



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

CODE OF CONDUCT FOR TEACHING STAFF



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

Preamble to the Code of Conduct

The code of conduct is established to foster and protect the core missions of the Symbiosis College of Arts and Commerce, Pune to foster the scholarly and civic development of the institute for students in a safe and secure learning environment, and to protect the people, properties and processes that support the institute and its missions. Rules and regulations are necessary to mark the boundaries of this needed order Objective. Adherence to these guidelines will help protect important identity of the institute i.e., providing an open, tolerant, and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline and encourage the benefits of compliance of work-place rules. If the code appears to have been breached, do contact the Head of Department or Head of the Institute, the Principal or the Registrar of the Symbiosis College of Arts of Commerce.

This code attempts to keep the following basic rules of good living as the framework.

Conduct and relationships

- 1) Treat everyone with dignity, respect privacy and help those in need.
- 2) Respect different cultures and customs.
- 3) Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to
- 4) gender, age, ethnic, national, or social origin, religion or belief, language, disability, political opinion, social or economic condition.
- 5) Be sensitive to the rights of others.
- 6) Avoid injuring others, their property or reputation.
- 7) Avoid using words in oral, written, or electronic communication that are necessarily aggressive or intimidating.

Professional Practice

- a. Honour confidentiality.
- b. Maintain high standards of professional competence.
- c. Always identify the source of information to avoid claims of plagiarism.
- d. Familiarize yourself with relevant laws (e.g. health and safety) and University policies, procedures and codes of practice, and act in accordance with them.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

Probity

- 1) Act at all times with integrity and honesty.
- 2) Reject bribery or attempts to influence by unethical means and do not accept significant gifts or favors intended to buy influence. If in doubt, seek advice.
- 3) Be alert to possible conflicts of interest and avoid them if possible. If they are unavoidable then declare them to the Institute.

Code of Conduct for Teachers and Authorities **(Adopted from UGC Guidelines, February 2018)**

Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students his/her own ideals. The profession further requires that teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teacher Should:

- 1) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- 2) Manage their private affairs in a manner consistent with the dignity of the profession.
- 3) Seek to make professional growth continuous through study and research.
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

- 6) Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication.
- 7) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of the college examinations, including supervision, invigilation, and evaluation.
- 8) Participate in extension, co-curricular and extra-curricular activities including community service

Teacher and the Students

Teacher Should;

- 1) Respect the rights and dignity of the student in expressing his/her opinion.
- 2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 5) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- 6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 7) Pay attention to only the attainment of merit of the student
- 8) Make themselves available to the students even beyond their class hours and help guide students without any remuneration or reward.
- 9) Aid students to develop an understanding of our national heritage and national goals.
- 10) Refrain from inciting students against other students, colleagues or administration

Teachers and Colleagues:

Teachers Should;



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

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

Teachers and Authorities:

Teachers Should;

- 1) Discharge their professional responsibilities 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 rule detrimental to the professional interest.
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 3) Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- 4) Cooperate with the authorities for the betterment of the institutions keeping in view the interest in conformity with dignity of the profession.
- 5) Should adhere to the conditions of contract.
- 6) Give and expect due notice before a change of position is made
- 7) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.

Teachers and Non-Teaching Staff:

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within an educational institution.
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

Teachers and Guardians:

- 1) Try to see through teacher's bodies and organizations that institutions maintain in contact with the guardians of 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 institutions.

Teachers and Society:

Teachers Should,

- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life.
- 3) 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.
- 4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- 5) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.