



# KALIABOR COLLEGE OF EDUCATION

## ETHICS, CODE OF CONDUCT AND DISCIPLINE RULES- 2020

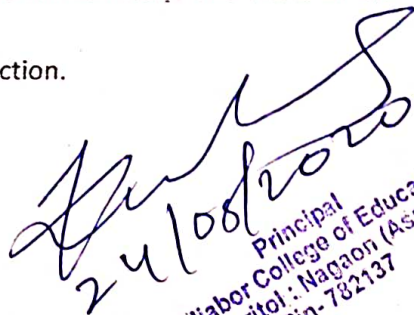
In pursuance of the Provisions of KALIABOR COLLEGE OF EDUCATION, the Governing Body of KCE hereby makes the following new Conduct and discipline rules as applicable to all employees of the College. These rules may be supplemented or amended by the Governing Body (G.B) from time to time.

### (I). SHORT TITLE AND COMMENCEMENT:

- (a) These rules may be called the KCE Ethics, Code of Conduct and Discipline Rules, 2020.
- (b) They shall come into force with effect from the date of assert by the Governing Body (GB)
- (c) "Competent Authorities" means Authorities of the College.
- (d) "Employee or KCE Staff" means an employee appointed by the College including Officer of the College, Teaching Staff and Non-teaching Staff of the College, either on Regular or Contractual or Visiting Basis.
- (e) "Head quarter" of the College means Headquarter of the College in Kuwaritol, District Nagaon, Assam.
- (f) " Misconduct" means any breach of the "KCE ETHICS, CODE OF CONDUCT AND DISCIPLINE RULES,2020" or any other rules of the college by the Employee and shall be treated as "misconduct".
- (g) "College of KCE" means the KALIABOR COLLEGE OF EDUCATION ESTABLISHED IN 1992.

### (II). APPLICABILITY AND ENFORCEMENT

- (a) These rules shall be applicable to all categories of Employees of the College. The Governing Body (G.B) Heads shall be responsible for implementing the same through his/her office. The rules will be administered according to the following steps:-
  - (i) If any employees breaches the rules, the Head of the College will immediately report to the concerned authorities i.e. G.B. Heads regarding the "misconduct" as specified in the rules of KCE.
  - (ii) If, in the opinion of the Staff member, a colleague is misconducting as specified in the rule, he/she should report to the Head of the College immediately. The Head of the College should treat such report in strict manner.
  - (iii) Repeated violations of rules may result in disciplinary action.

  
24/08/2020  
Principal  
Kaliabor College of Education  
Kuwaritol : Nagaon (Assam)  
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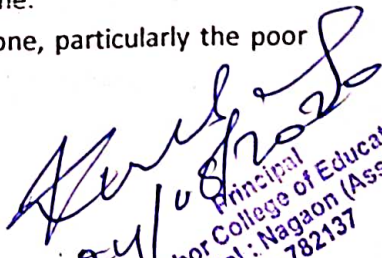
### (III) ETHICS AND CODE OF CONDUCT

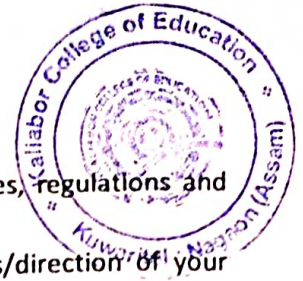
As a staff member of the KCE, one is always under public Scrutiny. It is necessary to maintain a high degree of decorum and integrity at all times. Clearly, it is not possible to give a complete list of what is acceptable and what is not. Therefore, we are putting some general points that one needs to know and follow.

#### MATTERS OF GENERAL CONDUCT: The Do's and Don'ts

##### 1. Do's:

- (a) Be courteous with a smile in dealings with other members of the staff, student and the public.
- (b) Serve the College with honesty, be faithful and use utmost endeavor to promote the interest of the College.
- (c) Maintain absolute integrity and absolute devotion to duty at all times.
- (d) Those holding responsible posts should maintain independence and impartiality in the discharge of their duties.
- (e) Conduct himself at all times in a manner which shall enhance the reputation of the college.
- (f) Maintain a responsible and decent standard of conduct in private life and render prompt and courteous service to the public.
- (g) Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- (h) Keep away from demonstrations organized by Political parties in the Vicinity/neighborhood of Government offices and maintain Political neutrality.
- (i) Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- (j) Maintain high ethical standards and be honest.
- (k) Promote the Principles of merit, fairness and impartiality in the discharge of duties.
- (l) Maintain accountability and transparency.
- (m) If any legal proceedings are instituted for the recovery of any debt due from an employee or for adjudging him/her as an insolvent, the full facts of such proceedings are to be reported to the Competent Authority.
- (n) Act in accordance with College policies.
- (o) Observe courtesy and consideration to Members of Parliament and State Legislators.
- (p) An employee needs to commit himself/herself to uphold the supremacy of the Constitution and democratic values.
- (q) Defend and uphold the sovereignty and integrity of India, the security of the state, public order, decency and morality.
- (r) Use college resources efficiently, effectively and economically.
- (s) Declare any private interests relating to the College duties and take steps to resolve any conflicts in a way that protect the College interests.
- (t) Make choices, take decisions and make recommendations on merit alone.
- (u) Act with fairness and impartiality and not discriminate against anyone, particularly the poor and underprivileged sections of the Society.

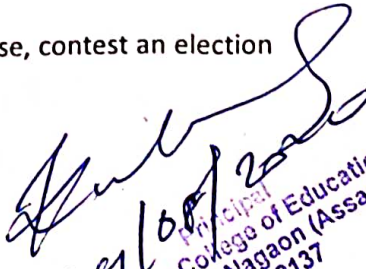
  
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- (v) Refrain from doing anything which is or may be Contrary to any law, rules, regulations and established practices.
  - (w) Maintain discipline in the discharge of your duties and obey the orders/direction of your superiors.
  - (x) Maintain Confidentiality in the performance of one's official duties as required by any laws for the time being in force, Particularly with regard to information, disclosure of which may affect the sovereignty and integrity of India, the security of the state , friendly relations with foreign countries or lead to incitement of an offence, illegal or unlawful gain to any person.
  - (y) Perform and discharge one's duties with the highest degree of Professionalism and dedication to the best of one's abilities.
  - (z) Use the transport, Internet, Printers, telephone, Photostat, Computer or other facilities for official use only.
- \*\*\*\*\* maintain record of duties assigned and performed on a daily basis for achieving effective results and unleashing your potential .\*\*\*\*\*

## II. Don'ts :

- (a) Do not make joint representations in matters of common interest.
- (b) Do not indulge in acts unbecoming of a College employee.
- (c) Do not be discourteous , dishonest and partial.
- (d) Do not adopt dilatory tactics in one's dealings.
- (e) Do not convey oral instructions to subordinates.(If done for unavoidable reasons, confirm them in writing as soon as possible)
- (f) Do not practice untouchability.
- (g) Do not associate oneself with any banned organizations.
- (h) Do not take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter Pertaining to his service or to any other matter, which tends to bring the College to dispute.
- (i) Do not engage or Participate in any demonstration , which involves incitement to an offence.
- (j) Do not indulge in criticism, which shall embarrass the College administration in its relation to members of different Communities among the staff or students or public.
- (k) Do not indulge in any public criticism of the college administration, which causes or is likely to cause embarrassment to the administration in its to its staff or students of the College.
- (l) Do not join any association or demonstration whose objective or activities are Prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- (m) Do not give expression to views on Indian or foreign countries.
- (n) Do not get involved in unauthorized communication of any document or any part thereof or classified information to any College employee or any other persons to whom one is not authorized to communicate such document or classified information.
- (o) Do not join a political party or canvas in an election.(one can, of course, contest an election in a professional body.

  
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