



**Rizvi Education Society's  
RIZVI COLLEGE OF EDUCATION  
Khar West**

**CODE OF PROFESSIONAL ETHICS & CONDUCT**

**Code of Conduct for Teaching Staff**

*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 must be his/her own ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition. –UGC.*

- ◆ All faculty members shall work in alignment of the institution's vision and mission and towards academic excellence.
- ◆ All faculty members shall keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.
- ◆ All faculty members shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- ◆ All faculty members shall refrain from inciting students against other students, colleagues or administration.
- ◆ All faculty members shall perform his/her duties in the form of teaching, mentoring, guidance, tutorial, and practical work conscientiously and with dedication.
- ◆ All faculty members shall make full effort to complete the assigned work in a time-bound manner, meeting deadlines, consistently.
- ◆ All faculty members shall regularly update his/her knowledge by attending FDPs and keep pace with the advent of technology
- ◆ The college time being 11am-5pm, all faculty members should reach college at least 5 minutes before 11am and be in the campus till 5pm.
- ◆ All teachers have to be present for the class assembly at 11am.
- ◆ Anyone coming late/leaving early for more than 10 minutes on 3 occasions in a month shall lose half-day casual leave. Repeated late comers shall be liable for disciplinary measures.
- ◆ Anyone going out of the college premises during working hours (excluding lunch break) shall seek necessary permission from the Principal.
- ◆ During practice teaching supervising teacher shall reach ahead in time for lesson observation and they shall remain in the school for a minimum of 5 hours.

- ◆ Staff members shall compulsorily wear their ID cards when in campus and ensure students wear their IDs too.
- ◆ No faculty member shall remain absent from their duties at any time without prior permission from the Principal.
- ◆ Faculty members shall refrain from allowing considerations of caste, religion, language or sex in their professional endeavour.