



SIVANATH SASTRI COLLEGE

(Formerly City College Com. Dept. South Kolkata (Morning)
[City College South Kolkata Women's Branch]
[Accredited by NAAC]

श्रद्धावान् सभते ज्ञानम्

23/49, Gariahat Road, Kolkata-700029
Phone : 2460-1521, 2461-2689
E-mail : sivanathsastricollege@yahoo.in
website : sivanathsastricollege.org

CODE OF CONDUCT FOR TEACHING STAFF

The teachers of Sivanath Sastri College have to follow the code of conduct prescribed in the statute of the University of Calcutta, guidelines issued by the Higher Education Department of the Government of West Bengal and UGC guidelines for college teachers in performing their duties so as to ensure the set standards achieved. As per UGC guidelines, whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is under the constant scrutiny of his / her students and the society at large. Therefore every teacher should see that there is no incompatibility between his / her precepts and practice. The national ideals of education must be his / her own ideals.

Teachers of this college should make themselves available for a minimum of 4 hours and 30 minutes per day in the college. Though the college remains open 6 days a week, an individual teacher can stay away from the college for one day for doing academic work like preparing lessons, doing library work, research work or evaluating answer scripts. But every teacher shall ensure that he / she has at least 180 days of direct teaching per academic year.

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 of ethics for the institution encompasses the following:

1. Teacher and Student

A teacher plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the institution in which he / she is a member. They must try their level best for the development of students. In this context the college has put forward its code of ethics for the teachers. A faculty member of this institution shall


- i. Accord equal treatment to all students irrespective of religion, caste, creed, economic and social status
- ii. Make regular contribution for the overall development of the students, while looking after their interest and welfare
- iii. Not disclose confidential information about students to anyone except to authorised persons/ agency or in the interest of law.
- iv. Abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching the students
- v. Be conscientious and dedicated, and if necessary, should help the students beyond class hours without accepting any remuneration.

2. Teacher and Parents

A teacher of this institution is expected to develop closer liaison with the parents of the students in order to achieve not only the broader objectives of education but also the progress of the students. The faculty member should

- i. Respect the prerogative of the parents/ guardian to look after the interest of the students
- ii. Develop cooperative relations with parents/ guardians




Principal
Sivanath Sastri College



SIVANATH SASTRI COLLEGE

(Formerly City College Com. Dept. South Kolkata (Morning))
[City College South Kolkata Women's Branch]
[Accredited by NAAC]

श्रद्धायान् सभते ज्ञानम्

23/49, Gariahat Road, Kolkata-700029
Phone : 2460-1521, 2461-2689
E-mail : sivanathsastricollege@yahoo.in
website : sivanathsastricollege.org

- iii. Bring to the notice of the parent / guardian any short comings of the student noticed which the faculty feel, the parents should know. A teacher can also receive information about the students from parent / guardians, which is essential for the development of the students.

3. Relationship with Colleagues

A teacher is expected to develop good relations with his / her colleagues to develop team spirit.

More specifically, he / she should

- i. Extend cooperation with his/ her colleagues in evaluating the students and in other activities relating to educational matters and the development of his/ her profession.
- ii. Refrain from spreading rumours or wrong news about his / her colleagues to express his / her displeasure
- iii. Refrain from passing information about colleagues to any individual or agency without his / her express permission
- iv. Resist the temptation of harming the teaching community for self interests.
- v. Treat the non-teaching staff as colleagues and equal partners in a cooperative.

4. Teacher with Administration

A teacher is expected to develop mutual respect with the employer viz. Administration of the college. Such mutual respect depends upon performance and integrity of the teacher and responses / recognition of such performance by the college authority. More specifically, a teacher shall also perform the following professional activities:

- i. Performing in invigilation work in any examination for any course of study taught in the college
- ii. Preparing routines
- iii. Carrying out assignment for field work as may be necessary for the courses taught in the college
- iv. Assisting the principal with regard to admission of students
- v. Participating in NCC, NSS and sports and games for the well being of the students
- vi. Conducting the internal assessment of students
- vii. Evaluating answer scripts of students and undertake any other duty, related to any examination conducted by the college and university, on being directed and appointed to do so.



Sivanath Sastri
Principal
Sivanath Sastri College