

S.M.Y. SEAMEN WELFARE FOUNDATION'S

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**“TSR CODE OF CONDUCT HANDBOOK
FOR TEACHERS / FACULTY, GOVERNING BODY,
ADMINISTRATION INCLUDING CHAIRMAN / DIRECTOR
PRINCIPAL / OFFICIALS AND SUPPORT STAFF.”**

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Rev No: 0	Date of Revision:1 Jan 2019	Total Pages:22
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“TSR CODE OF CONDUCT HANDBOOK”

Code of conduct handbook for-

- A. Teachers / faculty
- B. Governing body and Chairman.
- C. Administration including
 - i. Director / Principal
 - ii. Officials and
 - iii. Support staff/ Non-Teaching Staff

A. Code of Professional Ethics for Teachers / Faculty: -

I. Teachers and their responsibilities:

Faculty who adopts teaching as a profession assumes that obligation to conduct himself/ herself in accordance with the ideals of the profession. A Faculty is constantly under the scrutiny of his/her student and the society at large. Therefore, every Faculty should ensure 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 ideals. The profession further requires that the Faculty should be calm, patient and communicative by temperament and amiable in disposition.

Faculty Should:

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- iii) Seek to make professional growth continuous through study and research;
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge;
- v) Maintain active membership of professional organization and strive to improve education and profession through them;
- vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- vii) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- viii) Abide by the act, statute and ordinance of the institute and to respect its ideals, vision, mission, culture practices and tradition;
- ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the institute 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; and
- x) Participate in extension, co-curricular activities, including the community service

II. Teachers and students: -

Teachers Should:

- i) Respect the right and dignity of the student in expressing his/her opinion;
- ii) Deal with the students in a first and impartial manner regardless of their religion, cost, gender, political affiliations economic and social status and logical characteristics
- iii) Recognize the difference between aptitude and capabilities among students and strive them to meet their individual needs;
- iv) Inspire students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v) Inculcate among the student's scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environment protection and peace;
- vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii) Pay attention to only the attainment of the students in the assessment of merit;
- viii) Make themselves available to the students even beyond their class hours and help them guide students without any remuneration or rewards;
- 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.

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 consideration of caste, creed, religion, race or sex in their professional endeavor.

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.
- ii) Refrain from undertaking other employment and commitment, including private tuition and coaching classes which are likely to interface with their professional responsibilities thereby avoiding any conflict of interests.
- iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may impose ;

- iv) Co-operate through their organization in the formulation of policies of the other institutions and accept offices
- v) Co-operate with the authorities for the betterment of institution keeping in view the interest and in conformity with 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 in justiciable leave of absence. Prior to proceeding on leave give the administration sufficient prior intimating except in unavoidable circumstances always learning in mind 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 teacher and the non-teaching staff.

VI. Teachers and Guardians: -

Teachers Should:

Try to see through teacher's bodies and organization, that the institution maintains contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the of purpose for mutual exchange of ideas and 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 program 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 whole;
- iv) Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices;
- v) Refrain from taking part in or subscribing to or assisting in any activities, which tend to promote feelings of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

B. The Governing body and Chairman

The Governing body and Chairman Should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the Training Ship Rahaman through policy formation, operational management, organization 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 institutes;
- c) Act as a steward of Foundation or institutes assets in managing the resources responsibility, optimally, effectively, and efficiently for providing conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the institutes paving way for innovative thinking and ideas;
- e) Endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the national society;
- f) Refrain from following consideration of caste, creed, religion, race, gender in their professional endeavor.

C. Administration including -

i. College Principal or Director

College Principal or Director Should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainably;
- b) Conduct himself/herself with transparency, honesty, highest, degree of ethics and decision making that Is in the best interest of the college;
- c) Act as a steward of the institutes asset's in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shard and consultative work culture in the institutes, paving way for innovative thinking and ideas;
- e) Endeavor 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 demeanor 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 behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service
- j) Refrain from allowing consideration of caste, creed, religion, race, gender, in their professional endeavor.

ii. Instructor Physical Education and Sports / Librarian / Officials and support staff: -

**Instructor Physical Education and Sports / Librarian / Officials and support staff
Should:**

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching research;
- d) Participate in extension, co-curricular activities, including the community service;
- e) Refrain the allowing consideration of caste, creed, religion, race, gender in their professional endeavor.