

ডোমকল গার্লস্ কলেজ

স্থাপিত-২০১১

ডোমকল, মুর্শিদাবাদ, ৭৪২৩০৩

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ফোন নং: ০৩৪৮১-২৩০১৪৯ / M-৭৪০৭০০৭৮৮



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Affiliated to University of Kalyani

Recognised by the UGC u/s 2(f)

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DOMKAL GIRLS' COLLEGE

ESTD-2011

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The Teachers of our institution are, hereby, informed to follow the following **'Code of Conduct for Teachers'** to ensure the peaceful atmosphere within the college campus.

The **'code of conduct for Teachers'** of Domkal Girls' College includes (I) GENERAL DUTIES OF TEACHERS, (II) TEACHERS AND STUDENTS RELATION, (III) TEACHERS AND COLLEAGUES RELATION, (IV) TEACHERS AND AUTHORITIES RELATION, (V) TEACHERS AND NON-TEACHING STAFF, (VI) TEACHERS AND GUARDIANS, (VII) TEACHERS AND SOCIETY

TEACHERS AND THEIR RESPONSIBILITIES

A teacher is always being observed by both the general public and his students. As a result, every educator should ensure that his principles and actions are consistent. He or she must uphold the national education ideals that have previously been established and that they should try to instil in the kids. In addition, the profession demands that teachers have a composed, patient, communicative temperament as well as a friendly manner. Our **Domkal Girls' College** under the internal administrative governance of the Principal, **Alak Kumar Das** always provides an educational friendly system and laws to the teachers so that they can build up the students' qualitative learning progress. To notice the educational growth and development, it minutely observes the teachers' teaching learning initiatives, duties and responsibilities through their academic development, curricular and co-curricular activities. Domkal Girls' College also notices how the teachers maintain a very high standard of integrity, impartiality and devotion to duty having full regard to the high position held by them in the campus and outside. Here are some duties and responsibilities of the teachers in our college given below successively.

I. GENERAL DUTIES OF TEACHERS

Every Teacher should:

1. Endeavour to maintain the ethical values of the profession and respectful atmosphere inside and outside the institution.
2. Be regular, take allotted classes, complete the syllabus in time and design class tests and tutorial classes (if it is required) for all courses.
3. Seek to make professional growth through continuous study and research by not indulging in plagiarism and other non-ethical behaviour in research.
4. Perform their duties in the form of teaching, tutorials, practical, seminars and research work with dedication for the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Avoid the derogatory and defamatory activities on the basis of religion, caste, gender, community, profession which are derogatory to the prestige of the institution.
7. Co-operate in carrying out the educational responsibilities of the college such as the counselling students, preparation of question papers for internal assessment, evaluation of internal answer scripts, the uploading of internal marks, the conduct of university and college examinations, supervision, invigilation and evaluation.
8. Participate in co-curricular, extra-curricular activities and the community service in the surrounding or the neighbouring area of the college.
9. Participate in Sports, Cultural Activities, Socially Relevant programmes, Excursions etc. along with students in order to ensure overall development of the students.

II. TEACHERS AND STUDENTS RELATION

Every Teacher should:

1. Respect the rights and dignity of the student in expressing her opinion.
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.

4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among the students' scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES RELATION:

Every Teacher should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES RELATION:

Every Teacher should:

1. 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 organizations for change of any such rule detrimental to the professional interest.

2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in compliance with the dignity of the profession.
6. 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:

Every Teacher should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Every Teacher should:

Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians, 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 and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Every Teacher should:

1. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. 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.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. 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 actively work for *national integration*.

Date:23/03/2024



Dr. Alak Kumar Das
Principal

PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad