

JORHAT COLLEGE (AMALGAMATED)

**Hand Book for Code of Conduct for
Principal**

(2018)

JORHAT COLLEGE PUBLICATIONS CELL

JORHAT COLLEGE, 785001

ASSAM

HAND BOOK FOR CODE OF CONDUCT FOR PRINCIPAL: A booklet containing the code of conduct for the different stakeholders associated with Jorhat College (Amalgamated), published by Jorhat College Publication Cell, Jorhat, Assam.

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1.PREFACE

The Handbook on ‘**Code of Conduct for Principal**’ indicates the code of conduct for the principal of the college. The College endeavors, by means of enforcing this Code to build and maintain a conducive and congenial environment to impart value-based, high quality education. Discipline and integrity are coveted goal for all educational institutions. Through is Code of conduct the college provides a guideline for all the stakeholders. Further the college aspires to instill among all the stakeholders the values, ethics and the sense of individual and collective responsibility. The soft copy of this is available on the college official website www.jorhatcollege.org

2. JURISDICTION

2.1 The Jorhat College (Amalgamated) shall have the jurisdiction over the conduct of the all stake holders (Students, Teachers, Principal, Officials, Governing Body) associated /enrolled with the College and to take cognizance of all acts of misconduct.

2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the conduct and discipline as laid down in Code of Conduct.

3. ABOUT JORHAT COLLEGE (AMALGAMATED)

Jorhat College (Amalgamated) a centre of quality education came into existence after the amalgamation of two colleges viz., Jorhat College and New Jorhat College, both established in 1962. The amalgamation took place in 1970. The college has been relentlessly rendering service to the cause of providing quality education to financially as well as academically backward students mainly from the rural areas of the outskirts of Jorhat city. The college is operating from an urban campus. The college offers eight courses of humanities affiliated to Dibrugarh University at the degree level. The college also offers both degree and post-graduate courses affiliated to Dibrugarh University under distance education mode. Besides, the College has a centre for Krishna Kanta Handique state open university. The college has Science Stream in the Higher Secondary level.

Departments of Jorhat College (Amalgamated)

- Department of Assamese
- Department of English
- Department of Economics
- Department of Philosophy
- Department of History
- Department of Education
- Department of Political Science
- Department of Sociology

Department of Science: 10+2 level

M.A. Distance (Dibrugarh University)

- Department of Assamese
- Department of English
- Department of Education
- Department of Political Science
- Department of Sociology

B.A. Distance (Dibrugarh University)

B.A. Distance (KKHSOU)

Members of Governing Body, Jorhat College (Amalgamated)

President: Dr. Nani Gopal Goswami, Former Principal, J.B. College

Other Members of the Governing Body

1. A. College Governing Body

President: Dr. Nonigopal Goswami, Former Principal, J.B. College

Other Members of the Governing Body

- Dr. Devabrata Sharma, Principal & Secretary
- Dr. Bijoy Sharma, Member
- Dr. Zakir Ahmed, Member
- Mr. Kiran Kr. Tanti, Member
- Mr. Ronjit Kr. Hazorika, Member
- Mr. Tarun Loying, Member
- Dr. Poran Boruah, Member
- Mrs. Swapnajyoti Borah, Member
- Dr. Rajen Bora, Member.
- Ranjita Adhyapak, Member

Department wise Present Faculty Members & Non-teaching Staff of the College

Department of Assamese :

1. Mrs. Anima Neog, Associate Prof., H.O.D.
2. Mr. Kushal Kumar Das, Assistant Prof.
3. Dr. Jyotirmoi Bordoloi, Assistant Prof.
4. Mr. Tarun Loying, Assistant Prof.

Department of English :

1. Mrs. Manisha Duara, Associate Prof.
2. Mr. Pankajpani Saikia, Associate Prof., H.O.D.
3. Mr. Subhrajyoti Chanda, Assistant Prof.,
4. Mr. Gitartha Goswami, Assistant Prof.
5. Part Timer

Department of Economics :

1. Mr. Pulakjyoti Sarmah, Associate Prof.,(H.O.D)
2. Dr. Mouchumi Mahanta ,Associate Prof.
3. Dr. Jagatjyoti Barua, Astd. Prof.
4. Part Timer

Department of Education:

1. Mrs. Jutimali Saikia, Associate Prof. H.O.D.
2. Mrs. Pratima Pegu, Assistant Prof.
3. Mrs. Julee Saikia, Assistant Prof. (Non San.)
4. Part Timer

Department of History:

1. Mr. Utpal Dutta, Associate Prof.
2. Mrs. Barnali Sarma Kotoky, Associate Prof., H.O.D.
3. Dr. Soumitra Puzari, Assistant Prof.
4. Mr. Raktim Jyoti Hazarika, Assistant Professor
5. Part Timer

Department of Philosophy :

1. Mr. Chandrasekhar Phukan, Assistant Prof.
2. Mrs. Rupamoni Dutta, Associate Prof.
3. Mrs. Minoti Gogoi, Associate Prof., H.O.D.
4. Part timer

Department of Political Science:

1. Mr. Ranjit Kr. Hazarika, Associate Prof.
2. Mrs. Rupali Borah, Associate H.O.D
3. Mr. Bidyut Bora, Assistant Prof.

4. Dr. Shilo Lalhlanzo Parate, Assistant Prof.

Department of Sociology:

1. Dr. Diganta Kr. Phukan, Assistant Prof., H.O.D.

2. Mrs. Swapnajyoti Bora, Assistant Prof.

3. Dr. Biswajit Borah, Assistant

4. Part timer

Library Staff:

1. Mr. Jogen Saikia, Library Asstt.,

2. Mr. Dilip Bora, Grade-IV

Office Staff :

1. Mrs. Ranjita Adhyapak, Office

2. Mr. Ashim Kumar Bora, UDA

3. Mr. Pradip Hazarika, LDA

4. Mr. Mohan Dutta, LDA

5. Mr. Dhiraj Kumar Das, LDA

6. Mr. Kanak Sonowal, LDA

7. Mr. Bhadeswar Bora, Grade

8. Mr. Dimbeswar Bora, Grade

9. Mr. Ranjit Bora, Grade - IV

10. Mr. Gobinda Das, Grade - IV

11. Mr. Nitumoni Bora , Grade -

12. Mr. Bhaben Saikia , Grade -

13. Mr. Bubul Saikia, Grade - IV

CODE OF CONDUCT OF PRINCIPAL:

1. The Principal should properly utilize his power and positions for the greater benefit of the college, students and society as well.
2. The Principal would maintain a cordial relationship with the Teachers, Library and Office staffs.
3. The Principal would utilize his capacity and powers for enhancing knowledge base and employability of the students. It would be made to understand that although objective is to secure better result, in terms of marks that should come through enhancement of knowledge and employability.
4. The Principal would discharge his duty to inculcate truthfulness, honesty discipline and good character among the student the essence of competitiveness. None of his function would assassinate the virtues of a good human being. Good results or marks would be considered only after fulfilling the above condition.
5. The principal would utilize the manpower at his discussion in such a way that there will be balance between Academic Excellence and Institutional

reputation with preference to excellence. The workload would be adjusted in such a way that more time is devoted to Academic works like class and presentation for class.

6. The Principal would act in such a way that would facilitate functioning of the teachers deputed for different responsibilities.
7. The teachers in charge of different responsibilities would discharge their responsibilities to the satisfaction of the principal. The principal would in turn try his best to take care of his staff and the students.