

GOLAGHAT COMMERCE COLLEGE (AUTONOMOUS)

ESTD. 1972

CODE OF CONDUCT HANDBOOK



Prepared and Issued by:

Code of Conduct Monitoring Committee &
Internal Quality Assurance Cell (IQAC)
Golaghat Commerce College (Autonomous)
Golaghat-785621, Assam



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Guiding Wisdom

“We want that education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one’s own feet.”

--Swami Vivekananda

“The true teachers are those who help us think for ourselves.”

“A life of joy and happiness is possible only on the basis of knowledge and science.”

--Dr. Sarvepalli Radhakrishnan

“The progress of any society depends on the progress of education in that society”

--Dr. B. R. Ambedkar

“Morality is the basis of things and truth is the substance of all morality.”

--Mahatma Gandhi

“Character is higher than intellect. A great soul will be strong to live as well as think.”

--Ralph Waldo Emerson

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MESSAGE FROM THE PRINCIPAL



It gives me immense pleasure to present the updated Code of Conduct Handbook of Golaghat Commerce College (Autonomous). This document outlines the expected standards of behaviour for students, faculty, and staff of our college. It also reaffirms our collective commitment to uphold a culture of integrity, inclusiveness, mutual respect, and accountability within our academic community. With the attainment of autonomous status, our responsibilities as an institution have deepened. Autonomy brings with it not just academic freedom, but also a renewed sense of duty to maintain the highest standards of integrity and professionalism. The handbook stands as a mirror of our institutional ethos, rooted in respect, integrity, and a continuous pursuit of excellence.

Let this be more than just a rulebook. Let it be a shared understanding of how we nurture character while pursuing knowledge. I encourage everyone to read it carefully, reflect on its spirit, and live its values in both academic and personal life. Let us walk together in building a campus culture we can all be proud of.

With best wishes,

Dr. Utpal Sarma

Principal

Golaghat Commerce College (Autonomous)

■ INTRODUCTION

The ever-evolving landscape of education, driven by advancements in science, technology, and pedagogy, has led to a significant transformation in the way knowledge is shared and received. As the traditional teacher-centric model gradually gives way to a more inclusive and learner-oriented approach, all stakeholders in an academic institution are called upon to adapt to new roles, responsibilities, and expectations. In this dynamic context, questions of ethics, accountability, and professional integrity acquire renewed urgency. The need for a well-defined set of principles and behavioural expectations is not just timely but essential. A Code of Conduct, along with a Code of Professional Ethics, serves this purpose by offering a structured framework for upholding the dignity, credibility, and moral compass of the educational environment.

Code of Conduct provides clear guidance on our day-to-day behaviour and interactions within the institutional space. It outlines the specific “dos and don’ts”—the expected behaviours, duties, and responsibilities of individuals within the institution. The Code of Ethics invites reflection on the values that underpin our actions and decisions. Together, they provide clarity and create a culture of mutual respect and collective responsibility. These codes are not simply rules to be followed, they are commitments that bind us as members of an academic community striving for excellence with integrity.

This handbook lays out the principles and standards expected of every individual associated with Golaghat Commerce College (Autonomous). The values embedded in this code are expected to be embraced by every stakeholder—from students and teachers to non-teaching staff and administration.

■ OBJECTIVES

The objectives of this Code of Conduct are:

- To clearly express the values and principles that shape the identity and spirit of our institution.
- To offer simple and practical guidelines for ethical and responsible behaviour in both academic and professional settings.
- To encourage honesty, respect, fairness, and a sense of responsibility among all members of the college community.

- To build and maintain a safe, welcoming, and supportive environment where everyone can learn and grow.
- To help prevent misconduct by setting clear expectations for behaviour.
- To strengthen public trust in the institution by promoting transparency, accountability, and professionalism.

■ SCOPE AND APPLICABILITY

This Code of Conduct applies to all members of Golaghat Commerce College (Autonomous), including:

- Students(regular, distance, and self-financed programmes)
- Teaching faculty(permanent, contractual, and guest lecturers)
- Non-teaching and administrative staff

The Code governs all forms of behaviour and interaction within the physical premises of the college—classrooms, offices, libraries, hostels, and all other campus facilities. All official digital platforms such as college email systems, learning management portals, online classes, webinars, and social media used in an official capacity, fall under the purview of this Code. The Code may also extend to off-campus behaviour when such conduct has a direct or indirect impact on the college’s reputation, integrity, or the safety and wellbeing of its members. The college reserves the right to take disciplinary action for off-campus incidents after carefully assessing the severity of the misconduct and whether the individual was representing the college at the time of the incident.

■ CORE VALUES OF GOLAGHAT COMMERCE COLLEGE (AUTONOMOUS)

Commitment to Excellence

We strive for the highest standards in teaching, learning, research, and service.

Freedom of Thought and Expression

We uphold an environment where diverse ideas and open dialogue are welcomed and encouraged.

Empowerment of the Marginalised

We are dedicated to nurturing an inclusive space where every individual has equal opportunity and voice.

Perspective and Diversity

We value varied world views and cultural experiences that enrich our academic and social environment.

Honesty and Integrity

We act with sincerity, fairness, and a strong sense of ethical responsibility in all our endeavours.

Accountability and Transparency

We are committed to being answerable in our actions and decisions, guided by clarity and openness.

Collaboration and Public Engagement

We believe in the power of teamwork and active participation in the broader social and academic community.

Support to Learners

We prioritise student success by providing a nurturing, responsive, and learner-centric environment.

Implementing Sustainable Practices

We are dedicated to environmental consciousness and sustainable development in all institutional activities.

■ CODE OF CONDUCT FOR STUDENTS

Students of Golaghat Commerce College (Autonomous) are expected to uphold the values of discipline, respect, and responsibility in all aspects of their academic and personal conduct. The following guidelines outline the expected behaviour and responsibilities of students.

- Students are expected to show due respect to faculty members, non-teaching staff, and fellow students at all times.
- Politeness, cooperation, and courteous behaviour are essential to maintaining a healthy and inclusive campus environment.
- Harassment, intimidation, or any form of disrespect toward teachers, staff, or peers will not be tolerated.
- Punctuality, attentiveness, and active participation are expected from students in all academic sessions.
- Students must attend classes regularly and maintain the minimum attendance require-

ments as stipulated by the college.

- Any form of misconduct during lectures, seminars, or examinations, such as talking, copying, using unfair means, or disobedience, will be subject to strict action.
- Use of mobile phones or unauthorized materials during examinations is strictly forbidden.
- Students must maintain academic integrity by avoiding all forms of cheating, fabrication, and plagiarism in assignments, projects, examinations, and other academic work.
- Any attempt to misrepresent academic performance, such as impersonation or submission of false documents, will result in disciplinary action.
- Students shall use technology and digital platforms responsibly, both on and off campus.
- Students must refrain from posting, sharing, or promoting inappropriate, offensive, or misleading content related to the college, faculty, staff, or fellow students on social media platforms.
- Cyber bullying, online harassment, or any activity violating digital decorum will invite disciplinary measures.

■ 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.

■ 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.

■ LIBRARY ETIQUETTE

- Students must maintain silence and discipline in the library premises to ensure a conducive reading environment.
- Library resources must be handled with care; damaging or defacing books and materials is prohibited.
- Books should be returned within the stipulated borrowing period to avoid fines or suspension of library privileges.
- Eating, loud conversations, or group discussions are not allowed in the reading areas.

■ GENERAL CAMPUS CONDUCT

- Every student shall behave respectfully and responsibly with all individuals on campus, as expected of a good educated citizen.
- Students shall take proper care of the college property.
- Drug use, smoking and consumption of 'gutkas' inside the college campus is strictly prohibited.
- No student will be allowed to attend the classes without proper college uniform.
- Students must park their vehicles only in the designated parking zone. Four-wheelers are not permitted within the campus.
- Formation of any student society or group requires prior approval from the Principal.
- No student is allowed to wear hats and caps within the college campus.
- Unauthorised entry of outsiders into the campus or hostels is strictly prohibited without permission from the authorities.

■ RAGGING AND SEXUAL HARASSMENT

- Golaghat Commerce College (Autonomous) has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. As per UGC guidelines, ragging is strictly prohibited in the institution and students and their parents must submit an anti-ragging undertaking at the time of admission.
- Anyone found guilty of ragging or abetting ragging will face strict disciplinary action. Depending on the nature and gravity of the offence as determined by the institution's Anti-Ragging Committee, any one or more of the following punishments may be imposed on students found guilty of ragging:
 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.

■ GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell of the college serves as a platform to address and resolve concerns raised by students in a timely and transparent manner. Whether related to academics, administration, or personal challenges within the college environment, the Cell is committed to upholding fairness and justice. All grievances will be addressed promptly, and necessary action will be taken while maintaining confidentiality and impartiality.

Anyone wishing to file a grievance can:

- Approach any member of the Grievance Redressal Cell directly
- Fill out the Complaint Form available on the college website

■ 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 (Autonomous) is a provincialised institution under the Government of Assam. Accordingly, all faculty members and staff are required to adhere to the service rules, conduct guidelines, and regulations as 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, behaviours and personal achievements.
- Teachers shall treat all students equally, irrespective of caste, creed, religion, gender or socio economic status. There should not be any partiality or vindictive attitude towards any of them.
- Teachers 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 wellbeing 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 act as role models by maintaining punctuality, discipline, and decorum inside and outside the classroom.
- Teachers shall be responsible for analysing needs, prescribing and carrying out educational programs with updated knowledge and evaluating progress of students.
- Teachers must be accessible to students for academic guidance and mentorship beyond regular classroom hours, as necessary.
- Teachers shall inculcate among students, the 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 avoid any form of favouritism, discrimination, or undue influence in academic or co-curricular matters.
- Teachers shall refrain from divulging confidential information about students except to those who are legitimately entitled to it.
- 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 anything 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 co-curricular 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 are encouraged to explore innovative methods of instruction and participate in scholarly activities, while maintaining academic rigour and integrity.
- Teachers shall engage in research in an ethical and responsible manner, ensuring appropriate permissions, supervision, plagiarism checks, and proper citation of all sources.
- 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 NON-TEACHING STAFF

Non-teaching staff play a crucial role in supporting the academic, administrative, and infrastructural functions of the college. Their dedication, discipline, and cooperation contribute significantly to the institution's success. The following code outlines the expected conduct of non-teaching staff members:

- 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.
- Duties must be carried out in accordance with institutional rules and government regulations.
- Non-teaching staff are entrusted with sensitive and personal information related to students, faculty, and institutional affairs. They must maintain the confidentiality of all records, documents, and communications unless authorized to disclose such information.
- 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 LIBRARY

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.
- ☞ Mobile phones will be put on silent or vibration mode in the library.
- ☞ 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.

■ CODE OF CONDUCT FOR PRINCIPAL

The Principal, as the academic and administrative head of the institution, plays a pivotal role in guiding the overall functioning and development of the college. As a leader and visionary, the Principal ensures the maintenance of academic excellence, institutional discipline, and inclusive growth by upholding integrity, fairness, and transparency. The Principal acts as a bridge between stakeholders—students, teachers, non-teaching staff, governing bodies, and the larger community—while complying with the directives and norms laid down by regulatory authorities such as the UGC, the Government of Assam and other statutory bodies.

The responsibilities of the Principal include but are not limited to the following:

- ☞ The Principal shall provide effective leadership and direction to all academic and administrative activities. He/she shall ensure smooth coordination among various departments and

committees of the college.

- The Principal shall behave in such a way that he/she earns self-respect for his/her far-sightedness, integrity, dignity and decorum at all levels.
- The Principal shall maintain discipline across all levels and demonstrate patience and tolerance while addressing pressing issues concerning students, teachers and administrative staff.
- The Principal shall plan the budget oversee expenditure, and review financial audits in accordance with institutional and regulatory guidelines.
- The Principal shall form various college level committees which are necessary for the development of the Institute.
- The Principal shall convene meetings of statutory bodies, academic councils, and institutional 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 relevant Acts, statutes, ordinances, regulations, rules and other orders issued there under by the the Management, UGC, Govt. of Assam and other regulatory bodies from time to time.

■ CODE OF CONDUCT FOR GOVERNING BODY

The Governing Body of Golaghat Commerce College (Autonomous) stands as the apex statutory authority responsible for ensuring that the institution functions with transparency, efficiency, and adherence to academic and administrative norms. Members of the Governing Body are expected to operate with the highest standards of professional ethics, integrity, and commitment to the educational goals of the college.

Core Ethical Responsibilities:

- Members shall act in the best interests of the college, upholding its mission, vision, and values, and ensuring that all decisions are aligned with its academic, financial, and developmental priorities.
- The Governing Body shall oversee the responsible utilisation of all college funds, including government grants, UGC allocations, and student fees. All financial operations must ensure transparency, due process, and timely internal audits.
- All appointments and service-related decisions must strictly adhere to the norms laid down by the UGC, and the Government of Assam. Nepotism, favouritism, and any form of bias must be consciously avoided.
- Decisions taken by the Governing Body should be well-documented, recorded through minutes, and made accessible to relevant stakeholders. Any form of misrepresentation or suppression of information is ethically unacceptable.
- Members must maintain the confidentiality of all sensitive discussions and data accessed in their official capacity. They should refrain from using their position for personal gain or political influence.
- All rules and procedures as laid down by regulatory bodies must be followed in letter and spirit. This includes timely submission of utilization certificates, audit reports, statistical data, and responses to government or university queries.
- The Governing Body shall ensure the maintenance of high academic standards and a conducive teaching-learning environment. It must support infrastructural needs, quality assurance mechanisms, and faculty development in alignment with IQAC recommendations.
- While members may express differing views during discussions, once a decision is taken collectively, all members are expected to uphold it in unity and support its implementation sincerely.

■ IMPORTANT COMMITTEES

To ensure the smooth implementation of policies, maintenance of discipline, and prompt redressal of grievances, the college has constituted the following committees and cells. Students and staff may approach the respective bodies for assistance, information, or to report any concerns.

- Code of Conduct Monitoring Committee
- Grievance Redressal Cell
- Internal Quality Assurance Cell (IQAC)

- Anti-Ragging Committee
- Internal CompliantCommittee (ICC)
- Examination Committee

For detailed composition, roles, and contact information of each committee,
please refer to the official website of the college:

<https://golaghatcommercecollege.org/>