

## S K SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE

### Code of Professional Conduct

#### Teachers and their Responsibilities

Teachers should be calm, patient, and communicative by temperament and amiable in disposition. They should

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth a continuous process through study, research, travel and participation at professional meetings, seminars, conferences etc.;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication and integrity;
- Co-operate and assist in carrying out functions relating to the educational responsibilities such as, assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation;
- Participate in co-curricular activities including community service.

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#### Teachers and Colleagues

Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging secret complaints against colleagues to higher authorities;
- Refrain from talking disrespectfully about their colleagues in front of the students;
- Work in teams to successfully complete the given tasks to the satisfaction of the authorities;
- Mentor the fresh recruits and facilitate their adjustment to the new organizational climate;
- Invite constructive criticisms for improvement;
- Challenge each other and collaborate to excel professionally;
- Participate actively in faculty forums for professional enrichment;
- Refrain from raising questions of religion, race or sex in their relationship with their colleagues or trying to use the same for improvement of their prospects.

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### Teachers and Students

Teachers should

- Respect the right and dignity of the student in expressing his or opinion;
- deal justly and impartially with students regardless of their religions, caste, political, economic, social and physical characteristics;
- recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and attend to Community welfare;
- Inculcate among students a scientific outlook and respect for physical labour and ideals of democracy and peace;
- Be affectionate to the students and not behave in vindictive manner towards any of them for any reason;
- Assess the students on their attainment with utmost objectivity and integrity
- Make themselves available to the students even beyond their class hours and help and guide students without consideration of remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals and
- Refrain from inciting students against other students, against colleagues or administration.

This however should not interfere with the right of teachers to freely express any difference of principle in seminars, meetings or other places where students also may be present.

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### Teacher and Authorities

As employees teachers should

- Discharge their professional responsibilities according to existing rules;
- Conduct professional business through proper channels;
- Refrain from undertaking any gainful employment or commitment which is likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organization in the formulation of policies of the institutions;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedules.

The service conduct rules for the teachers is as per UGC regulations, those contained in the compendium, University of Mumbai and notified by the parent University and the governing council of the management of the college from time to time.