



# SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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## CODE OF CONDUCT

For the Teachers

## CODE OF CONDUCT FOR THE TEACHERS

1. The primary duty of the teachers is to work for the proper education of the students under their care in the college.
2. The teachers should follow the tenets of the mission and vision of the college starkly.
3. The teachers should be in their respective departments by 8.45am and they can leave the campus by 4pm.
4. The teachers should make sure that the discipline is kept intact in the campus. If they come across anything untoward in the campus, they should bring such matters to the notice of the Principal.
5. The teachers should carry out the duties and responsibilities entrusted on them by the HOD and Principal.
6. They should register their attendance in the register while they come to the college and also when they make an exit from the institution.
7. They should keep in touch with the students and parents.
8. The teachers can borrow books from the library, and they can keep the books borrow from the library as long as the librarian allows them to. However, this option can be cancelled at any time as per the discretion of the authorities concerned.
9. The teachers are bound by the code of conduct and professional ethics set out by the M G University.

### Teachers Conduct with the students

1. Teachers should be receptive towards the views and opinions of the students.
2. They should treat all the students equally and fairly.
3. They should not discriminate or be partial towards the students on the basis of their colour, race, religion, caste, community and creed.
4. They should recognize the manifold talents and abilities of their students and be ready to promote them.
5. They should motivate the students to be upright human beings.
6. They should play a crucial role in the character formation of their students.
7. They should cultivate in the students the cherished ideals of life such as tolerance, peace, trust, hope and truth.
8. They should inculcate in their students a positive outlook towards life.
9. They should inspire their students to achieve their maximum potentials.
10. They should help the academically poor students to sail through difficult portions by taking remedial classes beyond the college hours without expecting anything in return financial or otherwise.
11. They should instill in their students a love for the rich heritage of our nation.
12. They should never resort to any act of inciting students against one another or towards their fellow teachers or any other stakeholders of the college.

### Teachers conduct with the colleagues

1. The teachers should be respectful towards one another.
2. They should help one another academically in attaining the college's professional goals.
3. They should not create unwanted and uncalled allegations on each other.
4. They should not show any discriminations against their colleagues on the basis of religion, caste, race, community and gender.

### Teachers conduct with the authorities

1. The teachers should discharge all the duties and responsibilities assigned to them by the college authorities without any fail.
2. They should not indulge in any practices that can come in the way of their proper practice of their profession.
3. They should be willing and ready to fulfil responsibilities related to various offices and organization of the college.
4. They should extend their full cooperation to the authorities of the college so that the college can attain growth at multiple levels.
5. They should conduct themselves as per the code of conduct laid down for them by the college.
6. They should have the right to receive proper intimation through official channels before their positions are reset.
7. They should complete the portions of the subjects allocated to them per semester in time.
8. They should pursue an interactive mode of learning / teaching process.
9. They should not apply for leave every now and then instead they should be mindful of their duties in the college and try to accomplish them promptly and without undue delay.

### Teachers conduct with the Non-Teaching Staff

1. The teachers should consider the non-teaching staff as their partners in the educational endeavor.
2. Mutual cooperation between the teaching and the non-teaching staff for the overall development or advancement of the college should be the norm.