

**BHARATIYA VIDYA BHAVAN'S**  
**M.M.College Of Arts, N.M. Institute of Science, H.R.J College of Commerce**  
**(BHAVANS COLLEGE)**  
**(AFFILIATED TO THE UNIVERSITY OF MUMBAI)**

**CODE OF CONDUCT FOR TEACHERS**

(As prescribed by the Higher and Technical Education Department of the Government of Maharashtra in exercise of the above powers vested in the Government under the Act issued a GR No. Misc-2018/ C.R.56/18/ UNI-1 (GR) dt. 08-03-2019 and as circulated by the Registrar of the University of Mumbai issued a Circular Ref. TAA- S(CT) / ICD / 2018-19/ 1241 dated 26-03-2019 read with the order of the VC issued as Direction No. 01of 2019 issued under Ref. TAAS(UT) / ICD / 2018-19/ 1241 dated 26-03-2019 with additions made to suit the requirements of the College)

- *The list of Dos' and Don'ts in this Code are only illustrative and not exhaustive and is not intended to substitute other detailed directions/instructions issued by the Government, University, Bhavan or the College, which must be strictly observed and followed.*
- *All Teachers engaging in any activity / ies which violate (s) this Model Code of Conduct will be liable for disciplinary and if necessary even criminal action.*
- *The College / Bhavan reserves the right to modify / replace this Code of Conduct at any time without prior notice.*

**Code of Conduct for teaching professionals as prescribed by the State Government and accepted by Bharatiya Vidya Bhavan for all its Kendra and Institutes**

**I. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal 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 must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- ii. conduct him/ herself with absolute integrity, dignity and decorum in his/ her dealings with the superiors, colleagues and students
- iii. A teacher must not associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession and shall not by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession
- iv. No member of the Teaching staff shall accept any honorary or other appointment / assignment (even though Honorary and to be done in his /her spare time) given to him/ her by any external agency without the prior permission of the College Management

- v. Seek to make professional growth continuous through study and research He /she shall persistently strive for academic excellence in the discharge of his/ her duties and conduct himself/ herself in the manner of a perfect role model for the students and others to emulate
- vi. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- vii. Maintain active membership of professional organizations and strive to improve education and profession through them . Every Member of the Teaching staff shall compulsorily take prior written permission from the Principal before applying/ enrolling for any orientation/ refresher/ short-term course/ training programme or attending any conference/ seminar/ workshop
- viii. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- ix. Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research
- x. Co-operate and assist in carrying out the 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
- xi. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- xii. Except for exceptional circumstances all Teachers must report for duty in college at the stipulated time and should remain in the college premises during the college/ duty hours.
- xiii. No teacher shall abstain from or neglect his/her duties while being present in the College premises or when required at any other place
- xiv. No teacher shall have in his /her possession in the college/Bhavan's premises any weapons, explosives, liquor, narcotics and / or other habit forming and or other objectionable materials at any time. He / she shall neither Organize nor attend any meeting during the working hours of the institution except when he/she is required or permitted by the Head of the institution to do so.
- xv. xiv) The higher authorities may, however, request a teacher to do other duties and he /she will immediately comply with this request. No teacher shall, unless ordered by a lawful authority, divulge any confidential matter relating to the College/ Bhavan.
- xvi. No teacher shall attempt to bring any political or outside pressure on his/ her superior authorities in respect of service or other matters or take part in politics or become a member or office bearer of any Sangh or union.
- xvii. No teacher shall make representation(s) directly or indirectly to the Management of the College //Bhavan for redressal of grievances through outside agencies/ unions/ Sanghs, They can, however, submit their individual grievances through proper channel
- xviii. If teachers shall immediately inform the College of arrest by the Police or other authority and / or conviction by a Court of Law.
- xix. No teacher shall either himself / herself do or incite, provoke or instigate any student(s) or any other teacher or member of the staff or any outsider into any form of action against the College Management including the Bharatiya Vidya Bhavan (Bhavan) or any of its institutions, or seek to disrupt the academic or other activities of the College or the Bhavan or indulge in disrespectful and quarrelsome / riotous behaviour, insubordination

and defiance of lawful order, rumour mongering, character assassination including making false allegations .

- xx. Teachers and their families should refrain from any activity (including verbal) which may lead to the disruption of the peace and calm of the College campus and shall not indulge themselves nor encourage others in activities prejudicial to the interest of the Institution or other individual teachers / staff members like incitement, use of abusive language, assault including derogatory comments related to community, religion, caste, class, disability, gender and sexual orientation, etc. or carry on personal monetary transactions among themselves or with students or parents (even in their spare time) such as taking money for investment purposes, money lending, etc.
- xxi. Smoking, chewing tobacco/ gutka/ paan, and consumption of alcohol or any form of substance abuse/ addiction or other habit forming substances is strictly prohibited in the college premises.
- xxii. Teachers are not permitted to provide audio and video clippings of any activity in the College or on the Bhavan's campus to any outsider or to the media without the prior permission of the Principal.
- xxiii. Teachers can only use social or other media as responsible citizens and not indulge in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic or in posting derogatory or objectionable comments or create obstructions which can create problems and / or tarnish the image / reputation of the College and Bhavan.
- xxiv. Teachers shall not indulge in any form of Embezzlement of funds or misappropriation of the/College/ Bhavan's property, or theft or fraud.
- xxv. Teachers shall not indulge in any form of Mutilation/destruction of records and property of the/College/ Bhavan.
- xxvi. Teachers shall neither indulge in nor encourage in any form any malpractice connected with examinations or other College / Bhavan's activities.

## **II. Teachers and Students**

### **Teachers should:**

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
- iii. Recognise 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- viii. Aid students to develop an understanding of our national heritage and national goals; and
- ix. Refrain from inciting students against other students, colleagues or administration.

## **III. 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 for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**IV. Teachers and Authorities****Teachers should:**

- i. 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;
- 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. 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 through their organizations in the formulation of policies of the other institutions and accept offices;
- v. 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;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. 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.

**V. 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 functioning of joint-staff councils covering both the teachers and the non-teaching staff.

**VI. Teachers and Guardians****Teachers should:**

Try 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.

**VII. Teachers and Society****Teachers should:**

- 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 public offices;
- 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, religions or linguistic groups but actively work for national integration.

Dated: 17<sup>th</sup>. July 21