

HANDBOOK ON CODE OF CONDUCT FOR STUDENTS' AND TEACHERS'



SESSION: 2019-20

**BAGADHAR BRAHMA KISHAN COLLEGE, JALAH
(B.B. Kishan College, Jalah)**

(NAAC Accredited 'B' Grade)

P.O.-Jalahghat, Dist.- Baksa, BTAD (Assam), PIN – 781327

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INTRODUCTION

Bagadhar Brahma Kishan College is one of the premier colleges of Assam, established in the year 1978. This college has taken a pioneering role in shaping and promoting higher education at the footprint of Himalaya on the Indo Bhutan Border of Assam .

The College draws strength and inspiration of the relentless and untiring efforts of a band of social workers to push forward the intellectual energy of the people of greater Jalah area towards a prospective blueprint for the future.

Beginning with very minimum students, today it has a sizable strength of about 1500 students (including Higher Secondary programme and other add on programme) with a single Arts Stream. Presently, the college has been offering 11 UG, 9 PG (IDOL) and few Diploma and Certificate programmes. Spreading over 9.1 acres of land, the college has a built up area of approximately 3 acres.

Initially started with the financial and physical support of the 'people of the region, the co-educational college of higher education was subsequently taken over by the Govt. of Assam under 'deficit-grant-in-aid' system in 1986. It has also been accorded permanent affiliation by Gauhati University and recognised by UGC under 2(f) section 12(B) of UGC Act in 1990. The academic excellency and efforts of the college have already been assessed by the NAAC and is accredited Grade 'B' in 2005.

VISION STATEMENT:

BAGADHAR BRAHMA KISHAN COLLEGE, JALAH stand firm to reach the top among the best institutions of the country by generating fruitful social, economic, cultural and human resources through promotion of quality education and thus to mould the society cope with changing need of time.

As the college is approaching 42 years of its glorious existence, **Bagadhar Brahma Kishan College** is guided by the motto of making the College a unique institution of Higher Education and to establish the Institution a Plethora of quality educational experience

MISSION STATEMENT:

Initially started with a single missionary zeal of providing scope for higher education to the economically weaker section of eligible youths of greater Jalah area, this College has made periodic review of the institutional goals to slowly come to terms with the global need of higher education. The missions of the College and its visions for the future are reflected in the following aims and objectives such as:

- To cater for the need of higher education to the eligible youths of this unserved region especially the economically and educationally weaker sections of SC/ST and OBC communities.
- To cater accessibility of rural women to higher education.
- To work continuously improve upon the quality of general education of this backward region through networking and promotion of intellectual exchange.
- To bring about new concepts and experiments to make teaching-learning experience more satisfying.
- To introduce Innovative changes in the Internal Examination as well as the student monitoring mechanism.
- To reaffirm the institution's responsiveness to community needs and reattest its commitment to social accountability.
- To orient the student community to serve the society by undertaking extension and awareness programmes; and to make such extension activities part of our greater educational experience to help, serve, reflect and learn.
- To make special efforts towards student counselling by imparting training in games and sports, music and fine arts, computer and other career oriented programmes.
- To take a pro-active role in promulgating the spirit of democracy and harmony, peace and progress, mutual help and trust among-various multi-ethnic, multi-lingual communities of this region.
- To build up this institution into an advance centre for learning and research.

CORE VALUES

- Transform lives and to serve the society by creating Jewels among men.
- To strive for excellence in all spheres of human endeavour.
- To create a student centered environment for holistic development.
- To promote quality education with value addition and skill development.

- To inculcate and nurture the mindset of adopting self employment and Entrepreneurship.

UNIFORM RULES:

College Uniform: College Uniform is compulsory. Students not in proper uniform are not allowed entry into the college.

For Boys: Black pants (Formal only), light green shirt.

For Girls: Either Light Green Salwar, Black Kameez (Kneelength) and Black Dupatta Or Light Green DOKHONA, Black Blouse and light yellow Dupatta.

IDENTITY CARD:

Every bonafide student will be issued College identity card at the time of admission and it is compulsory to carry it always. In case of lost, a second copy may be collected by the student by paying Rs.200/- only.

RESERVATION:

The College follows the Government Reservation rules.

CANCELLATION OF SEATS:

Students found absent for a period of 15 days at a stretch after admission without intimation to the authority will forfeit their seats. Besides, a student may have to lose His /her seat in the manner mentioned in “General Rules” stated below:

GENERAL RULES:

Students admitted to this college must abide by all rules and regulations of the college. Violation of the rules, irregular attendance, misconduct in any form, adopting unfair means at the examinations and the likes will be treated as serious offences leading to suspension or even expulsion from the college.

No students are allowed to take-up any other full time course or hold a service during his stay in the college.

Organizations, societies etc. of the students of B.B.Kishan College, will function only under the guidance of the college authority.

Only the organizations /societies recognized by the college authority will be permitted to use the facilities of the College premises. All the notices desired to be pasted or circulated must be countersigned by the Principal.

EXAMINATION RULES:

All examination of the College will be conducted by the College Examination Committee. Due weightage will be given to the prevailing conventions of the college in the conduct of examinations.

The student must appear in all the examinations conducted by the college during an academic session, otherwise they will not be allowed to sit in final examination.

The examination schedule is embodied in the Academic Calendar of the college.

A student expelled from any of the examinations of the Council or the University will be expelled from the college also.

TDC 1st / 2nd Semester students are to take admission in the next promotional classes after appearing in their respective final examinations.

A Candidate will get 3 chances in each Part of TDC but in all Parts will get 5 years only. (Ref.: Regulation: 12, Gauhati University)

The examination schedule is embodied in the Academic Calendar of the college.

ATTENDANCE RULE:

H.S. 1st and 2nd year : Students who do not attend at least 75% of the classes held will not be allowed to appear in 1st year and final year examinations held by AHSEC. TDC (1st / 2nd / 3rd / 4th / 5th / 6th semesters) :

A student shall not be eligible to sit for the end semester examination as a regular candidate if he / she does not attend a minimum of 75% lectures delivered in each subject separately or 6 credit per week per paper (GU regulation).

LEAVE RULES:

Leave applications are to be submitted to the Principal's Office and only duly permitted and granted leaves are eligible for relaxation in attendance.

Students who failed to attend their classes for a certain period at a stretch on genuine and acceptable grounds such as serious diseases or accidents and related treatment involving the students themselves and the members of the family, death of near and their ones, academic / sports / cultural activities approved by the college must apply to the Principal within 24 hours in person or by messenger for consideration of leave of absence for the concerned period. Applications must be supported with testimonials / documents whichever is necessary. Even for such cases the actual attendance must not fall short of 50%.

RULES FOR PARTICIPATION IN BBKCSU ELECTION:

1. The BBKCSU Election will strictly be conducted on the basis of Lyngdu Committee Report.
2. Only the regular bonafide students having 75% attendance in class can forward their candidature.
3. Non Criminal Certificate from concern Authority must be produced with nomination paper.
4. All Contesting candidates will jointly provide their efforts to maintain peace and harmony during election.
5. All the contesting candidates jointly will have to the cost of any damage/loss caused to the College, if happens during election period.

ELIGIBILITY FOR ADMISSION INTO THE HOSTEL:-

- Admission to the Hostel is granted only after the College Admission is finalized.
- No. of Hostel seats are limited and admission is made strictly on the basis of merit.
- Only outstation students are eligible for admission.
- Admission process will follow Govt. Reservation Rules.
- Admission is finalized after a personal interview with the candidate, parents and local guardian.

LIBRARY RULES:

- Library cards are not transferable.
- Books are issued to students for a period of fifteen (15) days.
- An overdue charge of Rs.5/- only per day is levied if a book is kept beyond the due date.
- Books on loan with members can be recalled at any time without assigning any reason thereof.

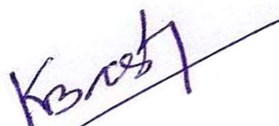
- Borrowers must check the physical condition of the book before getting them issued. Otherwise they will be held responsible for any damage or mutation notice at the time of return.
- Reference books marked restricted and bound volumes of periodicals and question papers are not issued.
- A fine of Rs. 50/- will be charged for reissue of a library card.

RULES FOR FACULTY MEMBERS:

- ✚ Attendance must be through Biometric Machine.
- ✚ Leave Rules must be followed as per Government/UGC Rules.
- ✚ Staying at the College Campus must be as per UGC Rule.
- ✚ For Faculty Development Programme teachers will get all possible help and assistance.
- ✚ For Going outside of the Country teacher must avail prior permission from Government.
- ✚ General code of conduct of civil society must be followed.



(Dr Dewan Nazrul Qadir)
Coordinator, IQAC
B. B. Kishan College, Jalah



(Dr. Keshab Basumatary)
Chairperson, IQAC
B. B. Kishan College, Jalah