the mission of the Society.
4. He makes sure that the norms, guidelines, objectives and policies of the province, concerning the educational apostolate are faithfully observed in the College.
5. He inspires with utmost interest towards training the staff members to be models of work ethics in the College.
6. He is the beacon of harmony and effective management of the different units of the institution.
7. He guides the staff towards the vision and mission of the Institution and the core values of the institution.
8. He directs and guides the wardens of the hostels to take care of the students in the hostels.
9. He is present in all the events of the college like the cultural, academic, sports or any other that the college carries out.
10. He assures that the Salesian Vision is materialized and achieved as visualized by the province.

2. THE PRINCIPAL:

1. The Principal is appointed by the Provincial, Chairman of the Governing Body, Dimapur Province.



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2. He chairs the College Executive Management Committee.
3. He promotes and develops good governance within the College compatible with and supportive of overall University governance structures and policies.
4. The Principal is the executive head of all academic matters of the college. He is responsible for channeling the academic community towards excellence.
5. He represents the college in all academic institutions like University Grants Commission, the University (RGU), AIACHE, Xavier Board, etc.
6. The Principal looks after the efficient functioning of all the Departments, HODs, faculty members, office staff and students by evaluating their performance. He evaluates the performance of teaching and non-teaching staff in each department.
7. The Principal is responsible for the constitution and functions of various bodies, clubs, cells and committees in the institution. He is also directly responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.
8. The Principal prepares the annual budget for the college and gets the approval of the Management Council.
9. He is the authority for recommending loans to the teaching and non-teaching staff.
10. The Principal determines what guidelines the teachers will follow when it comes to curriculum.
11. He leads the strategic development of the College in line with UGC and NAAC's directives and guidelines.
12. He proposes, utilizes and controls the College budget for every academic year.
13. He works with academic units to represent the College to external stakeholders besides academic bodies.
14. He leads initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College.



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15. He works with Heads of other Colleges and Universities to develop initiatives in research and teaching.

3. THE ADMINISTRATOR:

1. The Administrator is in-charge of financial administration of the college.
2. He is responsible for all constructions and development works in the campus. He is also in-charge of the new constructions and maintenance in the college.
3. He monitors the maintenance of the properties and assets of the college.
4. He ensures all financial and non financial facilities for conduct of seminars and workshops in the college.
5. He has complete responsibility for new purchases of equipments and articles.
6. He is involved in the budgeting for the every academic year.
7. He looks after the complete financial accounts of the college.
8. He undertakes the complete and accurate day-to-day record of financial transactions.
9. He presents the annual financial budget of every academic year to the house council for approval.
10. He sends the consolidated budget of every academic year to the Province Economist.
11. He presents the monthly report of the financial management to the house council.
12. He is ex-officio member of the management finance committee of the college.

4. CONTROLLER OF EXAMINATIONS:

The Controller of Examinations is appointed by the Principal of the college in consultation with the Academic Council of the College.

A. Internal Assessment Tests:



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1. He conducts meeting and finalizes suitable date sheet for Internal Assessment Tests.
2. He coordinates with all the faculty members to conduct the Internal Assessment Tests thrice in a semester.
3. He calls for question papers, scrutinizes, finalizes and gets them printed for Internal Assessment Tests.
4. He is responsible for the smooth conduct of Internal Assessment Test.
5. He with the coordination of the teaching and non-teaching staff displays the mark list on the college notice board.
6. He sends the final Internal Assessment Mark List to the University.
7. He does all necessary Internal Assessment Test related work as and when required.

B. End Term Semester Examination

1. He is responsible for circulating and notifying the routine to the students, management, the teaching and other supporting staff.
2. He plans detailed semester examination schedule and assigns invigilators.
3. He coordinates with the controller of examination of the University; gets question papers for term end semester examinations.
4. He collects answer scripts of end term semester examination and submits to Controller of Examination of the University.
5. He assigns concerned teachers to evaluate answer scripts sent by the University.
6. He is the convener of the committee on malpractices during semester examinations.
7. He prepares the budget for the conduct of end term semester examination and gets it approved by the Principal.
8. He is the Convener for the Examination Committee.



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9. He is fully responsible to conduct the end term semester examination smoothly in collaboration with university, management, faculty, supporting staff and students.

5. IQAC COORDINATOR:

1. He is the significant administrative agent who is responsible for all quality matters.
2. He maintains the quality standard in teaching and learning.
3. He ensures quality assurance through extended IQAC and to strengthen feedback mechanism.
4. He develops parameters in various activities of the college.
5. He consolidates all reports and sends to AISHE/NAAC/UGC/Others.
6. He organizes and constitutes programmes for students, faculty and non-teaching staffs systematically.
7. He synchronizes and disseminates information on various quality parameters of higher education.
8. He performs as a nodal agent of the institution for quality related activities.
9. He maintains high pro forma of the various programmes/ activities leading to quality improvement.
10. He executes the decisions of IQAC committee promptly and proficiently.
11. He acts as a member of all the committees in the college to ensure quality standards to be evolved by the College.
12. To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

6. VICE PRINCIPAL FOR ACADEMICS:

The Vice Principal is appointed by the Provincial, Chairman of the Governing Body, Dimapur Province for 3 years, may be reappointed. Ordinarily a Salesian is appointed the Vice Principal for Academics.

In the absence of the Principal, the Vice Principal for academics is responsible for the running of the college.

The Vice Principal for academics, besides taking normal classes, should work in close collaboration with the Vice Principal for Students Affairs. His functions will be:

1. He coordinates the preparation of the semester general schedule along with HODs.



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2. He is the chief superintendent during internal assessment test and end term semester examinations.
3. He will follow up the correspondence with the university especially curriculum matters in consultation with the principal.
4. He assists the HODs to conduct the entrance examinations for selection of honours courses in fifth semester.
5. He assists during entrance exam of the admission process of the first semester students.
6. He listens to the grievances of students regarding internal components.
7. He ensures that the syllabus of certificate/ add on/ value added courses introduced by the college in the proper format for the academic council meetings.
8. He monitors and maintains general discipline of the College.
9. He will monitor the attendance and leave application matters.
10. He will follow up curriculum with faculty members.
11. He will handle the preparation of College Hand Book and Prospectus.
12. He is member of all executive bodies.
13. He looks after general facilities for welfare of the staff and students.
14. He sees that discipline is maintained during all college functions.
15. He is present for the Student representatives' meeting.
16. He calls for and organizes parent teacher meetings in coordination of HODs.
17. He coordinates and monitors co-curricular activities of students.
18. He helps the principal to conduct the Cultural cum Food Fest, College Week, Graduation Day and other major activities of the college.
19. He will be present in all the activities of the college.

7. VICE PRINCIPAL FOR STUDENTS' AFFAIRS:

The Vice Principal for students' affairs is appointed by the Provincial, Chairman of the Governing Body, for 2 years, may be reappointed.

The Vice Principal for students' affairs, besides taking normal classes, should work in close collaboration with the Principal. His/her functions will be:

1. H/She will take care of all programmes related to students' extra-curricular activities.
2. H/She is responsible of all the clubs and cells in the college.



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3. H/She will take care of the preparation of College Magazine.
4. H/She will work in collaboration with Principal and Vice Principal in Academic Affairs.
5. H/She will be present in all the activities of the college.

8. STUDENT COUNCIL:

The college has a Student Council selected from the Class Captains of various courses by the Principal, Vice Principal and Senior Faculty. The Student Council's responsibilities include the following:

1. They serve as a bridge between students, management and staff.
2. They bring to the notice of the management the grievances of students' community.
3. They support the management and staff in the development of the college.
4. They are the members of the discipline committee of the college.
5. They assist the management and staff to maintain discipline in the college.
6. They assist coordinators of various clubs and cells to conduct various co-curricular and cultural events in the college.
7. They look after the cleanliness of the college premises.
8. They make sure that the discipline is maintained in the assemblies and common gathering.
9. They maintain timely arrival of students to college, dress code and check ID cards during college hours.
10. They deal with irregular students.

9. WOMEN CELL:

The Coordinator of Women Cell

1. To create an environment of safety for girls in the college.
2. To organize gender equality and women empowerment programmes.
3. To promote an environment of gender amenity and sensitivity.
4. To help in maintaining discipline, dress code among women students.
5. To help students to change their mindset and attitudes towards life in terms of women.
6. To encourage greater participation and to develop responsible and value oriented leadership in female students.



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7. To empower young women to attain emotional, physical and mental wellbeing.

10. HEAD OF THE DEPARTMENT:

Head of the Department has a greater responsibility to shoulder on many matters of the department.

1. The head of the Department is appointed by the Principal in consultation with the management and the staff members of the department.
2. He/ She leads, manages and develops the department to ensure that it achieves the highest possible standards of excellence in all its activities.
3. He/ She monitors and controls the students discipline in the campus.
4. He/ She monitor the academic progress of the department.
5. Convene departmental staff meeting on the day allotted and record the minutes of the meeting. He evaluates with the faculty the semester results and plans appropriate action to improve the student performance.
6. He/ She follow the guidelines/ instructions given by the Principal.
7. He /she is present in the campus and available to the staff and students during the college working hours as and when required.
8. He/she assists the management council in staff selection process pertaining to the department.
9. He/she listens to grievances of students regarding department matters and redresses them in consultation with the Principal.
10. He/she plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students.

11. TEACHING STAFF:

The courses are allotted by the HOD in consultation with the department faculty.

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.



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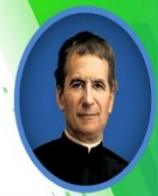


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3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member should maintain student's attendance records.
5. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
6. He/she informs the HOD about casual leave in advance so that alternate arrangements could be made.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. He/she coordinates with the HOD and Vice Principal in administering internal assessment, setting the question papers on time, valuing the answer papers, entering the marks in the mark-sheet and returning the answer papers to the students within 10 days from the date of the test.
9. He/she makes up for the classes cancelled or missed due to his/her absence.
10. Faculty members are expected to update their knowledge by attending seminars/ workshops/ conferences.
11. To plan and implement effective classroom management practices.
12. To engage students in creative thinking and integrated or interdisciplinary learning experiences.
13. If He/she is given the responsibility of a class teacher, he has to be the academic counselor and mentor for that class.
14. He/she is present with the students for all the college functions.
15. He/she takes semester exams/internal tests/invigilation work seriously and checks malpractice.



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16. He/she identifies the weak students (after the first test) and provides special guidance and help for their improvement in studies.

12. **LIBRARIAN:**

1. The librarian is appointed by Principal.
2. Assists in maintaining an organized and up-to-date catalog and circulation system.
3. He prepares the list of requirements for the next year and presents to the Principal by March.
4. Helps students and faculty locate materials.
5. Collects replacement costs for lost and damaged items. Shelves materials and makes sure items are maintained in the correct order.
6. Keeps statistical records on usage, circulation, etc.
7. Monitors students while using the library.
8. Helps to maintain a friendly and helpful atmosphere for students and faculty.
9. Keeps the library organized, clean, neat, and welcoming to staff and students.
10. Prepares bulletin boards and displays on a regular basis.
11. He introduces the library to the new students and facilitates their reading in the library.
12. He assigns the duties to the assistant librarian.

13. **COORDINATOR SPORTS CLUB:**

1. He is responsible for the leadership and administration of all college sports.
2. He ensures the policies and procedures relating to Don Bosco sports are current and revised regularly.
3. He ensures that all students gain encouragement and opportunities to participate to the best of their abilities in the college sports team.
4. He arranges for inter-class, inter- department, and inter- college tournaments in consultation with the management.
5. He plans and executes the Sports week with the help of staff members and students.
6. He accompanies the students when they go for tournaments.
7. He proposes plans for the development of sports and games in the college to the management.
8. He prepares the annual requirement for sports and games and presents to the Principal.



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9. He is the head of all college teams and prepares the players for various level of competition.


NON-TEACHING STAFF:

1. To assist the college administration for its smooth functioning.
2. To Plan and execute their responsibilities meticulously and in time.
3. To collaborate with officials of the college and carry out the instructions without delay.
4. To be courteous and well-mannered to all visitors.
5. To deal with students and staff elegantly.
6. They commit themselves in all functions of the college.

WARDEN OF THE HOSTELS:

1. The warden is appointed by the Director of the college.
2. The Warden looks after the mess and the day-to-day maintenance of the hostel under the direction of the Management.
3. He/she admits / readmits the students every year to the Hostel.
4. He/she takes disciplinary action including dismissal in consultation with the Management.
5. The warden along with the Director of the college and the student committee does the financial administration of the hostel.




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