

# **SOUTH CALCUTTA GIRLS' COLLEGE**

## **CODE OF CONDUCT**

South Calcutta Girls' College expects members of teaching and non-teaching staff to adhere to the norms of professional conduct and ethics to maintain the academic ambiance following the vision and mission of the college.

### **FOR TEACHING STAFF:**

Teachers should:

1. Perform the duties assigned to them by the College authority and the University.
2. Maintain punctuality and regularity in their work schedule.
3. Be continually upgraded and up-to-date regarding their academic and administrative responsibilities to assure the quality improvement.
4. Abide by the Act, Statute and Ordinance of the University & Leave rule.
5. Be caring and impartial to students recognising the differences in their ability levels and motivate them to achieve their potential.
6. Be committed to inclusivity in the classroom helping students of less privileged or marginal backgrounds to integrate into college life.
7. Refrain from giving personal coaching to students of the college in lieu of remuneration.
8. Be courteous and respectful to all the members of teaching and non-teaching staff.
9. Cooperate with other staff members and participate in curricular and co-curricular activities.
10. Observe the norms of academic integrity and fairness.
11. Have regard for the ethos and policies of the institution.
12. Maintain the work culture and environment of the college.

### **FOR NON-TEACHING STAFF:**

Staff members should:

1. Adhere to the rules and regulations of the College.
2. Maintain punctuality and regularity in their work schedule.
3. Perform the duties assigned to them by the College authority diligently.
4. Maintain appropriate behaviour towards colleagues, students and teachers.
5. Attend Development Programs and training workshop to update themselves.
6. Maintain confidentiality about student and staff records and sensitive information.
7. Cooperate with the students and teaching staff.
8. Perform the Examination duty which is mandatory for all staff.
9. Any work assigned by the Members of IQAC, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
10. Abide by the Act, Statute and Ordinance of the University & Leave rule.
11. Show professionalism in the college.
12. Maintain the work culture and environment of the college.