



**Handbook  
on  
Professional Ethics and Code of Conduct  
for  
Faculty and Students**

**GOVERNMENT AIZAWL COLLEGE**

## **ABOUT THE COLLEGE:**

Government Aizawl College was established on the 13th January 1975 as a private Arts College and, added to it were Commerce and Science streams in 1986, and 1988 respectively. Science Stream was detached from the college in 2001 following the policy of the Government of Mizoram to amalgamate Science stream in Government Zirtiri Residential Science College, Aizawl. The College was recognised by the UGC on March 17, 1987 under Section 2f and 12B of UGC Act, 1956, and was taken over by the Government of Mizoram on January 1, 1989. The College was first affiliated to the NEHU, Shillong, Meghalaya, on the 15th July 1975. When Mizoram University was established, automatically it was affiliated to the Mizoram University on July 2, 2001. The College, was awarded B+ in 2004 and 'B' in 2011, and was awarded 'B+' in 2016 by National Assessment and Accreditation Council (NAAC). The College offers Under Graduate degree courses in the Arts and Commerce streams, with eight departments in the Arts stream which are Economics, Education, English, Hindi, History, Mizo, Political Science and Sociology. The College also offers Post Graduate course in Education from 2021-2022 session with permission of Mizoram University (No. MZU/CDC-3/9/21/2569, dt. Aizawl, the 17th March, 2021). At present, there are 44 regular teachers with 3 RUSA teachers, 7 contract teachers and 8 part-time teachers. Altogether, there are 62 teaching staff in Government Aizawl College. There are 4 professors and 16 doctorate degree holders. The academic programmes include IGNOU Study Centre, Certificate Course in Insurance, and National Institute of Electronics and Information Technology (NIELIT) Study Centre. The College, which is centrally located and easily accessible to public in the picturesque city of Aizawl, provides a congenial atmosphere for serious studies.

**COLLEGE MOTTO:** The Motto of Government Aizawl College (GAC) is "Labor Omnia Vincit".

**MISSION:**

- To impart higher education by providing suitable ground to achieve all-round development of the ability, talent and personality of the students and ensuring that they become good citizens.
- To help form good habits, to acquire knowledge and skill, and to develop healthy interests and attitudes.
- To make sincere efforts to educate students with suitable education so as to carry out various activities required in a dynamic modern society.
- To provide incentives to creative minds.
- To prepare students for competitions at national and international levels.
- To emphasise the importance of athletics in physical and mental health, and to encourage students to participate in sports activities.
- To provide students an opportunity and reaching out economically disadvantaged and marginalised students. To improve language skills.

**GOALS:** To provide vocational and professional education for specific jobs or professions including self-employment.

**COLLEGE BUS:** The College provides transportation to and from the campus and for important field trips as and when necessary.

## **PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR FACULTY AND STUDENTS**

Ethics is the core of human relationship between ourselves and the world around us. The purpose and role of ethics is multi-layered. It includes the preservation of the human being as a person, human dignity, value system and the conditions for leading a good life.

The term ethics and values education applies to all aspects of education which either explicitly or implicitly relate to ethical dimensions of life and are such that can be structured, regulated and monitored with appropriate educational methods and tools. Professional ethics are principles that dictate the behaviour of a person or a group of persons in a business or work environment. Like values, they provide guidelines on how a person should act towards other people and institutions in such an environment,

The college has certain rules and regulations by which teacher-student and student – student relationships are maintained. Primarily, it has also adopted the code of Professional ethics outlined by the UGC.

**Code of professional ethics extracted from UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018**

**I. TEACHERS AND THEIR RESPONSIBILITIES:**

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

**Teachers should:**

- \* Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- \* Manage their private affairs in a manner consistent with the dignity of the profession;
- \* Seek to make professional growth continuous through study and research;
- \* Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- \* Maintain active membership of professional organizations and strive to improve education and profession through them;
- \* Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- \* Co-operate and assist in carrying out functions relating to the 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 examinations, including supervision, invigilation and evaluation; and
- \* Participate in extension, co-curricular and extra-curricular activities including community service.

## **II. TEACHERS AND THE 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 students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- \* Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- \* Be affectionate to the 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 students without any remuneration or reward;
- \* Aid students to develop an understanding of our national heritage and national goals; and \*
- Refrain from inciting students against other students, colleagues or administration.

## **III. TEACHERS AND COLLEAGUES**

### **Teachers should:**

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

#### **IV. TEACHERS AND AUTHORITIES:**

##### **Teachers should:**

- \* Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- \* Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- \* Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- \* Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- \* Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- \* Should adhere to the conditions of contract;
- \* Give and expect due notice before a change of position is made; and
- \* 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.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

##### **Teachers should**

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

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

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

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

- \* 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's moral and intellectual life;
- \* Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- \* Perform the duties of citizenship, participate in community activities and shoulder responsibilities 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.

(Adopted by Government of Mizoram vide NO.G.12017/6/ 2009-THE Dated Aizawl, the 25th November 2010 &No.G. 12017/8/2012-HTE, the 9th December, 2015)



## **REGULATIONS GOVERNING THE CHOICE-BASED CREDIT AND GRADING SYSTEM IN UNDERGRADUATE PROGRAMMES**

1. a) The under graduate courses shall consist of three academic years with two semesters in each year. The first academic year shall comprise of the first and second semesters, the second academic year - the third and fourth semesters and the third academic year - the fifth and sixth semesters.

b) Each semester shall carry 400 marks and the total marks for the entire course shall be 2400 for B.A and each semester shall carry 400/500 marks. The total marks for the entire course of B. Com shall be 2800.

c) Two class tests and an assignment/seminar/project etc., carrying 12 marks and 8 marks each shall be conducted in each paper for continuous assessment. The remaining 5 marks shall be allotted to the attendance of the student.

d) A candidate has to earn a minimum of 140 credits [Foundation Courses (FC) 20, Major Core Courses (CC) 72, Elective Core Courses (EC) 48] for successful completion of undergraduate degree. e) A candidate shall register his/her name in the University in the first semester.

f) The odd semester (I, III, V) is scheduled from July to December and even semester (II, IV, VI) from January to June. End-semester examinations shall be conducted twice each year- November for odd semesters and May for even semesters.

g) The working days for each semester shall not be less than 90 days excluding holidays, sports/examination/semester break/vacation, if any.

### **Attendance**

A minimum of 75% Attendance is required if a student is to be sent up for the final examination. A student having less than the required percentage of attendance, as per University norms, is liable to be barred from appearing the University Examination. Attendance evaluation for each course shall be given as follows:

<b>Attendance</b>	<b>Marks</b>
90% and above	5
85-89.9%	4
80-84.9%	3
76-79.9%	2
75-75.9%	1

A candidate shall be permitted to proceed from the first semester up to the final semester irrespective of his/her failure in any of the semester examination subject to condition that the candidate shall appear for all the arrear papers of each course(s) along with the concerned semester examinations.

### **Conduct of Examinations**

a) End-Semester Examinations are conducted as per University (MZU) guideline at the end of every semester.

b) Each course shall be evaluated at the scale of 100. For all courses, irrespective of theory and practical, there shall be continuous internal assessment carrying 25 marks and an end-semester examination carrying 75 marks.

c) A candidate shall be permitted multiple attempts/chances to clear pending paper(s) [back/repeat paper(s)] within the total course duration of five years. (2016 Syllabus. ix (V.4) xviii (XI.6) & Notification: Resolution No. AC:30:4(20)(5)-19th Aug. 2016)

d) In any case a student shall not be allowed to repeat a course for internal assessment component.

e) Improvement Examination shall be given only once during the programme duration (3+2 years) totaling to 10 semesters/5 years:

i) A candidate who passed Bachelor Degree Examinations may be permitted to re-appear in the Examination for Improvement in the Theory Paper. However, a candidate is allowed to give Improvement for a maximum of 2 Papers for Pre CBCS candidates and 1 Paper/Course in the CBCS Programme.

ii) A student is eligible for Improvement only after passing the Final/6th Semester. However, a student is not allowed to take Improvement beyond 10 (ten) semesters counting from the enrolment.

iii) A candidate appearing for Improvement shall not be entitled to get any Prize/Rank/Medal/Scholarship award.

f) The question paper will contain Objective/Multiple choice, Short notes and Descriptive. The distribution of marks will be as follows: -

**For Full marks 75**

Section A	10 Questions - 10x1 marks = 10 marks Objective/Multiple Choice (Two Questions from each unit)
Section B	5 Questions - 5x3 marks = 15 marks
Short Notes	(One out of two Questions from each unit)
Section C	5 out of 10 - 5x10 marks = 50 marks
Descriptive	(One out of two Questions from each unit)

Total = 75 marks

**Classification of Successful Candidates**

- a) A candidate must secure a minimum of 40% of marks (equivalent Grade 'C') in each paper. Grading shall be based on marks obtained in both internal assessment and end semester examination.
- b) The marks obtained by a candidate in all six semesters shall be taken into account while declaring the results.
- c) Semester Grade Point Average (SGPA) shall be awarded on the basis of marks obtained in each semester.
- d) Cumulative Grade Point Average (CGPA) shall be awarded on the basis of grades obtained in all the semesters.
- e) Grade Card, based on the grades earned, shall be issued to all the registered students after every semester along with SGPA of that semester and CGPA earned till that semester.
- f) The Final Grade Point (FGP) shall be awarded on the basis of CGPA secured by the candidate.

## Grading System

Marks	Letter	Grade Value
89.5-100	O (Outstanding)	10
79.5-89.4	A+ (Excellent)	9
69.5-79.4	A (Very Good)	8
59.5-69.4	B+ (Good)	7
49.5-59.4	B (Average)	6
39.5-49.4	C (Pass)	5
0.0-39.4	F (Fail)	0
0	Ab (Absent)	0

## Library:

According to the Library Committee on 16<sup>th</sup> December 2013, after having installed Barcode Circulations System, system of issuing books to readers is as follows:

Sl. No.		Book Volume	Duration
1	Teacher/Faculty	10	15 days
2	Student	3	7 days

## Library Card:

1. Three (3) books can be borrowed against one (1) card for seven (7) days
2. Book lost, defaced or injured in any way is to be replaced by the borrower
3. Loss of library card must be reported to the Librarian at once. A sum of Rs.50/- will be deposited for security.
4. Card is valid for 3 years from the year of joining
5. Book(s) may be recalled at any time
6. The library card is not transferable.

## MENTORING:

Mentoring programme is taken earnestly. Teaching faculty are engaged in mentoring the students of their respective department. Informal interactions with the mentees are conducted by the mentors effectively.

**GRIEVANCES & DISCIPLINARY CELL:**

Headed by a Chairman, a Coordinator and six other members, the Cell look into grievances of any faculty and students. The Cell also supervises the rules and regulations of the College.

**SEXUAL HARASSMENT CELL:**

The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal Act,” in the year 2013. The Act provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. As directed by the Act, the College has constituted a Committee called Internal Complaint Committee. The College Internal Complaint Committee comprises six members headed by a Chairperson and a Coordinator, and are entrusted to take up this important Cell in our College.

## **RULES & REGULATIONS OF THE COLLEGE**

1. Honour the College Motto, "Labor Omnia Vincit"
2. Respect must be shown to the faculty and staff of the Institution, and strict discipline should be maintained.
3. Regular attendance (Min 75%) is a must to appear in the end-semester Examination. Leave of Absence must be obtained within one week of joining.
4. Students must carry their college Identity Cards at all times inside the campus.
5. Participation in the extra-curricular programmes is compulsory for the students.
6. Periodical tests and assignments are compulsory aspects of evaluation, and may not be evaded without grave consequence.
7. Ignorance of vital information put on the Notice Board is not a valid excuse for non-compliance.
8. Ragging in any form within the campus is an offence to the institution and to humanity and is liable to disciplinary action to the extent of expulsion from the college.
9. Partisan politics and propagation of their policies, regional and communal interest deterrent inside the campus is strictly prohibited.
10. Abuse of any kind of intoxication, drugs and tobacco, etc. will invite instant action to the extent of dismissal from the college. Peddling of drugs is a crime and subject to legal action.
11. Attempt to exert influence over the college administration for personal benefit is an insult to the academic profession and may jeopardize the interested client.
12. Any kind of extensive meeting or gathering within the college campus without prior permission from the Principal is strictly prohibited.
13. Negligence of personal decency is an offence to the institution and is liable to disciplinary actions.
14. Fees once paid is not refundable without sanction from competent authority.
15. Outsiders are not allowed within the administrative areas.

## **DRESS CODE**

Students are expected to come to college in decent dress. College T-Shirt must be worn compulsorily on Wednesdays and other certain occasions such as College Week, Inter-College Sports and when representing the College.

## **USAGE OF MOBILE PHONES**

Students are not allowed to use their mobile phones during classes and examinations. Social media should be used with discretion. Students are advised against the use of social media in a malicious or irresponsible way that could bring disrepute or humiliation to the institution or its community (i.e. the faculty, staff, students or anyone associated with the college)

## **DISCIPLINE**

Violation of rules and regulations is punishable by the college authority. All students are informed to abide by the rules and regulations of the college and the Mizoram University norms

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