

Lady Brabourne College Kolkata




HANDBOOK ON CAMPUS ETHICS FOR TEACHERS

- Every Faculty member is a Grade 'A' Officer of the Government of West Bengal and must at all times be conscious of her duties and responsibilities in that capacity.
- No Faculty member may take part in active politics and engage in political activities such as participating in any disruptive activities to affect teaching-learning process in the Campus.
- No Faculty member may engage in any activity that violates the law of the land.
- No Faculty member must engage in private trade such as conducting Tutorial classes in private with intention to earn money.
- Every Faculty member must discharge her official duties as per the direction of the competent authority and honour the hierarchy of the Reporting Order.
- Every Faculty member must be person of integrity, upright and totally honest and impartial in the task of discharging her official duties.
- Every Faculty member must commit herself to her responsibilities both as educator and mentor to the primary stakeholder.
- Every Faculty member must be present on all working days and be on time for all official duties.
- Leave of absence must be properly applied for and duly permitted by competent authority to be considered bona-fide.
- Intimation of Station Leave during Vacations must be given ahead of the actual intention to avail leave to allow the competent authority to consider the credibility of the application.

- Every Faculty member must constantly update herself in her discipline and be aware of innovative teaching methodologies to do full justice to the dissemination of the prescribed syllabus.
- Every Faculty member must commit herself to regular duties such as syllabus completion, invigilation, evaluation, preparation of results without fail.
- Every Faculty member must be aware of the ratio of advanced and slow learners in her class and modify her teaching methods to reach out to each group so that each student receives the best.
- Every Faculty member must exercise self-control, extend mutual respect, preserve dignity in dealing with competent authority, parents, guardians, primary stake holders, non-teaching staff and any other person who may approach them for official interaction.
- Every Faculty member must not be intimidated by any negative proposition and must be on guard against provocation, allurements or threats that challenge proper discharge of duties.
- In the event of any untoward event and instances of professional harassment the Faculty member may seek redress of genuine grievance by presenting her case to the immediate superior and not send advance application to higher authority as parallel course of action.
- Every Faculty member must be fully aware that she must always have the best interest of the Institution in which she is serving in her mind.
- Every Faculty member must be aware that any breach of expected code of conduct is liable to lead to "Show-Cause" by competent authority in the Reporting Hierarchy and in extreme cases, unless adequately justified, may lead to suspension from service.

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Principal
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