



ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI

The Code of Conduct - Teachers

The Teachers of this College should follow the code of conduct in addition to the guidelines provided by UGC for College Teachers. As per UGC guidelines 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 their students and the society at large. Therefore, every teacher should see that there is no incompatibility between their precepts and practice. The national ideals of education must be his/her own ideals. The teacher shall be calm, patient and communicative by temperament and amiable in disposition, The basic ethical values underlying the code are care, trust, integrity and respect; who is entrusted with social responsibility.

A teacher shall :

- i. adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- ii. manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. perform his/her duties in the form of 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 University 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, and
- viii. participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the Students :

The teacher shall

- 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, sex, political, economic, social and physical status.
- 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 66 personalities and at the same time contribute to community welfare.
- v. inculcate among students scientific, progressive and rational 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 them without any remuneration or reward.
- 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 always

- 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 for professional betterment,
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.

(d) 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 change of any 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 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 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 nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain 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

- 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 and economical 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 public office.

- v. refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

Code Of Conduct – Principal

The College Principal should :

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

(c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

(g) Manage their private affairs in a manner consistent with the dignity of the profession;

(h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

(k) The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.

(l) He/ She has to:

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to student's ideas and set a supportive tone.
- Be fair in his/her actions for all the members of faculty, non-teaching staff and students.
- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

Code of Conduct: Administrative and Non Teaching Staff

1. The employee of the college shall be at the disposal of the college for full-time and shall serve in such capacity and at such place as he may from time to time, be so directed.
2. The employee shall confirm and abide by the provision of the constitution, Regulations and Rules and directives and decisions of the Competent Authority.
3. The employee shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
4. The employee shall at all-time maintain absolute integrity, and show devotion to duty and shall nothing which is unbecoming of an employee of the college as the case may be
5. He/she shall ensure the integrity and devotion to duty of all employees under his/her control and authority.
6. The employee is expected to be committed to the changed IT mode and adopt themselves to the same.

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 10 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval of leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralising the management, institution, colleagues etc.,. Not to involve in any kind of gossips in the premises or on social media like Whatsapp, Facebook, Twitter or any such platform.
- Avoid applying leave during examinations (both External and Internal) invigilation duties are part and parcel of academics.
- Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.

Conduct of Management (Governing Body)

The Governing Body of the College is responsible for ensuring the effective management of the Institution and planning for future academic and infrastructural developments.

1. The Governing Body should act to implement the mission and strategic vision of the Institution and long-term academic plans.
2. The Governing Body should monitor Institutional performance and make quality assurance arrangements which should be appropriately, benchmarked against other Institutions.
3. The Governing Body ensure compliance with the statutes, ordinances and provisions regulating their Institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. The Governing Body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students, subject to the minority rights.
5. The Governing body should actively monitor that the institution, implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups. subject to minority rights.
