



# SAFA | COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Calicut | ISO 9001-2015 Certified | Recognised by UGC 2(f)



## Code of Conduct for Teaching Staff



## CODE OF CONDUCT FOR TEACHING STAFF

Those who choose to become teachers, take responsibility of conducting themselves upholding the standards of the profession. A teacher is always being perceived by both society as a whole and students. As a result, every educator should ensure that his principles and actions are consistent. He or she must endorse the national education ideals that have already been established and that they should endeavour instill in students. To practice their profession, teachers need to be composed, patient, communicative, and have a friendly demeanour.

### **TEACHERS SHOULD:**

- Model the highest standards of instruction and assist students in acquiring the necessary skills and knowledge.
- Cooperate and assist in carrying out functions pertaining to the educational responsibilities of the college and university as assigned by the authority.
- Fulfil their responsibilities with dedication and honesty while adhering to the professional ethics.
- Have excellent leadership qualities and serve as an exemplar for the students.
- Maintain proper communication with the parents to inform the overall progress of the student.
- Strive for professional development and stay updated with the evolving educational practices.
- Be punctual, disciplined, and not absent without prior notice to the principal.
- Respect the dignity of all the stake holders and must forbid discrimination and harassment in any form inside the college premises.
- Behave with grace, kindness, impartiality, and respect; abstain from insulting words, arguing and yelling, and acting in a disrespectful manner.

- Ensure completion of the academic syllabus, programs, and evaluation and submission of reports within the stipulated time.
- Acknowledge the uniqueness of every student and aim to give them individualised attention.
- Initiate and coordinate curricular, extension and community outreach programs.
- Inculcate scientific inquiry and a love for nature; must promote experiential Learning, invited lectures, use of technology and ethical awareness.
- Instil the values of democracy, patriotism, national heritage, peace and communal harmony.
- Be available even beyond the working hours, if needed, for proper conduct of institutional activities without any reward.
- Comply with the terms and conditions stated in the employment contract and policies.
- Discourage any sort of academic dishonesty related to exams or other college-related activities.
- Respect and uphold the privacy of student data and other sensitive information.
- Utilise digital platforms to enhance teaching and learning, and avoid actions that could have adverse consequences.
- Seek prior permission from the relevant authorities to organize programmes inside the campus.
- Be rightly attired and wear the uniform and ID card, approved by the authority, inside the college premises.