

Gokhale Memorial Girls' College

1/1, Harish Mukherjee Road,
Kolkata - 700020



Code of Conduct for Guardians

Gokhale Memorial Girls' College ensures a peaceful learning environment that is safe, positive, harmonious and supportive for all students and staff of the College. The College runs efficiently with the help of the Governing Body, the Teachers' Council, Statutory and Non-statutory Committees formed with teacher members, the Non-teaching Office Staff and the Support Staff. The institution inculcates inclusive values within its campus. The faculty and staff work together to engage students in a holistic process of growth - academic, social, creative, psychological and spiritual. The College considers the parents/guardians of the students to be active partakers in the formation of each student. Parents/guardians are expected to assist the College in the formation of their wards into good individuals and worthy citizens of the country. Parents and Guardians are expected to cooperate with the College authorities in this regard and follow the Code of Conduct as given below.

1. The term "parents/guardians", refers to the persons named in the official register of the College during the time of enrolment as the parent or guardian of the student.
2. Parents/Guardians of the students are expected to uphold the vision, values, ethos and policies, and procedures adopted by the College, including its commitment to diversity, respect for individual differences, and secularism. Thus, parents should guide their



A. Karthika
Principal
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wards to maintain the correct demeanour and act in due manner. Ragging of any kind is strictly prohibited. Parents should encourage their wards to be empathetic towards fellow students, peers and so on.

3. Parents should ensure that their wards attend all classes of the disciplines chosen by them regularly.
4. Parents/guardians should inform the Head of the Department when a student is on leave due to ill health or due to unavoidable circumstances for more than 3 consecutive days.
5. Parents must maintain contact with the faculty to keep themselves updated about the progress of their wards. Parents must ensure that their wards do appear without fail for formative evaluations like class tests and tutorial tests and for summative evaluations such as Mock Tests, held by the concerned department.
6. Parents must guide their wards to attend college in attire appropriate for an educational institution.
7. Parents must visit the College Website regularly along with their wards to keep themselves updated about college activities, office requirements, examination notices and so on.
8. The College expects the parents/guardians to deal with the College authorities themselves in matters regarding the students and raise their issues and concerns regarding their wards' performance or problems with the right person and follow the correct communication channels according to the College's policies and procedures. No outsiders or relatives are expected to engage with matters of the students unless it is duly informed beforehand by the real guardian.
9. Parents/Guardians should come to the Parent-Teacher meetings held at regular intervals by the respective departments. They should remember the fact that formation of the student is the collective responsibility of teachers and parents/guardians. It is the aim and objective of the Parent-Teacher interface to ensure good relationship among students, staff and parents/guardians. It should help to maintain the discipline and the academic and infrastructural standards of the College.
10. Parents must keep themselves abreast of the Government Scholarship Schemes facilitated by the College to guide their wards in availing them on time.
11. Parents/Guardians should maintain courteous and respectful attitude towards the staff (teaching and non-teaching) of the College and advise their wards to do the same.
12. In matters of discord and/or grievances, parents/guardians are requested to meet the Principal/respective Head of the Department directly. With regard to any complaints



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Principal
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regarding grave issues, the parents/guardians must meet the Principal first of all. In matters where other students are involved and particularly in the premises of the college, the concerned parent shall first meet the Principal and then meet the other students, only in the presence of the Principal. Problematic issues and grievances can be resolved through direct conversation.

13. The College takes seriously any issues that are brought to its attention through the Anti-ragging Committee/Internal Complaints Committee. Thus Parents/Guardians must refrain from using social media to fuel discontent or criticism against individual college employees, other parents, students, or college programmes or services.



Chandra

Principal
Gokhale Memorial Girls' College