

BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for
the Stakeholders*

Code of Conduct for Teachers

As stipulated by the UGC, teachers are expected to

- Uphold the mission and vision of the college and work towards the overall development of the students.
- Be present in the campus at 9:30 am and remain in the campus till 4:30 pm.
- Conduct himself/herself with absolute dignity in his/ her dealings with superiors, colleagues and students every time.
- Assist the Principal in maintaining discipline in the campus.
- Maintain personal contact with students and monitor the attendance of students regularly.
- Inform the principal for availing any leaves of absence.
- Possess an identity card with his / her recent photograph and wear their identity card as they enter the college campus.
- Attend Faculty Development Programmes to enhance knowledge as per their subjects, convenience and as per requirement of career advancement.
- Do research in the area of their interest and publish/present their original research findings in reputed journals / in conferences, seminars and symposium.
- Make use of the college library for academic improvement extensively and abide by the rules of the library.
- Abide by Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.
- Refrain from defaming the institution through print, visual and social media.

Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices. The

national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- ii) Manage their private affairs in a manner consistent with the dignity of the profession
- iii) Seek to make professional growth continuous through 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 their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- viii) Cooperate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as assisting in appraising applications for admission advising and counselling students as well as assisting the conduct of University and college examinations including supervision, invigilation and evaluation.
- ix) Participate in extension, co-curricular and extracurricular activities including community service.

Teachers and Students

Teachers should:

- i) Respect the right and dignity of the student in expressing his/her opinion
- ii) Deal justly and impartially with students regardless of their religion, caste, political sector and physical characteristics.
- iii) Recognize the differences 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 ideas 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 merit alone in assessment.
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- ix) Aid students to develop an understanding of our National heritage and National goals
- x) Refrain from inciting students against other students, colleagues or administration

Teachers and Colleagues

Teachers should:

- i) 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 to professional betterment
- iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour
- v) Give and expect due notice before a change of position is made
- vi) Refrain from availing themselves of leave except on unfavourable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Non-Teaching staff

Teachers should:

- i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- ii) Help in the function of joint staff councils covering both teachers and the non-teaching staff

Teachers and Guardians

Teachers should:

- i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports 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.

Teachers and Society

Teachers should:

- i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) 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;
- iv) Perform the duties of citizenship, participate in community activities and shoulder the responsibilities of public offices;
- v) Refrain from taking part in subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Teachers and Authorities

Teachers should:

- i) Discharge their professional service according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own Institutional bodies and/or professional organizations for change of any such rules detrimental to the professional interest

- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- iii) Cooperate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand
- iv) Cooperate through the organizations in the formulation of policies of the other Institution and accept offices;
- v) Cooperate with the authorities for the betterment of the Institutions keeping in view the interest and in conformity with dignity of the profession
- vi) Should adhere to the conditions of the contract.