



# MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia\_college@rediffmail.com // www.mugberiangadharmahavidyalaya.ac.in

## Policy & Procedures

### **CODE OF CONDUCT FOR TEACHERS' /LIBRARIANS'**

Being the teachers at a state aided college in West Bengal, the teachers at this college shall follow the code of conduct laid down in West Bengal Universities and Colleges (Administration and Regulation Act) of 2017 /West Bengal Teachers (Service & Security) Act 1975 and thereby accordingly he/she shall have to abide by the following rules.

- Any neglect of duty regarding teaching and other assignment in case of teachers and any performance expected out of a non-teaching staff member mentioned in service act or rule shall be taken as violation of code of conduct and would be responsible for disciplinary action.
- A teacher shall perform all his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college.
- It is forbidden for a teacher to discriminate against a student based on politics, or because of race, caste, religion, language, sex, or any other arbitrary or personal reason. Moreover, it is forbidden to incite students or teachers to take offence at other educators, coworkers, non-teaching staff, the administration, or the governing body.
- A teacher shall have freedom of thought and expression. He shall not misuse the facilities or forum of the College.
- No teaching and non-teaching staff shall abstain from his/her duty without the prior approval of the principal. In all emergency cases teachers of non-teaching staff shall have to report to the principal on or before the leave taken.

- The dignity of attendance register should be maintained strictly by the teachers. Teachers are responsible for any violation in this regard. They should sign the register at the beginning of college hours and departure sign should be made according to the clock of the college.
- Tempering official records are strictly prohibited, if someone found guilty of doing this, he/she may have to appear before disciplinary action committee.
- A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body/IQAC.
- Teaching and non-teaching staff should sign the attendance register latest by 12.00 noon. Relaxation in this regard is subject to the approval of the principal.
- A teacher shall not make use of resources or facilities of the Department/College for commercial, political, or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
- Teachers should restrain themselves from unauthorized /unverified comment in any social media group that includes students and teachers. Such an act may disrepute or misinterpret the dignity of the college.
- The teacher may not engage in an inappropriate relationship with a student as this would be a clear breach of trust. Professional boundaries must be respected, and sexual or inappropriate emotional conduct is never acceptable.
- A teacher must be present in the college before his/her assigned period. If he or she came late, it should be informed to the principal.
- A teacher should seek to make professional growth continuous through study and research and thus it is required for a teacher to visit the library in a regular manner.
- A teacher should maintain active membership in professional organizations and strive to improve education and profession through them.
- Teachers must be dedicated to his/her duties and the function of the college. They should perform all the duties assigned to them from time to time.

- Teachers must stay inside the college for assistance to advanced or slow learners even after his/her assigned classes are over. They should also perform IQAC/NAAC related work with all responsibilities.
- A teacher should discourage or not indulge in plagiarism or other non-ethical behaviour in teaching and research.
- A teacher should participate in extension, co-curricular and extracurricular activities including community services.



*Swapan*  
21.06.2019  
Principal  
Mugberia Gangadhar Mahavidyalaya

Dr. Swapan Kumar Misra  
Principal  
Mugberia Gangadhar Mahavidyalaya