



Ref. No. :

Date :

Code of Conduct for Staff

Santipur College is committed to fostering a culture of discipline, dedication, and professional integrity. All members of the teaching and non-teaching staff are expected to uphold the highest standards of conduct, serve as role models for students, and contribute to the overall growth of the institution.

1. General Professional Conduct

- Staff members must maintain punctuality, regularity, and discipline in discharging their duties.
- Courtesy, respect, and cooperation should be extended to colleagues, students, guardians, and visitors.
- Staff should refrain from behaviour that may harm the reputation or interests of the College.

2. Academic and Professional Integrity

- Teachers must demonstrate commitment to academic excellence, honesty, and fairness in all academic activities.
- They must not indulge in plagiarism, discrimination, or favouritism.
- Teachers should continuously update their knowledge, engage in research, and contribute to the development of their subject.
- They should encourage critical thinking, creativity, and independent learning among students.

3. Role in Student Development

- Staff must treat all students with impartiality and fairness, without discrimination on grounds of caste, religion, gender, socio-economic status, or personal affiliations.
- Corporal punishment, harassment, or humiliating behaviour towards students is strictly prohibited.
- Teachers should act as mentors, guiding students in both academic and personal development, and inspire them to be responsible citizens.

4. Role in Institutional Growth

- Staff must safeguard the property, equipment, and resources of the College.
- They should contribute actively to co-curricular, cultural, extension, and community-oriented programmes.
- Staff must participate in institutional meetings, seminars, and other activities as advised by the Principal/Teacher-in-Charge..
- Confidential matters relating to the institution should not be disclosed without proper authority.

5. Ethical Behaviour

- Acceptance of gifts, favours, or inducements from students, parents, or outsiders in exchange for privileges is prohibited.
- Staff should not engage in activities that create a conflict of interest with their professional duties.
- Any type of propaganda inside the campus is not permitted.

6. Dress and Decorum

- Staff must dress in a decent and professional manner befitting the academic environment.
- They should uphold dignity, humility, and courtesy in speech and conduct.

7. Use of Technology and Resources

- Internet, computers, and laboratory facilities should be used responsibly and only for academic/official purposes.
- Misuse of technology for personal gain, objectionable content, or unlawful activities is strictly prohibited.

8. Teamwork

- Staff must cooperate with colleagues and respect the collective decisions of the institution.
- They should contribute to creating a harmonious, inclusive, and learner-friendly environment.

9. Work Commitment

- Employees are expected to be punctual and observe the scheduled working hours to support the smooth functioning of the College. They should contribute to creating a harmonious, inclusive, and learner-friendly environment.
- Regularity is valued, consistent attendance is appreciated, as it helps maintain the rhythm of college life and inspires students through example.

10. Disciplinary Action

- In case of any difficulty or deviation from the Code of Conduct, the matter will be reviewed by the appropriate authority with fairness and understanding.
- If needed, corrective measures may be taken, ranging from guidance and counselling to formal action, depending on the situation and as per Government and University regulations.