

## MODEL INSTITUTIONAL CODE OF CONDUCT

### CODE OF CONDUCT FOR TEACHERS

#### Discipline and Conduct:

Subject to the provisions of the West Bengal College Teachers (Security of Service) Act, 1975 the teachers of a college (including the Principal), for reasons stated in paragraph (2) below and in the manner prescribed, shall be subject to the following disciplinary measures and actions as mentioned in paragraph (3) to be imposed by the Governing Body of the College.

[West Bengal Universities and Colleges (Administration & Regulation) Act, 2017  
(<https://wbhed.gov.in/readwrite/uploads/wbuniversitiesadministrationandregulationact2017.pdf>)]

#### Reasons for Disciplinary measures:

- Neglect of duty
- Want of due diligence in the performance of duties
- Dereliction of duty connected with work related to the University examinations
- Engaging in any unauthorized work, gainful or otherwise
- Violation of orders regarding attendance and discipline
- Misappropriation and deflection of college fund
- Insubordination or disregard or violation of the written orders of the superior authority
- Bring or attempt to bring any political or other outside influence to bear upon any superior authority to further her/his interests in respect of matters pertaining to her/his service in the college
- Failure to adhere to published rules/regulations
- Commission of any offence involving moral turpitude including sexual, racial or other kinds of harassment towards colleagues or students
- Damage or misuse of college property or data; software licensing and other similar violation

- **Falsification of attendance, employment application, and/or other records/documents**
- **Unauthorized / unverified comment in the public domain (world wide web, electronic and print media) that will cause false alarm, disrepute, inaccurate representation in the public mind about the college**
- **Conviction by a criminal court**
- **Tampering with official records**
- **Unauthorized absence**
- **Being in the college premises in an intoxicated state and or in possession and / or in use of illegal drugs or controlled substances**
- **Being in the college premises with any weapons**
- **Bigamy**
- **Declining of assignments related to invigilation/paper setting/script evaluation of University Examination without any reason; or delay in submission of assignments paper setting/script evaluation of University Examination without any reason.**

**The University may direct the, Governing Body to initiate disciplinary proceedings against a teacher or the Principal/ Teacher-in-Charge if the University, on approval from executive Council, decides on evidence that the concerned person is guilty of dereliction of duty connected with any work related to University Examination and /or all other matters of affiliation.**

**Disciplinary Measures:**

- **Censure, to be recorded in her/his Service Book for future reference**
- **Recovery of pay, of the whole or part of any pensionary loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise**
- **Withholding of increments or withholding of career advancement or both**
- **Suspension**
- **Compulsory retirement**
- **Removal from service which shall not be disqualification for future employment as a teacher.**

**No order imposing any of the aforesaid measures shall be issued without informing the teacher concerned of the charges against him and giving him an opportunity of being heard and except after an enquiry held as per the principles of natural justice and in a manner prescribed by the Governing Body of the College.**

**An Order of the Governing Body of the college imposing any of the penalties mentioned above shall be communicated to the teacher concerned and shall be reported to the concerned University.**

**A teacher, against whom an order imposing any of the penalties mentioned above has been passed, may prefer an appeal with in thirty days from the date of receipt of such order to the Governing Body for penalties mentioned at (a), (b) and (c) above; and to the director of public instruction, West Bengal for penalties mentioned at (d),(e),(f) and (g),. In the later case, the director of public instruction, West Bengal shall, after giving the teacher and the Governing Body of the college an opportunity of being heard, pass such orders as it thinks fit. The director of public instruction, West Bengal may, by his own order, delegate the power to some officer not below the rank of joint director of public instruction.**

**However before initiating such disciplinary measures against an erring teacher or Principal / Teacher in-charge, the Governing Body shall try to initiate corrective measures. If the injury caused by the offending act is minor, then the offender may be let of with a written caution. The particulars of the offending act, however, shall be recorded in his Service Book for future reference.**

**Along with disciplinary measures, the Governing Body may also record its appreciation for teachers and principals for outstanding performance. The note of appreciation shall be recorded in the Service Book of the teacher or Principal concerned.**