

Gokhale Memorial Girls' College

1/1, Harish Mukherjee Road
Kolkata – 700020



Code of Conduct for Teachers

Being the employees of a state-aided degree college in West Bengal, the teachers of this College shall follow the code of conduct laid down in West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. They are also subject to the guidelines provided by the UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct herself/himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education must be her/his own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for the teachers of this Institution encompasses the following:

A. Professional Values

1. The teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the College/University pertaining to her/his sphere of responsibility/duties.
2. The teacher shall be concerned about and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. Teachers should be



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- conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
3. The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
 4. The teacher shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
 5. The teacher should encourage and motivate the students to become responsible citizens. She/He should instil a scientific and democratic outlook among her/his students, making them community oriented, patriotic and broad minded. This is a part of her/his social responsibility.
 6. The teacher should maintain the sanctity of the academic environment. She/He shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or gender or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or Administration/Governing Body of the college.
 7. Above all a teacher should conform to the ethos of her/his profession and act in a dignified manner.
 8. Smoking and consumption of alcoholic drinks within the campus are prohibited.

B. Professional Development and Practices

1. A teacher shall not remain absent from duty without proper sanction of leave except in case of medical or other emergencies.
2. It is imperative that a teacher continuously updates herself/himself in her/his field and other related ones in order to upgrade herself/himself and the student community. She/He must also acquaint herself/himself with recent methodologies and other applications.
3. A teacher must, alongside teaching, pursue research, as innovation contributes to the continuous progress and development of a subject. She/He should involve herself/himself in seminars and workshops where there is interchange of academic topics. A career long professional development is a necessity. The teacher shall pursue self-advancement but not at the expense of the students' academic interests.
4. Developing new teaching strategies for better delivery of curriculum should be an integral part of his/her professional duties.
5. A teacher shall perform her/his academic duties and work related to examinations, admissions, college workshops and seminars and other academic




and non-academic activities as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.

6. A teacher should also participate in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

C. Professional Integrity

1. Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
2. Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.
3. A teacher may be permitted to take up consultancy under terms and conditions as outlined in the ordinance O.7 as amended from time to time. However, he shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. She/He shall not give any private tuitions as they negatively impact upon the quality of college teaching.
4. A teacher shall have freedom of thought and expression. She/He shall not make use of the resources and/or facilities or the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
5. A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
6. A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.
7. A teacher shall desist/refrain from indulging in unscientific publication and/or plagiarism which would prove to be detrimental to the reputation and the progress of the College.
8. The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
9. Smoking and consumption of alcoholic drinks within the campus are prohibited.




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D. Professional Collaboration

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.
2. Teachers should cooperate with the College Authority in administrative matters and maintain discipline and decorum in the discharge of duties.
3. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
4. Teachers shall not express views, comments or conduct discussions/dialogues in the College that may amount to work place harassment for their teaching and non-teaching colleagues. Teachers shall strive to create an environment free from harassment, violence, exploitation and intimidation in the College.
5. Teachers shall have freedom of thought and expression. But they shall conform to the ethos of their profession and refrain from making unwarranted comments both on and off campus that may hurt the sentiments of their fellow teachers and non-teaching colleagues.
6. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
7. Teachers shall promote social and psychological environment conducive to gender amity/cordiality among students and colleagues.
8. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
9. Teachers should refrain from responding to unnecessary political motivations as they ruin the sanctity and smooth progress of an educational institution.
10. Teachers should have regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution. Respect is the foundation of effective communication with parents/guardians. A teacher's aim is to strengthen her/his partnership with the guardians which is more likely to be achieved if the teacher consistently speaks to the guardian in a clear and considerate way.
11. Grievances and contentious issues shall be dealt with by the Internal Complaints Committee of the College.




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