

SALT LAKE SCHOOL

(ENGLISH MEDIUM)

CA-221, SALT LAKE CITY, CALCUTTA-700 064



CODE OF CONDUCT

(FOR TEACHERS & STAFF)

SALT LAKE SCHOOL (Eng. Medium)

CODE OF CONDUCT

INTRODUCTION :

The undermentioned code of conduct, laid down and approved by the Executive Council in terms of Regulation 8(h) of the Regulation of the Society (Constitution) shall be applicable in respect of all teachers / staff including the Head of the Institution, with immediate effect.

1. (a) No teacher / staff shall—
 - i) knowingly or wilfully neglect his/her duties ;
 - ii) propagate through his / her teaching or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity ;
 - iii) discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or any of them ;
 - iv) indulge in, or encourage, any form of malpractice connected with examination or any other school activity ;
 - v) neglect correcting class-work or home-work done by students ;
 - vi) while being present in the school, absent himself/herself (except with the previous

- permission of the Head of the school) from the class which it is required to attend ;
- vii) remain absent from the school without leave or without the previous permission of the Head of the school ;

Provided that where such absence without leave or without the previous permission of the Head of the school is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of the Conduct, if on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.

- viii) accept any job of a remunerative character from any source other than the school or give private tuition to any student or other person or engage himself in any business ; any application for a part time assignment must be submitted through proper channel ;
- ix) prepare or publish any book or books, commonly known as keys, or assit, whether directly or indirectly in their publication ;
- x) engage himself / herself as a selling agent or canvasser for any publishing firm or trader ;
- xi) ask for or accept (except with the previous sanction of the Executive Council any

contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers ;

xii) enter into any monetary transactions with any student or parent ; nor shall he / she exploit his / her influence for personal ends.

xiii) accept, or permit any member of his / her family or any other person acting on his behalf to accept, any gift from any student, parent or any person with whom he / she has come into contact by virtue of his/her position in the school.

Explanation—(a) The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealings with him/her in connection with the school.

Note—A casual meal, lift or other social hospitality of a casual nature shall not be a gift.

(b) On occasions, such as weddings, anniversaries, funerals or religious function when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gift if such gifts are not much valuable :

xiv) practice, or incite any student to practice, casteism, communalism or untouchability ;

xv) cause, or incite any other person to cause, any damage to school property ;

xvi) behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises ;

xvii) be guilty of or encourage, violence, or any conduct which involves moral turpitude ;

xviii) be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the school ;

xix) organise or attend any meeting during the school hours except where he is required, or permitted by the Head of the school to do so ;

c) every teacher / staff shall—

i) be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him by the Head of the school, or the Secretary of the School Society within the knowledge of the Head of the Institution ;

ii) abide by the rules and regulations of the school and also show due respect to the constituted authority.

2. Nothing contained in sub-rule (1) shall be deemed to take away or abridge the right of a teacher :—

(a) to appear at any examination to improve his / her qualifications ;

(b) to become, or to continue to be, a member of any literary, scientific or professional organisation ;

(c) to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language ;

(d) to organise or attend any meeting outside the school hours, subject to the condition that such meeting is held outside the school premises :

Provided that where any teachers' organisation or association does not have any facility to hold any meeting outside the school premises, a meeting of such organisation or association, for the bonafide purposes, may be held within the premises but before or after the school hours, with the previous permission of the Head of the school.

3. This school being an English Medium one, for obvious reasons, teaching and academic discussion in the class-room and outside, with the students, shall be done in English only, except where otherwise required; for example, in vernacular classes.
4. The breach of any condition specified in rule (1) and (3) shall be deemed to be a breach of the Code of Conduct, for which disciplinary measures may be taken as per provision 8 (g) of the Regulation of the Society.
5. The Secretary of the Society which runs the School being the appointing authority of all teachers and staff (including the Head of the Institution) shall be the disciplinary authority in respect of teachers and staff. A disciplinary action will be taken against a staff only after serving a show cause notice and only in case of failure to answer satisfactorily to the allegations brought against him / her.

The Executive Council shall be the appellate authority whose decision in any service matters shall be final and binding upon all the teachers and staff.

Approved by the Executive Council on 3/5/92.

Sd/-
N. K. Bhattacharyya
President

3/5/92

Sd/-
T. P. GHOSH
Secretary

3/5/92