

**CODE OF CONDUCT**  
**NAGAON GNDG COMMERCE COLLEGE**

**Teaching Staff**

**Non Teaching Staff**

**Students**



# CODE OF CONDUCT

## Teaching Staff

*[Adapted from the Report of the UGC Task Force, 1989]*

### **NAGAON GNDG COMMERCE COLLEGE**

Prepared by  
INTERNAL QUALITY ASSURANCE CELL

#### **I. GOAL OF HIGHER EDUCATION IN INDIA:**

The basic purpose of education is to create skill and knowledge and impart an awareness of our glorious national heritage and of the achievements of human civilization, by inculcating a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace.

Higher education has to produce leaders in all areas of activities with a commitment to the aforesaid ideals. Higher education should also strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to societal needs.

#### **II. TEACHERS AND THEIR RIGHTS:**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of Service, professional independence and adequate social insurance.

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### I. TEACHERS AND THEIR RESPONSIBILITIES

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 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

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Cooperate 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 of students as well as assisting in the conduct of University and college examinations, including supervision, invigilation and evaluation.
- viii) Participate in extension, co-curricular and extra-curricular activities including community service.

### II. TEACHERS AND THE STUDENTS

#### Teachers should

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (v) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (vi) be affectionate to students and not behave in a vindictive manner towards them for any reason;

- vii) pay attention to the student only in the attainment and assessment of merit;
- viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals and
- (x) refrain from inciting students against other students, colleagues or administration.
- (xi) Teachers should treat other members of the profession in the same manner as they themselves wish to be treated;
- (xii) speak respectfully of other teachers and render assistance for professional betterment!
- (xiii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities!
- (xiv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **III. TEACHERS AND THE COLLEAGUES**

#### **Teachers should**

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment!
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities!
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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

#### **Teachers should**

- (i) 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 organisations for change of any such rule detrimental to the professional interest!
- (ii) Co-operate in formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand;
- (iii) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (iv) Co-operate through their organisations in the formulation of policies of other institutions and accept offices;
- (v) Should adhere to the conditions of contract;
- (vi) Give and expect due notice before a change of position is made and
- (vii) 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:**

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

## **VI. TEACHERS AND GUARDIANS**

Teachers should try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of 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 for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers Should**

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) 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 should actively work for National Integration.



**Sd/-**  
**Principal**  
**Nagaon GNDG Commerce College**

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## Non Teaching Staff

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INTERNAL QUALITY ASSURANCE CELL

The non teaching staff members of the college are the most vital part of the college to ensure its smooth functioning. They not only perform many important duties, but, also have to maintain official dignity and confidentiality. The codes of conducts for them are:-

1. They must be transparent, responsible, unbiased and impartial towards all (Students, Guardians, Staff Members, Teachers and Governing body.)
2. They must work with care, responsibility and dignity.
3. They must be present at their allotted and allocated seats.
4. They must not leave their place or go on leave without permission from a competent authority.
5. They must co-operate with each other to fulfill their office and college related duties.
6. They must maintain decorum and dignity of the office and college.
7. They must not lobby against authorities and/or any person.
8. They must not motivate students, staff-members, teachers for any wrong work.
9. They must use dignified and official language in the college campus.
10. They must avoid abusive language and use of narcotics in the college campus.
11. They must never hurt anybody's emotion, sentiment, honour, etc.
12. They must complete their assigned job in stipulated time.
13. They must never discuss their official issues or subjects out of office with any unofficial person.
14. They must be punctual, dedicated, co-operative, amicable, tolerant and competitive in their respective duties.
15. They must have patience in official works, as they have to deal with young students with immature mind.
16. They must actively help others in college, office, class, examination etc. related things.
17. They must co-operate fully in functions like: Seminars, Symposiums, Conferences, Workshops, etc.

18. They must avoid outside works like: taking job/ works from any outsider.
19. They must be always available to students, staff members, faculty members, etc in office hours.
20. They must co-operate in formulations and promulgations of policies.



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## STUDENTS

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1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 8.30 a.m. to 4.30 p.m.
3. All the students are expected to be present in the class well -within time.
4. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
5. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
6. All students shall leave the college premises immediately after 4.00 p.m. No students shall wander or gather in verandah, corridor, and staircase etc.
7. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD. Application for medical leave shall be accompanied by valid medical certificates.
8. Students shall come to the college only in approved uniforms.
9. Students shall not make any alterations to the college uniform. Any violation of this could result in suspension from the college.
10. All the students are expected to attend all college functions in college uniform unless otherwise specified.
11. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it.
12. Students shall not bring powered high decibel sounding vehicles inside the campus. Speed limit of 10 KM will be maintained inside the campus.



13. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as indiscipline.
14. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
15. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 5.00PM.
16. Accessing Social Networking Sites is prohibited within the classroom; however access to these sites are permitted in hostel building during time slots specified by the hostel wardens. Cell phones can be used in classroom for academic purpose with permission.
17. Students must keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite disciplinary action.
18. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing- gum, gutka, panmasala etc. are strictly prohibited.
19. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
20. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
21. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
22. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners and religious symbols and signs etc. in the campus without the permission of the competent authority.
23. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

24. During examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
25. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.
26. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
27. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
28. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
29. Students must pay fees, mess bills etc. in time.

Any violation of the above rules will invite penalty in the form of warning, fine, inviting guardians or any course of corrective measure as found suitable by the concerned staff member or higher authority of the College.



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