

# Jatindra-Rajendra Mahavidyalaya



ESTD--1986

P.O.--Amtala ✧ Dist.--Murshidabad ✧ Pin Code-742121

Ref. No.---

Date.....

## Code of Conduct for Teachers:

Teachers ought to exercise absolute integrity towards the college and have devotion to their duties and responsibilities. They should adhere to the following code of conducts and responsibilities as a teacher:

1. Teachers are to fulfil their teaching assignments with sincerity, dedication, and punctuality in view to ensure the holistic development of the students. In addition to teaching responsibilities, teachers are to undertake responsibilities of evaluation, invigilation and administrative work.
2. They must perform their tasks sincerely as the members of different committees to help the college in administration.
3. Teachers need to sign the attendance register daily at the time of their entry and exit. They must follow the College Website regularly. The working hours of teachers are to be in accordance with the UGC mandate.
4. A teacher shall not be absent from duty without prior approval of the college authority. Leaves have to be taken with prior permission from the authority, i.e., they must refrain from enjoying any kind of unauthorized leave.
5. A teacher shall not refuse to abide by the academic and administrative decision taken by the college authority. Teachers are not to take on other employment avenues and commitments which may interfere with their professional responsibilities at the Institution.
6. Teachers are to pursue professional growth continuously through study, research, participation in seminars, conferences, workshops etc. They should always try to achieve academic excellence in their respective spheres.
7. Teachers are to provide support and guidance to students for participating in co-curricular and extra-curricular activities. Teachers are to instil values such as solidarity, tolerance, patriotism and philanthropy in the students.
8. A teacher shall respect the rights of the students in expressing their opinions. Teachers are to provide mentoring and counselling for students facing challenges.
9. A teacher shall recognize the differences in aptitude and capabilities among students and strive to cater to their individual needs. They should be meticulous and dedicated to helping the students beyond class hours without accepting or demanding any honorarium, fees or remuneration.
10. Teachers must maintain the spirit of unity, integrity and harmony among the students, colleagues and the larger society.

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11. All the members of the teaching staff are to work with honesty and integrity alongside the Head of the Institution in pursuit of the Institution's development. They are to respect Institutional policies and practices as well as prioritise the needs of the Institution.
12. Teachers must abide by the rules and regulations set by the Statute of the University, State Government and UGC.
13. No member of the teaching staffs is to engage in political activities within the college campus.
14. A teacher should discourage and not indulge in plagiarism or any other non-ethical behaviour in teaching and research.
15. A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
16. A teacher shall not discriminate against a student or anyone on the basis of political faith, race, caste, religion, language or sex or for other reasons of an arbitrary or personal nature.
17. A teacher shall not incite students/teachers against other teachers, colleagues or administration/Governing Body of the College.
18. Teachers should wear dress cognizant to their profession and social dignity. A teacher shall maintain dignity and decorum while dealing with seniors, peers and students.
19. A teacher should not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected and any kind of inappropriate emotional conduct is never acceptable.
20. A teacher shall not make any statement, publish or write through any media which has an adverse effect on the policy decisions of the college or is essentially detrimental to the college. A teacher shall maintain the confidentiality of the information available with him/her for the best interest of the college.
21. Teachers should uphold, advocate and encourage fellow-feeling and respect as per the position. A teacher shall treat the non-teaching staff as colleagues and maintain an amicable working relationship with them.
22. A teacher shall not make use of resources and/or facilities of the college for personal, commercial, political or religious purposes. A teacher should use social networking sites responsibly to ensure that the reputations of self or the college are not compromised by inappropriate conduct.
23. All the teachers should use modern technology at their best to keep pace with the fast-growing technology and also to keep them afloat in the digital age for enhancing sustainable development.
24. The teachers are expected to provide equal space to the differently abled students or staffs and treat them with care and love.

Geetali Bose

22-6-23

Teacher-in-Charge  
Jatindra-Rajendra Mahavidyalaya  
P.O. Amtala, Dist. Murshidabad