



DEWAN ABDUL GANI COLLEGE

Harirampur, Dakshin Dinajpur, West Bengal- 733125

Code of Conduct for the Teaching Staff

1. Every teacher of the institution should be aware of her/his assigned duties and should abide by the orders of the Head of the Institution and the prevailing rules & regulations.
2. Every teacher of the institution must attend their scheduled classes **on time** in accordance with the class routine of the concerned course/ discipline.
3. Every teacher must sign on the daily attendance register everyday and ensure that s/he is present in the institution during regular working hours as prescribed by the prevailing rules and regulations.
4. Every teacher should be polite with and kind to coworkers, students, guardians, and staff of the institution
5. Every teacher should be conscientious and empathetic and should be proactive in sharing the workload with her/his colleagues, as and when the need arises.
6. Every teacher must maintain a record of her/his academic activities and submit the annual Appraisal Report to the Head of the Institution at the end of each academic session.
7. Every teacher should be proactive in helping slow learners through special/remedial classes.
8. Every teacher should be attentive to students' needs.
9. Every teacher of the institution should exercise due diligence and ensure that order and decorum is maintained in the campus.