

**A CODE OF CONDUCT  
FOR TEACHERS IN HIGHER EDUCATION OF  
ARTS, SCIENCE & COMMERCE COLLEGE,  
(ASCC) RAMANANDNAGAR (BURLI)**



**This document has been prepared by the  
Arts, Science & Commerce College, Ramanandnagar (Burli), in the light  
of the guidelines issued by Shivaji University, Kolhapur and  
Rayat Shikshan Sanstha, Satara.**

**RAYAT SHIKSHAN SANSTHA'S  
ARTS, SCIENCE AND COMMERCE COLLEGE, RAMANANDNAGAR (BURLI)**

**Preamble**

**Introduction**

1. The aim of this document is to provide a framework for a model code of practice for ethical conduct by academic staff in higher education institutions. The recommendations in this model code should be reflected in the internal statutes, rules and procedures of the respective institution.

**Principles**

2. Members of academic staff appointed according to the provisions of the Law on Higher Education are expected to conduct themselves in accordance with the general principles of ethical conduct underlined in the cover document of Codes of Ethics, and those principles should apply to academic staff relations with (i) the governing body, management and other organs of the institution, (ii) other academic and support staff, (iii) students, and (iv) any other persons or groups having a contractual or other relationship or interest in the work of the institution.

**Model Code and main Rules**

3. In pursuance of general principles of ethical conduct, each higher education institution must adopt and publish Rules governing (i) conduct including discipline and sanctions; (ii) appointment, promotion, and termination of appointment; (iii) scientific research; and (iv) examinations and assessment. As a minimum these Rules should expressly incorporate the principles of ethical conduct and provide sanctions for non-compliance in accordance with the legislation in force.

**A. General Rights and Responsibilities of a Higher Education Institution Academic Staff**

4. Academic staff of a higher education institution has the right:

- a. to freedom of expression and freedom of inquiry;
- b. to be judged as a scholar and a teacher on the basis of intellectual and professional criteria and not on their political and religious views, or other matters of personal preference;

- c. to decide on the content of the courses they teach in line with the requirements of the curricula;
- d. to grade student performance and achievements according to the grading policies of the university and pre-set grading criteria;
- e. not to accept any instruction to act or refrain from acting in a particular way from any individual except a higher authority, or from any political party, trade union or religious group, except as permitted by legislation in force;
- f. to report any alleged non-compliance with the legislation in force or the ethical principles to the relevant authority in confidence without adverse personal consequences.

5. Academic staff of a higher education institution has the responsibility:

- a. to place the interests of the institution above their own interests, and should not seek to profit from their positions otherwise than as provided by the legislation in force;
- b. in relation to any person or group within or external to the institution, not to solicit or accept any bribe or other unlawful financial consideration, or seek or accept any other personal favour, which may influence them in their work, and must immediately report any attempt to bribe or offer personal favour to the relevant authority defined in the Rules of the institution;
- c. to declare in writing to the Rector where they or any member of their immediate family have any personal interest in issues affecting their work -human resources (including staff appointments and promotions), financial , contractual or other relevant matters;
- d. not to misuse the resources of the institution, or personal or commercial information held by it, including intellectual property, for personal gain or that of any other person or group;
- e. to conduct themselves according to the general principles of ethical conduct when participating in appointment, promotion or other commissions affecting academic staff, and when participating in commissions or other bodies concerned with admission, assessment, examination and other actions relating to students, and in individual and group activities with students;
- f. to respect the students of the university and avoid any exploitation or harassment, or discriminatory treatment of students;
- g. to respect the diversity of students including, but not limited to, their political and religious beliefs;

- h. to protect academic freedom of students;
- i. not to engage in plagiarism, fail to cite or attribute the work of others, falsify results, and abide by ethical principles in relation to protection of personal data, and other specific principles in defined subject areas according to the Rules of the institution (for example in medical and veterinary sciences, and sociological research) when participating in research activities;
- j. not to discriminate against or harass colleagues and to respect the diversity of opinions and free expression;
- k. to ensure that all persons under their authority are made aware of the relevant legislation and rules and the consequences of non-compliance, and to promote ethical conduct;

### ***B. Disciplinary Measures and Sanctions***

- 6. Disciplinary measures should be based on the principles of fairness, confidentiality, and timely notice.
  - a. Complaints on the violation of the code of practice for academic staff ethical conduct should be in writing to the respective departmental/institutional unit of the higher education institution mandated with the responsibility to consider and decide on alleged violation of the ethical conduct;
  - b. The mandated unit has to decide (i) whether the complaint has reasonable basis for identifying the violation, (ii) whether the facts featuring the alleged violation constitute a breach of ethical conduct of the academic staff;
  - c. Parties to the case should be notified in writing in accordance with the higher education institution relevant policy highlighting procedures for timely notifications.
  - d. Sanctions possibly imposed could be: (i) warning; (ii) and dismissal;

### ***C. Appeal***

- 7. Academic staff has the right to appeal the decision of the mandated unit on the determination of the disciplinary measure.
  - a. Appeal must be made to a higher institutional body than the mandated unit and it must be within time-bound period after the notification of determination;
  - b. Appeal must be in writing and state the grounds for appeal;
  - c. No further appeal can be available within the higher education institution.

### **Related Rules**

8. In addition to the main Rules already noted, other Rules should be adopted or existing rules adapted according to the ethical principles, in accordance with the legislation in force and the institution's statute.

#### **A. Commitment to the Profession**

- Conduct yourself in a reasonable manner in the development of Government policies affecting education.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.
- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to teachers in training and junior colleagues.
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- Keep all records accurate and up to date.
- All correspondence addressed to the Ministry of education should be channelled through the Principal of the College, in the first place.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your vocation; teaching effort and time on task are essential for success.

#### **B. Commitment to Colleagues**

- Treat you colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- If you are a Principal, behave in such a manner that you earn respect. Win it by upholding integrity, dignity, decorum and efficiency at all levels.

- If you are a Vice Principal or Senior Associate Professor, hold the balance between the Head and the other members of staff evenly poised.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Cliques and factions among members of staff will not be tolerated.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- Do not deliberately distort evaluation of colleagues.
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### **C. Attendance, Leave and Absence**

- You must visit the website of Ministry of Human Resource & Development & University Grants Commission, do so on the days specified. Do not abuse the concession.
- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least ten minutes before the session begins.
- Note that there are no free periods, but non-teacher periods which ought to be utilized on a contingency basis.
- The Principal has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Principal without undue delay.
- Do not abuse leave concessions.
- Report you resumption of duty promptly.
- Maternity leave and Paternity leave ARE provided to the staff.

### **D. Commitment to Students**

In fulfilling your obligation to students –

- Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.

- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Help students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Instill a feeling of pride in self, college and community.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not use the facilities of the College to tutor students privately, for gain.
- Do not discriminate on grounds of ability, race, colour or creed.
- Remain IN LOCO PARENTIS while the child is in your care, and fulfil this responsibility according to the law.

- Co-operate, as far as your professional obligation will allow you, in securing the wished of parents for their children.
- Seek to foster the interest of parents in the progress of their children.

### **E. Commitment to the Community**

The Teaching vocation occupies a position of public trust. Education is effective when school and community co-operate in a constructive manner.

- Adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
- Respect the community in which you are employed and be loyal to the college system, community and nation.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Encourage the community to participate in the life of the school.
- Co-operate with approved agencies concerned with student Welfare.
- Conduct professional business through recognized educational and professional channels.
- Do nothing in your teaching, calculated to instill contempt or disobedience to the laws of the land.