



**GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH**



# **Code of Conduct (Employees)**

---

Prepared by

**Internal Quality Assurance Cell  
(I.Q.A.C)**

**Government General Degree College, Ranibandh**

The Code of Conduct serves as a blueprint for establishing a harmonized set of guiding principles applicable to all personnel at Govt. General Degree College, Ranibandh. Its central aim is to nurture a culture of professionalism that harmonizes with the college's fundamental values, ethos, and objectives.



## **GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH**



# **Code of Conduct for Teachers**

### **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to establish a cohesive set of principles for all staff members at Govt. General Degree College, Ranibandh, aimed at fostering professionalism that aligns with the college's overarching objectives, identity, and missions. This Code is designed to create an optimal environment conducive to teaching, learning, and the overall well-being of students. With these goals in mind, the faculty of Govt. General Degree College, Ranibandh is expected to uphold a strong sense of professional ethics and commitment to service in order to achieve the following objectives.

### **Code of Professional Ethics**

Choosing to be a teacher entails a commitment to uphold the principles of the profession. Teachers are constantly under the scrutiny of society, requiring consistency between their beliefs and actions.

Teachers are expected to:

- Continuously pursue professional development through ongoing study and research efforts. Additionally, they should engage in co-curricular and extracurricular activities, including community service, to enhance the educational experience.
- Fulfil their teaching responsibilities diligently and with dedication, encompassing tutorials, practical sessions, and seminars.



## **GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH**



- Collaborate and assist in educational activities within the college and university, including providing guidance to students, offering advice, and contributing to the administration of examinations.
- Engage in open and constructive dialogue, contributing to the advancement of knowledge through active participation in professional gatherings such as meetings, seminars, and conferences, while also maintaining active membership in professional organizations to enhance the field of education.
- Abide by a responsible code of conduct and behaviour consistent with community expectations, while managing their personal affairs in a manner that reflects the dignity of the profession, particularly in the digital age of social media.

### **Teachers' Responsibilities towards Students:**

- Respect students' rights and dignity, regardless of their characteristics, and eliminate all forms of discrimination.
- Recognize individual differences and tailor teaching to meet students' needs.
- Encourage academic growth, personality development, and community engagement.
- Foster a scientific outlook and promote values of democracy, patriotism, and peace.
- Interact with students affectionately, employing positive discipline methods.
- Evaluate students solely based on their achievements.
- Offer guidance and support to students beyond regular class hours.
- Avoid inciting students against others.



## **GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH**



### **Teachers' Responsibilities towards Colleagues and Authorities:**

- Treat fellow educators with respect and provide support for professional growth.
- Avoid discrimination based on gender, caste, creed, religion, or race in their professional activities.
- Fulfill professional duties in accordance with existing rules and regulations.
- Refrain from additional commitments that may interfere with their professional obligations, such as private tutoring or coaching.
- Participate in institution policy formulation through committee memberships and fulfill associated duties.
- Collaborate with authorities to enhance institutional effectiveness.
- Consider their responsibility for completing the academic schedule when taking leave.

### **Teachers' Interaction with Non-Teaching Staff:**

Provide due respect to non-teaching staff, treating them as equal partners for the efficient functioning of academic and administrative tasks.

### **Teachers' Engagement with Guardians:**

Maintain communication with students' guardians, sharing performance reports when necessary, participating in meetings convened for this purpose, and collecting feedback for mutual benefit.



## GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH



### Teachers' Role in Society:

- ❖ Collaborate to enhance education and reinforce moral and intellectual values within the community.
- ❖ Address social issues and contribute to societal progress and national integration.
- ❖ Fulfill citizenship duties, engage in community activities, and assume public responsibilities.
- ❖ Avoid actions fostering hatred or enmity among different communities, and actively promote national integration.
- ❖ Advocate for gender equality and inclusivity, extending respect and consideration to all genders.
- ❖ Assist individuals with disabilities and demonstrate sensitivity towards their needs.
- ❖ Refrain from making hurtful statements towards fellow staff members, as personal conduct reflects the institution's ethos.
- ❖ Promote values that foster responsible citizenship and environmental care among students and uphold these principles within the institution.



## GOVERNMENT GENERAL DEGREE COLLEGE, RANIBANDH



### Code of Conduct for Non-Teaching Staff

- Non-teaching staff members are expected to adhere to the Code of Conduct set forth by the State Government of West Bengal.
- Demonstrate loyalty and sincerity towards college policies.
- Maintain honesty and punctuality in professional duties, refraining from engaging in non-college-related work during office hours.
- Obtain leave with prior notification in accordance with institutional regulations.
- Abstain from involvement in political or anti-secular activities.
- Exhibit respectful and courteous behaviour towards non-teaching colleagues, teaching staff, and students.
- Take responsibility for the care and protection of college equipment and furniture.
- Respect the confidentiality of sensitive documents such as examination-related papers or other college-related confidential materials.
- Avoid displaying bias based on gender, caste, or religion.