

BPHEs' CSRd-ISWR, Ahmednagar

Teacher's Manual of Code of Conduct

Duties, Code of Conduct and Professional Ethics for Director & Teachers of the Institute

Duties of the Principal / Director of the Institute

Subject to the supervision and general control of the management, the Principal as the Principal Executive and Academic Head of the College/Recognized Institution, shall be responsible for –

- Academic growth of the College;
- Participation in the teaching, research and training programmes of the College;
- Assisting in planning and implementation of academic programmes such as refresher/orientation courses, seminar, in-service and other training programmes organized by the University/College for academic competition of the faculty members;
- Admission of students and maintenance of discipline of the College;
- Receipt, expenditure and maintenance of true and correct accounts;
- The overall administration of the College and Recognized Institution and their library and hostels, if any;
- Correspondence relating to the administration of the College;
- Administration and supervision of curricular, co-curricular/extracurricular or extramural, student welfare activities of the College and Recognized Institution and maintenance of records;
- Observance of the act, statutes, ordinance, regulation, rules and other orders issued there by the university authorities and bodies from time to time;
- Supervision of the examination, setting of question papers, moderation and assessment of answer paper and such other work pertaining to the examinations of College/Recognized Institution;
- Overall supervision of the university examinations;
- Observance or provision of account code;
- Maintenance of self assessment reports of teachers and their service books;
- Any other work related to the College or Recognized Institution related to the administration of the College as may be assigned to him by the management from time to time.

Duties of the Teacher of the Institute

a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing all opportunities to attend participate in academic programmes, such as seminars, orientations, refresher courses, in service programmes, etc. The management shall give the teacher every possible opportunity to do so.

- b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, and duties related to examinations of University, College and Recognized Institutions. He or she will encourage pursuit of learning in the student.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provision of the University Act, statutes, ordinances, regulation and rules in force and as modified, from time to time and abide by the decisions of the University/Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution by an act or negligence neglect or default on the part of the teacher, such damage or loss shall be recoverable from him.
- (e) In addition to the duties or teaching and allied activities, the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties befitting the status of a teacher assigned to him by the Principal.
- (f) A teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and good habits among the students.
- (g) In case of Professional Colleges, a teacher shall perform such duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

Duties of the Librarian of the Institute

S.262. In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

- (a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organised and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, cataloged and up-dated.
- (b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- (c) The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.

Improper conduct of Teacher of the Institute

S.263. (1) (a) The teacher shall perform all his duties faithfully and will not avoid his responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

College Teachers'

- (a) Failure to perform his academic duties such as lecturing, demonstrations, assessment, invigilation etc.
- (b) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- (c) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present).
- (d) Raising questions of castes, creed or religion, race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
- (e) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his right to express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the University, College or Recognized Institution to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
- (f) Accepting tuition, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- (g) Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
- (h) Involvement in non-academic activities directly or indirectly such as-
 - 1. i) Writing of questions-answers guide, key, likely questions, cyclostyled or Xeroxed notes etc.
 - 2. ii) Undertaking of any office of profit, agency.

The teacher shall not avoid any work related to the University examinations without reasonable grounds.

(2) The behavior of the teacher with male and female students and other employees shall be modest.

The Teacher shall –

3. strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
 4. not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty; and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug;
- refrain from consuming any intoxicating drink or drug in a public place;
1. not appear in a public place in a state of intoxication;
 2. not use any intoxicating drink or drug in excess so that he is unable to control his behaviour.

Explanation: For the purpose of this rule, “Public Place” means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

Rights of the Teacher of the Institute

S.264. (1) Teachers and their rights:

The teachers shall enjoy full civic and political rights as provided by the constitution. The teachers shall have rights to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics for Teachers of the Institute:

(a) The Teacher and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set for and which he should seek to inculcate among students must be his own ideals. The profession further requires the teacher shall be calm, patient and communicating by temperament and amiable in disposition. Teacher shall –

- (i) adhere to responsible pattern of conduct and demeanor expected of him by the community.
- (ii) manage his private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous to study and research.

- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organisation and strive to improve education and profession through them.
- (vi) Perform his duties in the form of teaching, tutorial, practice and seminar work conscientiously and with dedication.
- (vii) Cooperate and assist in carrying out functions relating to educational responsibilities of the College or Recognized Institution and the University such as: assisting in appraising application for admission, advising and counselling students as well as assisting in the conduct in the University and College examinations, including supervision, invigilation and evaluation, and
- (viii) Participate in extension, co-curricular and extra activities including community service.

(b) Teachers and the students:

The Teacher shall -

- (i) respect the right and dignity of the student in expressing his opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.
- (viii) make himself available to the students even beyond their class hours and help and guide students without any remuneration or reward, in College premises.
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

(C) Teachers and Colleagues:

The teachers shall-

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) speak respectfully of other teachers and render assistance for professional betterment.
- refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

(d) Teachers and authorities:

The teachers shall –

- Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Not undertake any other employment and commitment including private tuitions and coaching classes;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate with the authorities for the betterment for the institution keeping in view the interest and in conformity with dignity of the profession:
- Should adhere to the conditions of contract:
- give and expect due notice before a change of position is made and
- refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and non-teaching employees:

(i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.

(ii) the teachers should help in the function of joint staff council covering both teachers and the non-teaching employees.

(f) Teachers and Guardians

The teachers shall try to see through teachers' bodies and organizations that institution contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society:

The teachers shall –

- recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- work to improve education in the community and strengthen the community's moral and intellectual life.
- be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- Refrain from taking part or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups. Actively work for National Integration