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SAI RAM ENGINEERING COLLEGE

NBA Accredited & ISO 9001 : 2015 Certified Institution

Sai Leo Nagar, West Tambaram, Chennai - 600 044. Tamil Nadu, India



PROFESSIONAL

CODE OF CONDUCT HANDBOOK

TEACHERS

DUTIES OF TEACHERS

- 1) The teacher shall devote his / her time and energy to develop and improve their academic and professional competence by availing all opportunities to attend and participate in all academic programmes such as seminars, orientation, refresher courses, in-service programmes etc. The Management shall give the teacher every possible opportunity to do so.
- 2) The teachers can perform his / her academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research tutorials, University College and Recognized Institution examinations will encourage the pursuit of learning in the students.
- 3) The teachers shall engage classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- 4) The teachers shall observe the provisions of the University Act, Statutes, Ordinances, Regulations 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, ordinance, regulations, rules, etc. If it is found by the Management that damage or loss that has been caused by the College or Recognized Institution by the act of negligence or default on the part of a teacher, such damage or loss shall be recoverable from him/her.
- 5) In addition to the duties of teaching and allied activities, the teachers shall when required to attend extra-curricular, co-curricular activities organized by the University, College or Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties benefiting the status of a teachers assigned to him / her by the principal.
- 6) A teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and good habits among the students.
- 7) In case of Professional Colleges, a teacher shall perform such duties as prescribed by their respective Central Councils and accepted by Government and University, from time to time.

I. In addition to the duties of the teachers as mentioned above the Librarian shall perform the following duties:

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

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

- a) Failure to perform his / her academic duties such as lecturing, demonstrations, assessment, invigilation, etc.
- b) Gross partiality in the assessment of students, deliberately over/under making or attempt of victimization on any grounds.
- c) Inciting or instigation of students against other students, colleagues, administration. (he / she does not interfere with his / her right to express his / her differences on principles in a seminar or other places where students are present.).
- d) Raising questions of castes or creed or religion, race or sex in his / her relationships with students and his / her colleagues and trying to use the above considerations for improvement of his / her prospects.
- e) Refusal to carry out the decisions of the appropriate authorities, officers, administrative and academic bodies of the university. He / she will not inhibit his / her right to express his / her difference with their policies or decisions, expressions, provided that he will not use the facilities or forum of the University, College or Recognized Institution to propagate his / her own ideas or belief for or against particular political party or alignment of political or religious activities.
- f) Accepting tuitions, 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 nonacademic activities directly or indirectly such as :
 - i. Writing of questions-answers guide, key, likely questions cyclostyled or xeroxed notes, etc.
 - ii. The undertaking of any office of profit, agency.
- (1) 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 student and other employees shall be modest.
- (3) The teachers shall-
 - i. 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;
 - ii. Not consume any intoxicating drinks or to be under the influence of any intoxicating drinks or drugs, during the course of his / her study; and shall also take due care that the performance of his / her duties at any time is not affected in any way by influence of any such drink or drug;
 - iii. Refrain from consuming any intoxicating drinks or drugs in a public place;
 - iv. Not appear in public place in state of intoxication;
 - v. Not use any intoxicating drinks or drugs in excess so that he is unable to control his / her behavior.

Explanation: For the purpose of his / her 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).

III. (1) Teachers and their rights:

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

(2) The code of Professional Ethics:

- a) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct him/her self in accordance with ideas of the profession. The teacher is constantly

under the scrutiny of his / her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his / her precepts and practice. 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 ideas. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amiable in disposition. Teacher shall-

- i. Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community.
- ii. Manage his / her private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to manage professional growth continuous through study and research.
- iv. Express free and frank opinion by participating in professional meetings, seminars, conferences etc. Towards the contribution of knowledge.
- v. Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi. Perform his / her duties in the form teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation, and evaluation and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

a) Teachers and the students :

The teachers shall-

- I. Respect the right and dignity of the student expressing his / her opinion
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize 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 labor and ideals of democracy, patriotism, and peace.
- vi. Be affectionate to the students and not behave in 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/herself 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.
- x. Refrain from inciting students against other students, colleagues or administration.

b) Teachers and colleagues:

The teachers shall-

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teacher and render assistance for 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 endeavor.

Teachers and authorities:

The teachers shall-

- i. 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 a change of such rule detrimental to the professional interest.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- v. Should adhere to the conditions of contract;
- vi. Give and expect due notice before a change of position is made and
- vii. 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 the academic schedule.

c) Teachers and nonteaching 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 non-teaching employees.

d) Teachers and guardians:

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

e) Teachers and society:

The teachers shall-

- i. Recognize 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 responsibilities of the public office.
- v. Refrain from undertaking art in a subscribing to or assisting anyway, activities which tend to promote a feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for national integration.



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