

Code of Conduct for Teachers

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

- a) A teacher shall report to the duty regularly and punctually.
- b) A teacher shall sign the attendance register on arrival and put the time before leaving the campus after working hours.
- c) Every teacher shall observe the scheduled hours of working during which s/he must be present at the place of his/her duty.
- d) A teacher shall report for any additional duty assigned by the Head of Institution/GB/University, whether before or after the working hours, if required.
- e) A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution according to the teaching workload and shall not neglect to correct practical records, classwork, internal assessment or homework done by the students.
- f) A teacher can organize or attend any meeting during the working hours where s/he is permitted by the head of the institution to do so.
- g) A teacher shall not leave the institution during working hours without the permission of the head of the institution.
- h) A teacher shall not remain absent from the institution without leave or the previous permission of the Head of the Institution.
- i) A teacher shall perform his/her academic duties and work related to examinations as assigned.
- j) It shall also be obligatory for a teacher to train himself/herself in operation and use of technological advancement and gadgets necessary to perform his/her duties.
- k) It shall be obligatory for a teacher to cooperate and assist HOI in carrying out functions relating to educational responsibility of the College.
- l) A teacher shall fill up and submit to the Principal an annual self-appraisal report in the approved proforma.
- m) A teacher should seek to make continuous professional growth through study and research.
- n) A teacher should respect the right and dignity of the student in expressing his/her opinion and be affectionate to them and not behave in a vindictive manner towards any of them for any reason.
- o) A teacher should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- p) A teacher should refrain from inciting students against other students, colleagues or administration.
- q) A teacher should treat other members of the profession in the same manner as they themselves wish to be treated.
- r) A teacher should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- s) A teacher should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- t) A teacher should work to improve education in the community and strengthen the community's moral and intellectual life.
- u) A teacher should follow the existing leave rule as advised by the affiliating university and the order of the State Government issued time to time.

Code of Conduct for the Non-Teaching Staff

- a. Non-Teaching Staff shall perform his/her duties efficiently, as per the Institutional norms and abide by all the rules and regulations of the University and the Govt. of West Bengal.
- b. It is the collective responsibility of all the members to work together in order to achieve the institutional core values and vision set by the authority.
- c. Non-teaching staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- d. The staff shall not discriminate against any student based on the caste, creed, language, and place of origin, social and cultural background.
- e. The staff shall strive hard to improve their technical and non technical skills related to their job.
- f. The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- g. The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.
- h. Non-teaching staff shall efficiently perform the duties as assigned to by the higher authority within the stipulated time. They must respect and honour the hierarchy in the Administration.
- i. Non-Teaching Staff shall maintain honesty, integrity, fairness in all activities.
- j. Non-teaching Staff shall maintain the spirit of unity, integrity and harmony among the students, colleagues and the larger society.
- k. Non-teaching Staff members must not disclose official information or documents to outsiders. They must never tamper, delete, hide, alter or forge official documents / receipts.
- l. Non-Teaching Staff must always maintain the true spirit of campus life by being a helping hand to the students, authority and the larger community.