



7.1.10 Code of Conduct

<p>GOVERNING TERMS AND CONDITIONS OF SERVICE OF TEACHERS WORKING IN UNIVERSITY SCHOOLS, UNIVERSITY DEPARTMENTS, CONDUCTED COLLEGES AND UNIVERSITY INSTITUTION</p> 	<p>12/12/2019</p> <p> PRINCIPAL S. K. Somaiya College of Arts, Science & Commerce, Vidyavihar, Mumbai - 400 077.</p>	<p>Short Title and Commencement S.2. Definitions S.3. Classification of Teachers S.4. Qualifications for the various cadres of the teachers S.5. Workload of the Teachers and Remission S.6. Recruitment S.7. Advertisement of Vacancies S.8. Scrutiny Committee S.9. Selection Committee S.10. Selection Procedure S.11. Temporary Appointment S.12. Appointment of the Head of the University Department S.13. Duties and Responsibilities of the Head of the University Department S.14. Reservation policy S.15. Career Advancement Scheme (CAS) S.16. Academic Calendar S.17. Appointment Order S.18. Joining the Duties S.19. Probation S.20. Duties of the Teacher S.21. Assessing Authority S.22. Service Book S.23. Personal File S.24. Seniority of Teachers S.25. Medical Incapacitation S.26. Payment of Salary S.27. Additional Charge S.28. Pay Fixation on Personal Promotion S.29. Pay Fixation on Reversion S.30. Pay Protection on New Post S.31. Date of Increment S.32. Personal Pay 3 S.33. Allowances S.34. Pay on Leave S.35 Entitlement to Leave Salary S.36. Travelling Allowance/ Dearness Allowance for Tour S.37. Medical Reimbursement S.38. Vacation Salary S.39. Leaves S.40. Competent Authority to Sanction Leave S.41. Kinds of Leave S.42. Casual Leave S.43. Special Casual Leave S.44. Duty</p>
---	--	--

		<p>Leave S.45. On Duty S.46. Earned Leave S.47. Leave on Half -Pay S.48. Commuted leave S.49. Extra-ordinary leave S.50. Leave not due S.51. Study leave S.52. Sabbatical leave/Academic leave S.53. Maternity, Paternity and Adoption Leave S.54. Appointment against vacant post due to leave S.55. Special medical leave for Tuberculosis, AIDS, Cancer and Heart Surgery S.56. Special Provisions for the Female Teachers S.57. Code of Conduct for Teachers S.58. Misconduct S.59 Disciplinary Authority S.60. Penalties S.61. Procedure for imposing minor</p>
--	--	--



Prudhvi

PRINCIPAL

S. K. Somaiya College of Arts,
Science & Commerce,
Vidyavihar, Mumbai - 400 077.

S K SOMAIYA COLLEGE OF ARTS, SCIENCE AND COMMERCE

Code of Professional Conduct

Teachers and their Responsibilities

Teachers should be calm, patient, and communicative by temperament and amiable in disposition. They should

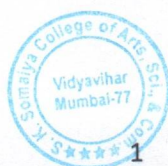
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth a continuous process through study, research, travel and participation at professional meetings, seminars, conferences etc.;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication and integrity;
- Co-operate and assist in carrying out functions relating to the educational responsibilities 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;
- Participate in co-curricular activities including community service.

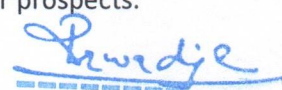
Code of Professional Conduct

Teachers and Colleagues

Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging secret complaints against colleagues to higher authorities;
- Refrain from talking disrespectfully about their colleagues in front of the students;
- Work in teams to successfully complete the given tasks to the satisfaction of the authorities;
- Mentor the fresh recruits and facilitate their adjustment to the new organizational climate;
- Invite constructive criticisms for improvement;
- Challenge each other and collaborate to excel professionally;
- Participate actively in faculty forums for professional enrichment;
- Refrain from raising questions of religion, race or sex in their relationship with their colleagues or trying to use the same for improvement of their prospects.




PRINCIPAL
S. K. Somaiya College of Arts,
Science & Commerce,
Vidyavihar, Mumbai - 400 077.

Code of Professional Conduct

Teachers and Students

Teachers should

- Respect the right and dignity of the student in expressing his or opinion;
- deal justly and impartially with students regardless of their religions, caste, political, economic, social and physical characteristics;
- recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and attend to Community welfare;
- Inculcate among students a scientific outlook and respect for physical labour and ideals of democracy and peace;
- Be affectionate to the students and not behave in vindictive manner towards any of them for any reason;
- Assess the students on their attainment with utmost objectivity and integrity
- Make themselves available to the students even beyond their class hours and help and guide students without consideration of remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals and
- Refrain from inciting students against other students, against colleagues or administration.

This however should not interfere with the right of teachers to freely express any difference on principle in seminars, meetings or other places where students also may be present.

Code of Professional Conduct

Teacher and Authorities

As employees, teachers should

- Discharge their professional responsibilities according to existing rules;
- Conduct professional business through proper channels;
- Refrain from undertaking any gainful employment or commitment which is likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organization in the formulation of policies of the institutions;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Give and expect due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedules.



Prudye

PRINCIPAL
S. K. Somaiya College of Arts,
Science & Commerce,
Vidyavihar, Mumbai - 400 077.