

**BLOOD DONATION IN THE COLLEGE TO CREATE CIVIC DUTY  
AMONG THE STUDENTS**





MINUTES OF THE MEETING OF  
CODE OF CONDUCT MENTORING  
COMMITTEE

MELAMORA COLLEGE

2

Office of the Principal  
**MELAMORA COLLEGE**

VILL & P.O. MELAMORA  
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

Ref. No. : MM/CO/2016

Date : 7/02/2016

**CODE OF CONDUCT MENTORING COMMITTEE**

- CHAIRPERSON** : Mr Sanjib Kumar Boruah, Principal
- MEMBER SECRETARY** : Mr Luhit Nath , Asst. Professor
- MEMBER** : 1. Mr Biswajit Bora , Asst. Professor  
2. President / Secretary  
Student's Union

Principal  
Melamora College  
Melamora, Golaghat



Office of the Principal  
**MELAMORA COLLEGE**

VILL & P.O. MELAMORA  
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

Ref. No. : MMC/CCMC/2017

Date : 20-09-2017

**NOTICE**

This hereby notified to all the members of Code of Conduct Mentoring Committee, Melamora College that a meeting will be held on 22/09/2017 at 3.P.M. P.M. in the Principal's Room. All members of the Committee are requested to attend in the meeting.

Principal  
Melamora College  
Melamora, Golaghat

Office of the Principal  
**MELAMORA COLLEGE**

VILL & P.O. MELAMORA  
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789


E-mail : sanjibboruah6107@gmail.com

Ref. No. : MMC./CCMC./2018.

Date : 13-09-2018..

**NOTICE**

This hereby notified to all the members of Code of Conduct Mentoring Committee, Melamora College that a meeting will be held on 14/09/2018 at 3.P.M. P.M. in the Principal's Room. All members of the Committee are requested to attend in the meeting.

  
Principal  
Melamora College  
Melamora, Golaghat



Office of the Principal  
**MELAMORA COLLEGE**

VILL & P.O. MELAMORA  
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

f. No. : MMC/CCMC/2019

Date : ...16-08-2019.

NOTICE

This hereby notified to all the members of Code of Conduct Mentoring Committee, Melamora College that a meeting will be held on 17/08/2019 at 3.P.M. P.M. in the Principal's Room. All members of the Committee are requested to attend in the meeting.



Principal  
Melamora College  
Melamora, Golaghat

Office of the Principal  
**MELAMORA COLLEGE**

VILL & P.O. MELAMORA  
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789


E-mail : sanjibboruah6107@gmail.com

Ref. No. : MMC./C.C.M.C./2020

Date : 24-12-2020....

**NOTICE**

This hereby notified to all the members of Code of Conduct Mentoring Committee, Melamora College that a meeting will be held on 28/12/2020 at 3.P.M. P.M. in the Principal's Room. All members of the Committee are requested to attend in the meeting.

  
Principal  
Melamora College  
Melamora, Golaghat



Office of the Principal  
**MELAMORA COLLEGE**

VILL & P.O. MELAMORA  
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

Ref. No. : M.M.C./C.C.M.C./2021

Date : 09-11-2021

**NOTICE**

This hereby notified to all the members of Code of Conduct Mentoring Committee, Melamora College that a meeting will be held on 11/11/2021 at 3.P.M. P.M. in the Principal's Room. All members of the Committee are requested to attend in the meeting.

Principal  
Melamora College  
Melamora, Golaghat






MINUTES OF THE MEETING OF CODE OF CONDUCT MENTORING  
COMMITTEE  
MELAMORA COLLEGE, GOLAGHAT

DATE: 22/09/2017

AGENDA

1. Seat taking
2. Introductory speech
3. Discussion
4. Resolutions
5. Adjourned

MEMBERS PRESENT

- |  |                        |
|--|------------------------|
| 1. Mr.Sanjib Kr. Boruah:  | Chairperson, Principal |
| 2. Mr.Luhit Nath:         | Member secretary       |
| 3. Mr.Biswajit Bora :     | Member.                |


A meeting of the Code of conduct mentoring committee was held in the College under the chairmanship of Mr Sanjib Kr. Boruah, Chairperson cum Principal. The Chairperson welcomed the members. The Member Secretary emphasized to make newly admitted students aware about the different issues related ID card and others.


The following decisions have been taken as action :

- 1.All the students must wear ID card compulsory
2. Students must report to the class as per programme
3. Students should maintain integrity, honesty, in all activities.

  
Sign. of the Member secretary

Code of Conduct Committee  
Melamora College

  
Sign. of the Principal  
Principal  
Melamora College  
Melamora, Golaghat

  
Co-ordinator  
IQAC  
Melamora College  
Golaghat




MINUTES OF THE MEETING OF CODE OF CONDUCT MENTORING  
COMMITTEE  
MELAMORA COLLEGE, GOLAGHAT

DATE:14/09/2018

AGENDA

1. Seat taking
2. Introductory speech
3. Discussion
4. Resolutions
5. Adjourned

MEMBERS PRESENT

- |                          |   |                        |
|--------------------------|---|------------------------|
| 1. Mr.Sanjib Kr. Boruah: |  | Chairperson, Principal |
| 2. Mr.Luhit Nath:        |  | Member secretary       |
| 3. Mr.Biswajit Bora :    |  | Member.                |


A meeting of the Code of conduct mentoring committee was held in Principal's room under the Chairpersonship of Principal, Sanjib Kr. Baruah. The Chairperson cum Principal welcomed the members of the committee. The Member Secretary emphasized to make newly admitted students aware about the use of leisure time.

The following decisions have been taken as action:

- 1.All the students must use library in leisure time.
- 2.The use of mobile phone is strictly prohibited during class hours.
3. Students should handle the furniture, electrical items and other properties with care.

  
Sign. of the Member secretary

Code of Conduct Committee  
Melamora College

  
Sign. of the Principal  
**Principal**  
Melamora College  
Melamora, Golaghat

  
Co-ordinator  
IQAC  
Melamora College  
Golaghat



MINUTES OF THE MEETING OF CODE OF CONDUCT MENTORING COMMITTEE


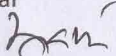

MELAMORA COLLEGE

DATE: 17/08/2019

AGENDA

1. Seat taking
2. Introductory speech
3. Discussion 4. Resolutions
5. Adjourned

MEMBERS PRESENT

- 1 Mr. Sanjib Kr Boruah   
Chairperson, Principal
2. Mr. Luhit Nath   
Convener
3. Mr. Biswajit Bora, Member 

A meeting of the Code of conduct mentoring committee was held in the College under the chairmanship of Mr Sanjib Kr. Boruah, chairperson cum principal. The chairperson welcomed the members. The member secretary requested all the members to make newly admitted students aware about the college code of conduct.

After detail discussion, the following decisions have been taken as action...

- Students should engage themselves during all College functions and extracurricular activities in a manner befitting the occasion.
- Students should be respectful to fellow students, teachers, non-teaching staff, library

staff and college authority.

- Students should keep silence in college library. The meeting was ended after the vote of thanks.



Sign of the Member secretary

Code of Conduct Committee  
Melamora College



Sign of the Principal  
Principal  
Melamora College  
Melamora, Golaghat



Co-ordinator  
IQAC  
Melamora College  
Golaghat

MINUTES OF THE MEETING OF CODE OF CONDUCT MENTORING COMMITTEE


MELAMORA COLLEGE

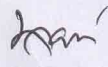
DATE: 28/12/2020


AGENDA

1. Seat taking
2. Introductory speech
3. Discussion
- 4 Resolutions
5. Adjourned

MEMBERS PRESENT

1. Mr. Sanjib Kr. Boruah   
Chairperson. Principal

2. Mr. Luhit Nath   
Convener

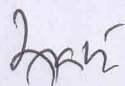
3. Mr. Biswajit Bora   
Member

A meeting of the Code of conduct mentoring committee was held in the College under the chairmanship of Mr Sanjib kr. Boruah, chairperson cum principal. The chairperson welcomed the members and requested all the members to make newly admitted students aware about the college code of conduct.

After detail discussion, the following decisions have been taken as action...

- Students must maintain the standard code of conduct.
- Students must help the College authority to keep the College clean.
- Students should not enter the classes without permission while the classes are going on.
- Students should be mutually respectful.

The meeting was ended after the vote of thanks.



*Sign of the Member secretary*

**Code of Conduct Committee  
Melamora College**



*Sign of the Principal*  
**Principal  
Melamora College  
Melamora, Golaghat**



**Co-ordinator  
IQAC  
Melamora College  
Golaghat**




MINUTES OF THE MEETING OF CODE OF CONDUCT  
MENTORING COMMITTEE, MELAMORA COLLEGE

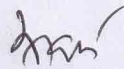
DATE: 11/11/2021


AGENDA

1. Seat taking
2. Introductory speech
3. Discussion
4. Resolutions

MEMBERS PRESENT

1. Mr. Sanjib Kr. Boruah:   
Chairperson, Principal

2. Mr. Luhit Nath   
Member Secretary

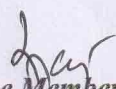
3. Mr. Biswajit Bora, Member 


A meeting was held for monitoring code of conduct of the College. The Principal welcomed the members and request them to instruct the newly admitted students about the code of conduct

The following points were proposed by the Committee for students

1. Students must maintain the standard code of conducts. Breach of discipline may lead to expulsion from the College.
2. Ragging in any form in College campus is strictly prohibited.
3. Wearing of ID cards and College uniform are compulsory
4. Students should fairly deal with the furnitures and other electrical items of the college.

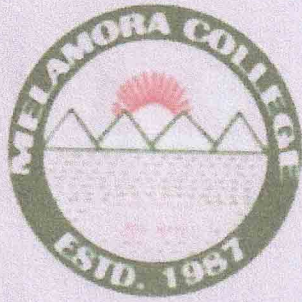
The meeting was ended after the vote of thanks by the member secretary.

  
*Sign. of the Member secretary*  
Code of Conduct Committee  
Melamora College

  
*Sign of the Principal*  
Principal  
Melamora College  
Melamora, Golaghat

  
Co-ordinator  
IQAC  
Melamora College  
Golaghat





**HANDBOOK  
FOR  
CODE OF CONDUCT  
AND  
PROFESSIONAL ETHICS**

Melamora College  
Melamora, Golaghat, Assam,  
Pin-78702



## **Code of conduct:**

The code of conduct for students, teachers and non teaching staff is characterised by integrity. Melamora college has set the following code of conduct.

### **For students:**

1. Regularity and punctuality.
2. Every student must carry his/her I card
3. Student must help to keep the institution campus neat and clean.
4. Student must wear institute uniform.
5. Students are expected read notice/circular displayed on the notice board and website.
6. Spitting, smoking and throwing nits of papers must be avoided.
7. Violations of these will be considered as punishable crime.

### **For teachers:**

1. All faculty members must maintain high standard of punctuality, honesty and professional ethics.
2. Every faculty member shall discharge his/her duties efficiently and effectively as per the norms laid down by the authority.
3. Every faculty member shall respect the rights and dignities of the students in expressing his/her views.
4. Maintenance of impartiality.
5. Responsible for regular classes and extra curricular activities.
6. Must be socially responsible.

### **For non teaching staff:**

1. Discharge of duties timely, efficiently and deligently.
2. Maintaining professional ethics.
3. Keeping appropriate level of confidence regarding the maintenance of records.
4. Must be co operative to the students, colleagues and faculties.



# PROFESSIONAL ETHICS

## Introduction

Professional ethics are personal and corporate rules that govern behavior with the context of a particular profession. As prescribed by UGC the professional ethics for teaching profession is as follows:

## TEACHERS AND THEIR RESPONSIBILITIES

A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among the students must be his/ her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament amiable in disposition.

Teachers should:

- Adhere to responsible pattern of conduct and demeanor expected of them by community.
- Manage their private affairs in a manner consistent with dignity of profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation in professional meetings, seminars, conferences towards contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examination including supervision , invigilation and evaluation.
- Participate in extension, co circular and extra circular activities including community service.



## **TEACHERS AND STUDENTS**

### **Teachers should:**

- Respect the right and dignity of the student in expressing his/ her opinion.
- Deal justly and impartially, with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage the students to improve their attainments, develop their personalities and at same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide the students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

## **TEACHERS AND COLLEAGUES**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.



## **TEACHERS AND AUTHORITIES**

- Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in formation of policies of the institution by accepting various offices and discharge responsibilities which offices may demand.
- Cooperate through their organization in the formulation of policies of other institutions and accept offices.
- Cooperate with authorities in betterment of the institution keeping in view the interest and in conformity with dignity of profession.
- Should adhere to conditions of contract.
- Give and expect due notice before change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

## **TEACHERS AND NON TEACHING STAFF**

- Teachers should treat non teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and non teaching staff.

## **TEACHERS AND GUARDIAN**

- Try to see through teachers bodies and organizations that institutions maintain contact with guardians, their students, send reports of their performances to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and for the benefit of institution.



## TEACHERS AND SOCIETY

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community moral and intellectual life.
- Be aware of social problem and take part in such activities as would be conducive to progress of society and country as a whole.
- Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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Code of Conduct Committee  
Melamora College

  
Principal  
Melamora College  
Melamora, Golaghat





## **POLICY ON CODE OF CONDUCT**

# **MELAMORA COLLEGE**

Melamora, Golaghat, Assam -785702

Website - [www.melamoracollege.com](http://www.melamoracollege.com)



# POLICY ON CODE OF CONDUCT

## **Introduction:**

Since its inception in 1987, Melamora College has been sincerely invested in pursuing excellence and integrity in all its endeavors. The administrators, employees and students of Melamora College are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The Policy on Code of Conduct has been formulated to lay down guidelines and norms to be followed by all stakeholders to ensure good conduct and ethical practices in the College. All the staff and students enrolled in the college shall positively engage in the college activities within this Code of Conduct framework along with the general code of conduct prescribed by the Statutory Regulatory Authorities. This Code may be amended or supplemented from time to time by the administrative body of the College. The Code of Conduct shall be incorporated for the various stakeholders on campus in the form of dedicated Handbooks. The document shall also be available for access on the official website of the college.

## **Scope:**

The College code of conduct will be incumbent upon all students, teachers and non-teaching staff of Melamora College. They shall follow and abide by the policies and regulations of Melamora College and act according to the vision and mission of the college.

## **Purpose:**

The college code of conduct serves to:

- Clarify the mission, values and principles of Melamora College and link them with standards of professional conduct.
- Create a safe and structured learning environment that will promote the college's goals for learning.
- Serve as a guiding principle about ethical and professional conduct for students, teachers and non-teaching staff affiliated within the institute.




- Impartially address the requirements and grievances of all the stakeholders and provide mechanisms.
- Help prevent and detect ethical or legal violations.

### **Implementation:**

Enforcement of the Code of Conduct shall be ensured through the Code of Conduct Monitoring Committee. The committee shall be responsible for:

- Identifying and incorporating the Code of Conduct for the students, teachers, librarian, administrators and other college staff in dedicated handbooks.
- Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
- Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
- Periodically organize various programmes to sensitize the various stakeholders on ethics and responsibilities.

  
Code of Conduct Committee  
Melamora College

  
Principal  
Melamora College  
Melamora, Golaghat



**CORE VALUES DISPLAYED IN THE COLLEGE PREMISES**





**GENERAL RULES OF MELAMORA COLLEGE MENTIONED IN THE COLLEGE PROSPECTUS**

1

www.melamoracollege.com

# **E-PROSPECTUS**

**Year: 2021-22**

**Affiliated to Dibrugarh University**



## **MELAMORA COLLEGE**

**P.O. MELAMORA  
GOLAGHAT-785702, ASSAM**

**ESTABLISHMENT YEAR : 1987**

Website: [www.melamoracollege.com](http://www.melamoracollege.com)

### **Rules and Regulations:**

The following rules and regulations of the college must be followed by all the students—

1. The students must be of well-behaved towards the Principal, Vice-Principal, teachers and the staffs of the college inside and outside the college.
2. The student must be in full uniform with the college badge and the identity card with in the college campus.
3. The students must take proper care of the college properties. They must not damage college properties, furniture and any fittings.
4. The students must be well mannered towards their fellow students.
5. The students must maintain perfect silence in the classroom, seminars, examination room and any other functions held in the college.
6. The students must keep their bicycles/bikes in the proper place set for the purpose.
7. Ragging in any form in the college is strictly prohibited. Any student found indulging in such activities will be strictly dealt with as per guidelines recommended by the Supreme Court.
8. The students must follow the Supreme Court guideline in the election of student union.
9. Students' activities, functions, picnic and excursion will be organized only with prior permission of the college authorities.



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www.melamoracollege.com

10. Use of mobile phone by students within the college office, class room, Library examination room is not permitted.



## UNIFORM DRESSCODE FOR STUDENTS MENTIONED IN THE COLLEGE PROSPECTUS

### **College Uniform:**

It is strictly compulsory for the students to come to the college with full uniform along with the college badge

#### *Boys*

1. **Shirt** : White
2. **Trouser:** Blue Blackish (Jeans not allowed)

#### *Girls*

3. **Kurta** : White
4. **Pyajama:** Blue Blackish (Leggings not allowed)
5. **Dupatta:** Blue with White Spot



# STUDENTS REPRESENTATION IN COLLEGE UNION BODY

## MELAMORA COLLEGE STUDENTS' UNION 2022



BISHAL TANTI  
PRESIDENT



AMARIYOTI SAIKIA  
VICE-PRESIDENT



BABLU ROBIDAS  
GENERAL SECRETARY



RUHIT SAWTAL  
ASSTT. GENERAL SECRETARY



ABHIJIT THAKUR  
SOCIAL SERVICE SECRETARY



RIKU HAZARIKA  
GAME & SPORTS SECRETARY



BARASHA SAIKIA  
GIRLS' COMMON ROOM SECRETARY



SONTUSH TANTI  
BOYS' COMMON ROOM SECRETARY



BASANTA PHUKON  
CULTURAL SECRETARY



RITUPARNA GOGOI  
MAGAZINE SECRETARY