

GOLAGHAT COMMERCE COLLEGE



Golaghat, Assam

CODE OF CONDUCT HANDBOOK

Jyoti Nagar, Golaghat, Assam-785621

Email : pcomm_glt@bsnl.in

principalgcc1972@gmail.com

Phone No- 03774 285065

Website : www.golaghatcommercecollege.org

GOLAGHAT COMMERCE COLLEGE



CODE OF CONDUCT HANDBOOK

ABOUT THE COLLEGE

Golaghat Commerce College is an institution of academic excellence standing in the state of Assam and is affiliated to Dibrugarh University. Established on October 9, 1972, the College came into being as a result of the unflinching determination and effort of its founding father Late Punaram Neog and some other visionaries of Golaghat district. As a premier institute of higher education, the college aims to provide students an environment rich in knowledge, research, creative activity, social and professional responsibility and growth. To these ends, the College challenges students to think critically and intuitively, to cross disciplinary boundaries, to recognize and value diverse perspectives, and to solve problems creatively and with perseverance.

Mission

To create conscious, integrated and wholesome human beings who remain fixed to their goal and the ever changing values and perspective of life so as to enable them to work for sustainable and holistic development of the society with a view to meeting the challenges and opportunities of life in the noblest and most disciplined manner.

Vision

- * To cater to the academic and professional needs of the students through value based quality education.*
- * To promote the marginalized students in order to uphold social equality.*
- * To create ethical human capital in the form of globally competent entrepreneurs, professionals and enterprising citizens.*

INDEX

1.	Code of Conduct for Principal	6
2.	Code of Conduct for Teachers	7
3.	Code of Conduct for Library	10
4.	Code of Conduct for Administrative Staff	12
5.	Code of Conduct for Students	13

COLLEGE CODE OF CONDUCT

It is incumbent upon all students, teachers and non-teaching staff of Golaghat Commerce College to follow and abide by the statute, ordinances, policies, acts, and regulations of Golaghat Commerce College. They shall act according to the vision and mission of Golaghat Commerce College. The college will impartially address the requirements and grievances of all its stakeholders. This code of conduct should serve as a guiding principle about ethical and professional conduct for students, teachers and non-teaching staff affiliated within the institute.

Code of conduct for Principal

- * The Principal of the college shall behave in such a way that he/she earns self respect for his/her farsightedness, integrity, dignity and decorum at all levels.
- * The Principal shall maintain discipline and tolerance while facing some burning and important issues relating to the students, teachers and administrative staff.
- * The Principal shall plan the budgetary provisions and go through the financial audited statements of the Institute.
- * The Principal shall form various college level committees which are necessary for the development of the Institute.
- * The Principal shall convene meetings of any of the authorities, bodies or committees, as and when required.
- * The Principal shall never discriminate teachers, office staff and students on grounds of gender, caste and creed and colour.
- * The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
- * The Principal shall maintain and promote academic activities in the College in all possible avenues for academic pursuit.
- * The Principal shall endeavour to promote and maintain harmonious relationships of the College with the adjoining society in order to ensure holistic development of the institution.
- * The Principal shall create an environment conducive for research and promote research activities in the institution.
- * It is the responsibility of the principal to ensure the observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the authorities, other regulatory bodies and the Management, from time to time.

Code of Conduct for Teachers

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of conduct, which sets forth to the teacher and the public it serves, standards of professional conduct and procedures for implementation. Moreover, Golaghat Commerce College is a provincialised college under the Government of Assam. Therefore, the teachers and staffs are liable to follow all the rules and regulations framed by the Government of Assam.

The standards of professional conduct are as follows:

- * Teachers shall act as a role model for society, uphold human dignity and demonstrate excellence in their work, behaviors and personal achievements.
- * Teachers shall treat all students equally, irrespective of caste, creed, religion, gender or socioeconomic status. There should not be any partiality or vindictive attitude towards any of them.
- * Teacher shall carry out the teaching work assigned in a regular and punctual manner, to the best of his/her ability to benefit students for improved performance in the examination and furthering their academic growth.
- * Teachers shall hold oneself responsible for ethical conduct.
- * Teachers shall avoid the use of one's position for personal gain and avoid the appearance of impropriety
- * Teachers shall carry out the College's educational responsibilities such as conducting admissions, seminars and other duties assigned to them diligently.
- * Teachers shall refrain from taking part in or subscribing to or assisting in activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups.

Responsibility to Students

Teachers have a primary obligation to treat students with dignity and respect. Teachers shall promote the health, safety and well being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

* Teachers shall be committed to the best interests of students and promote their holistic development.

* Teachers shall be responsible for analyzing needs, prescribing and carrying out educational programs with updated knowledge and evaluating progress of students.

* Teachers shall inculcate among students spirit of inquiry, ideals of democracy, patriotism, social justice, environmental protection and peace.

* Teachers shall establish and maintain an environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

* Teachers shall refrain from divulging confidential information about students except to those who are legitimately entitled to it.

* Teachers shall refrain from accepting remuneration for coaching or tutoring his/her own students except for remedial teaching under an approved scheme.

* Teachers shall not incite students against other students, teachers or administration.

Responsibility to the College Community

Teachers shall promote positive relationships and effective interactions with members of the college community, including the employer, colleagues, guardians and other stakeholders while maintaining professional boundaries.

* Teachers shall communicate with parents/guardians in a timely and respectful manner that represents the students' best interests.

* Teachers shall refrain from doing any thing which may undermine students' confidence in their parents or guardians.

* Teachers shall respect colleagues as fellow professionals and maintain civility when differences arise.

- * Teachers shall cooperate with the head of the institution and colleagues in and outside the institution in both curricular and cocurricular activities.
- * Teachers shall collaborate with colleagues in a manner that supports academic achievement and related goals that promote the best interests of students.
- * Teachers shall work to ensure a workplace environment that is free from harassment.

* Teachers shall perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

Responsibility to the Profession

Teachers shall be committed to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

- * Teachers shall participate in programmes of professional growth like in-service education and training, seminars, workshops, conferences etc.
- * Teachers shall reflect upon and assess one's professional skills, content knowledge, and competency on an ongoing basis.
- * Teachers shall conduct research in an ethical and responsible manner with appropriate permission and supervision.
- * Teachers shall actively participate in educational and professional organizations and associations.
- * Teachers shall respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

Code of Conduct for Library Staff

Library is a place for learning and scholarly reflection. The library staff and administration will strive to provide such a place for users. With this objective, Library staff and users are expected to follow the library code of conduct.

- * The Library staff shall take requisite measures for maintaining a congenial learning environment in the library; noise level must be kept to minimum.
- * Librarian shall ensure that no one keeps library items beyond the due date and cause inconvenience to other library users.
- * Anybody found in the library after closing hour will be deemed to be trespassing and subject to disciplinary action.
- * Library services related to internet and database searching and lending of materials will not be rendered to users who cannot produce a valid identity card.
- * Library Computers will not be used for playing games, sending offensive, defamatory or fraudulent material, and creating illegal content.

Library Rules for Users

1. Library will remain open from 9.00 AM to 4.00 PM on all college working days.
2. Before entering into the library, members have to deposit their belongings, other than note books in the property counter.
3. A member will have to show the Library/Identity card at the main entrance before entering into the library.
4. Before entering into the library, the gate register is to be signed legibly.

5. Books borrowed by the library members may be recalled by the librarian at any time.
6. Borrowers must satisfy themselves about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.
7. Books will be issued to the student members for 15 days, an overdue charge of Rs.1.00 for each book per day shall be levied on a member if a book is kept beyond the loan period.
8. A member must produce his/her Identity Card & Reader's Ticket at the time of borrowing.
9. The membership card and the Reader's Ticket are not transferable.
10. No reference books, rare books & periodicals shall be issued to members.
11. Silence should be strictly maintained in and around the library.
12. Prior permission from the librarian and signing in the registers are required for using the computers (internet) in the Digital Library Chamber.
13. Please drop any suggestion, complaints in the reader's Suggestion Box or contact the librarian.
14. Mobile phones should be kept in silent mode in the library.
15. Decorum and discipline should be maintained in the library. Disciplinary action will be taken against anyone who will be caught practicing unfair activities like spitting in and outside the library premises, use of tobacco products, writing on the walls and reading tables, creating disturbance inside the library etc.

Code of Conduct for Administrative Staff

- * The college staff shall demonstrate courtesy, respect, patience, willingness to help and remain committed to the best interests of the students, teachers, guardians and general public.
- * The staff shall act with honesty and integrity in all aspects of their work.
- * The college staff shall respect the privacy of others and confidential information received from others in the course of their professional practice.
- * The staff shall appropriately use and maintain all equipment and stationery provided by the college for various use and ensure that college services such as photocopying and postage are used only for college purposes.
- * The staff shall not engage in any conflict between themselves and any student.
- * The staff shall behave in a manner that would not demean the institutional reputation.
- * The staff shall adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time.

Code of conduct for Students

It is incumbent upon all students to follow and abide by the code and guidelines of Golaghat Commerce College. A student will be liable to disciplinary action by way of warning, fine, suspension and expulsion from the college for violation of college's rules and discipline.

- * Every student shall behave towards every individual inside the college campus in a way that is expected from a good educated citizen.
- * Students shall take proper care of the college property.
- * Drugs, smoking and consuming 'gutkas' inside the college campus is strictly prohibited.
- * No student will be allowed to attend the classes without proper college uniform.
- * Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e, cars in the campus of the institute.
- * No society can be formed in the college without the permission of the Principal.
- * No student is allowed to wear hats and caps within the college campus.
- * Use of mobile phone is strictly prohibited inside the college classrooms. A penalty of Rs.1000 will be imposed against the mobile users inside the classrooms.
- * Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- * Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- * Ragging: Ragging is strictly prohibited in the institution. Students and their parents will give an undertaking at the time of time of admission. Anyone found guilty of ragging and / or abetting ragging is

liable to be punished appropriately.

Punishments to be given :

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following :

1. Suspension from attending classes and academic privileges.
2. Withholding / withdrawing scholarship / fellowship and other benefits.
3. Debarring from appearing in any test / examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festivals, etc.
6. Suspension / expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. Fine ranging between Rs. 25,000/- and Rs. 1,00,000/-.
11. Collective Punishments : When the person committing or abetting the crime of ragging are not identified, the institution shall report to Collective Punishment.

Anti-Ragging Committee : The college has an active Anti-Ragging Committee headed by the Principal of the college. The committee consists of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It monitors the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and takes appropriate decision, including spelling out suitable punishments to those found guilty. The contact information of Anti-ragging committee can be accessed from the official website of the college.

College Uniform : No student will be allowed to attend the classes without proper college uniform. The college uniform is black

trousers and white shirt along with black sweater (seasonal) for the male students. The uniform for female students is saree/chadar-mekhela with red border and red blouse or formal white salwar and pyjama with maroon Jaipuri print dupatta. No short kurti, leggings or jeans shall be allowed.

Identity Card : An identity card is issued to every student and they must possess it during college hours.

Attendance : A minimum attendance of 75% of the total lectures delivered is obligatory. Students attending less than 75% but more than 60% will be Non-Collegiate and less than 60% will be Dis-Collegiate. Dis-Collegiate students will not be allowed to appear in the final examination. A relaxation of 5% attendance is allowed to N.C.C. Cadets/Players.