

7.1.10. The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

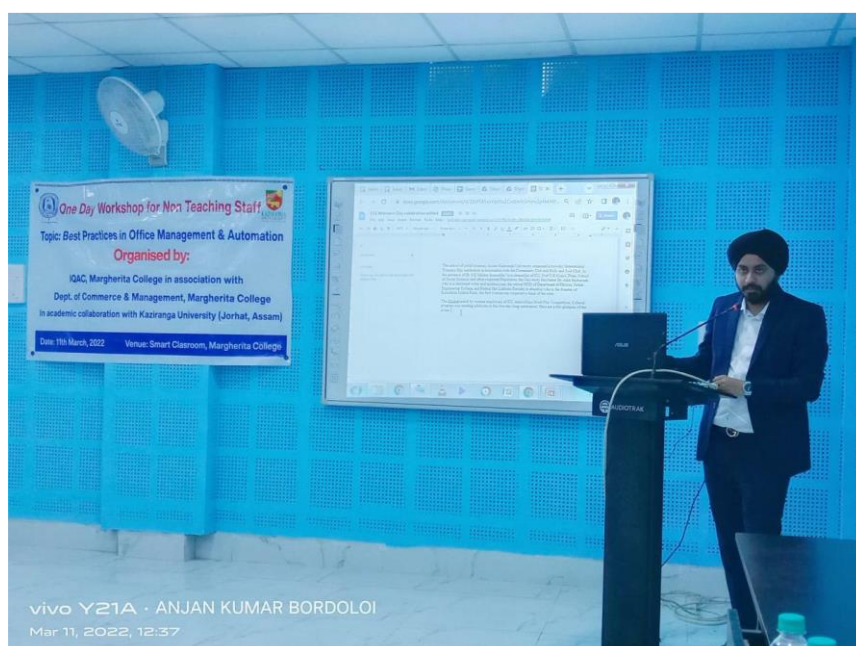
Response: The college's Code of Conduct is available on the college's website. The college has indeed displayed its code of conduct in various locations around campus. Furthermore, the college organizes Orientation Programs for newly enrolled students each year in order to familiarize newly admitted students with the college's Code of Conduct.

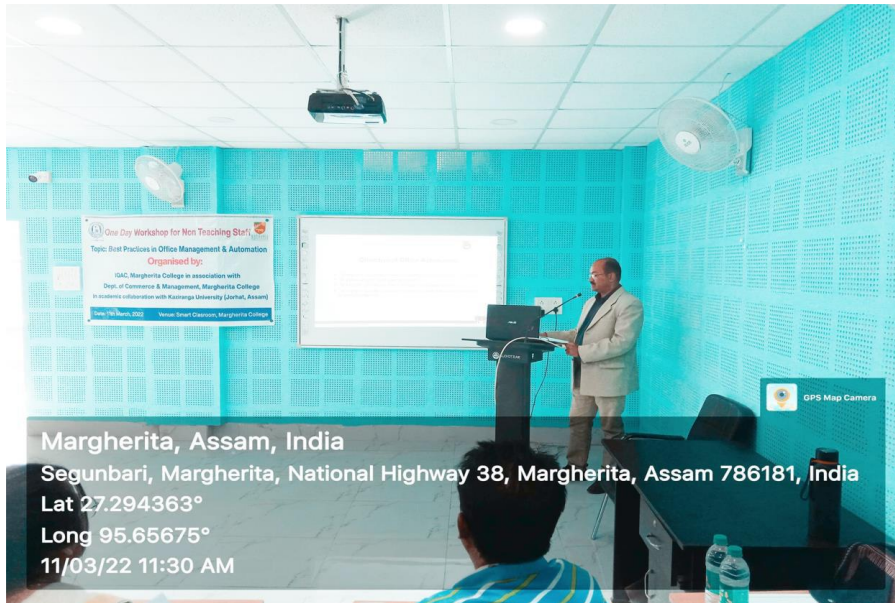
The Election Commission of the college strictly follows the guidelines laid down by the Hon'ble Mr. J. M. Lyngdoh Committee for the elections of the Students Union. The Election Commission ensures that the rules are followed by the students.

The college's faculty members adhere to the college's Code of Conduct as well as the rules and regulations established by the Assam College Teachers Association (ACTA).

Apart from these the IQAC, Margherita College in Association of Department of Commerce and Management with Academic Collaboration with Kaziranga University (Jorhat, Assam) organised a one-day Workshop for Non-teaching staff of the college on the topic, “Best Practices in Office Management and Automation” to inculcate among them the professional ethics on March 11, 2022.

Some of the photographs and documents showing the adherence of the college towards maintaining Code of Conduct, Professional Ethics, Internal Rules and Regulations and different activities that are conducted in this direction are produced below.







GENERAL RULES & DISCIPLINES

The college runs its various activities as per the Annual Academic Calender adopted at the beginning of each academic session. The academic schedule of the college provides for lot of home assignments, guided tutorials, group discussions, etc. both within and outside the class room.

The college stands for a high sense of discipline and moral values. Obedience to and regard for rules is given utmost importance. Any breach of good manners, courtesy and etiquette or any action likely to lower the good name of the college is regarded as a breach of discipline. **Wearing of Uniform and Badge is compulsory.** The dress code is

BOY'S- *White Shirt and black trousers & Black Sweater.

GIRL'S- *White Salwar and Kurta with sky-blue Chunni & Black Sweater.

OR

*Muga coloured Mekhela with blue bordered white Chaddar and white blouse.

***Specification of Dress Code**; No borderline with other coloured stripes in the white background of shirting. Kurti for girls should be below the knee & white leggings for girls are barred.

* A fine of Rs. 500/- is imposed on uniform breakers.

* Mobile use amongst students would be restricted if and when found being used leisurely.

ANTI-RAGGING & GRIEVANCE REDRESSAL CELL

The college has a strong Anti-Ragging & Grievance Redressal Cell constituted as per Supreme Court guidelines to check and resolve cases related to Ragging & Grievances of the students within the college campus.

COMMITTEE

1. Dr. B. Gogoi, *Chairman*
2. Mrs Jolly Dutta, *Vice-Chairman*
3. Dr. D. Singha, *Academic Co-ordinator*
4. Mr. Jugen Bora, *Jt. Convener*
5. Ms. Chitra Borgohain, *Jt. Convener*

MEMBERS

6. Dr. D. Bora
7. Dr. R. Hazarika
8. Dr. M. Rahman
9. Dr. A. Saikia
10. Dr. Dipali Borpujari
11. Ms. Lakhi Debnath
12. President, M.C.S.U.
13. Secretary, M.C.S.U.



ATTENDANCE

Students' attendance in class is compulsory. Every student must attend at least 75% of the lectures delivered in each subject to be eligible for appearing in the University and Council examinations as a regular student.

A student who attends at least 60% of the lectures delivered shall, however, be allowed to appear in the examination as a non-collegiate candidate on payment of prescribed fee. Further, no candidate shall be allowed to appear in the University and Council examinations with below 60% of attendance in the classes.

RULES FOR THE GENERAL ELECTION TO MARGHERITA COLLEGE STUDENTS' UNION

2020-2021

To elect the Margherita College Students' Union (MCSU), 2020-21 by direct participation of the students through secret ballot system, the following rules will apply:

1. The candidates/voters/proposers/seconders must be regular and full time students of Margherita College and should not be distance/proximate education students. They must be enrolled in a full time course, the course duration being at least one year. Further, they must have cleared their dues up to August 2020.
2. The students of Higher Secondary level are not eligible to contest the election. Only the undergraduate level students within the age group of 17-22 years are eligible to contest the election; provided that such an intending candidate does not have any backlog of subject (s) in the preceding 1st to 4th Semester exams, and is not an unsuccessful candidate of the examination in which the candidate is scheduled to appear during the year of contesting the election.
3. A student who already contested in any preceding year for any office under the MCSU (whether elected or not) shall not qualify to contest for any portfolio during the current year.
4. A student intending to contest for Executive Member (class representative) of the MCSU must not have contested more than once for such a position in any of the preceding elections of MCSU.

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5. The candidate should have attained the minimum of 75% attendance in classes / lectures, each paper / subject.
6. The candidate must not have a previous criminal record or faced any disciplinary action from the college authority.
7. One Proposer can't propose more than one candidate.
8. One Supporter can't support more than one candidate.
9. Only Girl candidates can contest for the office of the Girls' Common Room. While the candidature for Boys' Common Room must come from boys only.
10. The candidates must invariably be from that class from which he / she is contesting for class representatives.
11. The maximum permitted election expenditure per candidate shall be Rs. 5000/- and the candidates have to submit the Audited account (if the expenditure is incurred) to the college authority within two weeks after declaration of the result.
12. The election of the candidate will be nullified in the event of any non-compliance or in the event of any excessive expenditure.
13. There shall be no appeal on caste or communal lines for securing votes and criticism of other candidate (s) shall be restricted to their policies & programmes and past record of work. No criticism on private life of the candidate is allowed.
14. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material, for the purpose of canvassing.
15. No candidate shall be permitted to carry out procession, or public meetings, or in any way canvas or distribute propaganda outside the college campus.
16. The use of loud speaker, vehicles and animals for the purpose of canvassing shall be prohibited.
17. Casting time will be from 10.00 a.m. to 1:00 p.m. and counting will be from 1:30 p.m. on the specific date.
18. The Returning officer has the right to cancel any nomination paper if found improper.
19. Two sets of nomination paper can be submitted by a contesting candidate.
20. The candidates along with the proposer and seconder must be present with their college uniform at the time of scrutiny of the nomination papers.

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21. The nomination paper can be collected from the college office during office hours on payment of Rs. 15/- only per nomination paper on specific date.
22. No voter is allowed to cast his/her vote without his/her college Identity Card.
23. No candidate who has financial irregularities with the college will be eligible to contest the General Election.
24. The office bearers and the Executive members of the Students' Union shall have to attend the college with uniform during the college hours for all purposes.
25. If any dispute arises in connection with the election, the decision of Election Commissioner will be final and binding to all.
26. During the period of election, no person, who is not a student on the rolls of the college, shall be permitted to take part or interfere in the election process in either way.
27. Contravention of any of the above rules may make the candidate liable to be stripped off his/her candidature or his/her elected post as the case may be. The Margherita College authority may also take appropriate disciplinary action against such violator.

CURRICULAR PROGRAMME DETAILS



H.S. COMMERCE

- 1.1 **Group - I (Compulsory)**
English, MIL (Assamese, Bengali, Hindi) / Alternative English, Business Studies, Accountancy, EVS.
- 1.2 **Group - II (Any two subjects from this group including one as additional)**
Economics, Salesmanship & Advertising, Commercial Maths & Statistics, Mathematics, Statistics, Computer Science and Application.

H.S. SCIENCE

- 1.1 **Group - I (Compulsory)**
English, MIL (Assamese, Bengali, Hindi) / Alternative English, EVS.
- 1.2 **Group - II (Any four from this group)**
Physics, Chemistry, Mathematics, Biology, Statistics, Anthropology, Computer Science and Application, Economics.

Note : It is desirable that the students intending to offer Physics, Chemistry as

INTERNAL RULES & REGULATIONS MARGHERITA COLLEGE

OUR COLLEGE IS A TEMPLE OF LEARNING-WORSHIP IT IN ALL WAYS

1. UNIFORM AND USE OF BADGE ARE COMPULSORY.
2. MOBILE IS STRICTLY PROHIBITED WITHIN COLLEGE CAMPUS.
3. 80% CLASS ATTENDANCE IS MANDATORY.
4. USE OF UNPARLIAMENTARY LANGUAGE IS STRICTLY PROHIBITED.
5. KEEP OUR ID CARD AVAILABLE AT ALL TIMES.
6. IT IS OUR PRIME DUTY TO KEEP COLLEGE CAMPUS IN ITS OWN ORDER AND SENSE.
7. PUNCTUALITY IN ALL ACTIVITIES IS COMPULSORY. MAINTAIN DECORUM IN ALL WAYS OF CAMPUS LIFE.
8. " SILENCE IS THE KEY TO GOOD SENSE AND SENSIBILITY"- MAINTAIN SILENCE WITHIN COLLEGE CAMPUS.
9. SPITING IS PROHIBITED. IT IS MANDATORY TO USE DUSTBIN FOR GARBAGES
10. ABSTAIN FROM ANY TEMPTING FORMS OF ADDICTION
11. IT IS MANDATORY TO OBEY ALL THE RULES AND REGULATIONS WITHIN CAMPUS. MAINTAIN PROPER DISCIPLINE AND ORDERLINESS.
12. MAINTAIN PROPER DISCIPLINE AND ORDERLINESS IN THE LIBRARY/ AUDITORIUM / VERANDAH.
13. BICYCLES MOTORBIKES AND CARS MUST BE UNDER LOCK AND KEY FOR SAFETY. CARS SHOULD BE PARKED AT THE PARKING AREA.
14. COLLEGE PROPERTY IS OUR OWN- IT IS OUR PRIME DUTY TO PROTECT IT.
15. MAINTENANCE OF CIVIC SENSE IS OUR PRIMARY DUTY FOR PRESERVATION OF THE HERITAGE OF OUR COLLEGE.

MARGHERITA COLLEGE



GPS Map Camera



Margherita, Assam, India

Segunbari, Margherita College Rd, Margherita,

Assam 786181, India

Lat 27.29368°

Long 95.657071°

25/02/22 01:28 PM GMT +05:30

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MARGHERITA COLLEGE

30.05.2022 14:17

27.29427, 95.65673 (± 19 m)

Altitude: 85m

Segunbari, Margherita College Rd, Margherita, Assam

786181

