

MCT  
MANJARA CHARITABLE TRUST  
SMT SUSHILADEVI DESHMUKH COLLEGE  
OF ARTS, SCIENCE & COMMERCE

**PROFESSIONAL ETHICS AND CODE OF CONDUCT IN EDUCATION**

We, at Smt.Sushiladevi Deshmukh College of Arts, Science & Commerce, are committed to follow the following Ethical Practices in the best interest of all the stakeholders,

**Code of Conduct for Teachers**

**I. Teachers and their Responsibilities:**

Every teacher assumes certain obligation towards the ideal profession. A teacher constantly under the scrutiny of his students and the society at large. Therefore, every teacher should maintain balance between his precepts and practice. The teacher should be calm, should have patience with positive attitude.

**Teachers should:**

1. The mission of the institution should be known by all the faculties and the institutional plan should be properly practiced
2. Faculty should honesty, integrity, and transparency in all professional interactions.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work continuously and with dedication.
7. The faculty members should take up educational responsibilities of the college 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
8. Participate in extension, co-curricular and extra-curricular activities including community service.



## **II. Teachers and Students**

### **Teachers should:**

1. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
2. Maintain appropriate boundaries with students to prevent any potential harm or misconduct.
3. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
5. Assess the students on the basis of their performance.
6. Help and guide the students even after class hours.

## **III. Teachers and Colleagues**

### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## **IV. Teachers and Authorities:**

### **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
3. Give and expect due notice before a change of position is made and
4. 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 schedule.

## **V. Teachers and Non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution and
2. Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

## **VI. Teachers and Guardians:**

### **Teachers should:**

Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **Code of Conduct for Students**

1. Treat all individuals with kindness, respect, and consideration, regardless of their background, race, gender, religion, or abilities.
2. Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
3. Students not attending classes for more than four consecutive weeks must inform the
4. Principal/Teacher in charge in writing or else their names shall be struck off the rolls of the College.
5. Application for leave is to be made on advance and submitted to the principal in case of illness, application for leave along with a medical certificate.
6. Students must carry their Identity card in college.
7. Attend classes, lectures, and other academic commitments regularly and punctually.
8. Communicate in advance with instructors if you cannot attend a class or meet a deadline due to valid reasons.
9. Complete assignments and exams honestly and independently, without plagiarism, cheating, or unauthorized assistance.
10. Engage in open and respectful communication with peers, instructors, and staff.
11. Dress in a manner that is appropriate and respectful for the learning environment.
12. Participate in extracurricular activities with a positive and inclusive attitude.
13. Familiarize yourself with the college policies, rules, and regulations and adhere to them at all times.
14. Violations of this code of conduct may result in disciplinary actions, which can include warnings, counselling, probation, suspension, or even expulsion, depending on the severity and frequency of the violation.



## **Code of Conduct for non-teaching Administrative Staff**

### **Introduction:**

As valued members of Smt.Sushiladevi Deshmukh College Arts, Science & Commerce, non-teaching administrative staff play a crucial role in supporting the institution's mission of providing quality education and fostering a positive learning environment. This Code of Conduct outlines the standards of behaviour, ethics, and professionalism expected from all non-teaching administrative staff members.

### **Non-Teaching Staff Should**

1. Treat all individuals with respect, courtesy, and fairness, regardless of their role, position, or background.
2. Maintain a neat and professional appearance, adhering to the institution's dress code guidelines.
3. Safeguard sensitive and confidential information related to students, staff, and the institution. Do not disclose such information without proper authorization.
4. Exercise caution when discussing sensitive matters in public spaces to ensure confidentiality is maintained.
5. Use appropriate language and tone in emails, messages, and conversations, adhering to respectful and considerate communication.
6. Act ethically and with integrity in all decisions and actions, avoiding conflicts of interest or behaviours that could compromise the institution's reputation.
7. Adhere to all applicable laws, regulations, and institutional policies.
8. Seek guidance from appropriate supervisors or authorities when faced with complex or sensitive conflicts.
9. Adhere to established work schedules and arrive at work on time.
10. Notify supervisors in advance if there is a need for time off or adjustments to the work schedule.
11. Engage in continuous learning and professional development to enhance skills and contribute effectively to the institution's success.
12. Work collaboratively with colleagues across departments to achieve common goals and enhance the institution's overall efficiency.
13. Interact with students in a supportive and respectful manner.
14. Report any violations of this Code of Conduct to the appropriate supervisors or designated authorities.

## **Code of Conduct for Principal**

As the principal of Smt.Sushiladevi Deshmukh College of Arts,Science & Commerce, I understand the importance of leading by example and fostering a positive educational environment for students, staff, and parents. I am committed to upholding the highest standards

of professionalism, integrity, and ethical conduct. This code of conduct serves as a guideline for my actions and interactions within the College community.

**College Principal should:**

1. I will act with honesty, transparency, and fairness in all my dealings with students, staff, parents, and other stakeholders.
2. I will maintain confidentiality when appropriate, especially in matters related to student records, personnel issues, and sensitive information.
3. 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 sustainability;
4. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
5. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
6. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
7. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
8. Adhere to a responsible pattern of conduct and demean or expected of them by the community;
9. Manage their private affairs in a manner consistent with the dignity of the profession;
10. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
11. Participate in extension, co-curricular and extra-curricular activities, including the community service;
12. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.
13. I will promote a culture of academic excellence, supporting both students and staff in their pursuit of learning and professional growth.

14. I will maintain open lines of communication with parents and actively seek their input and feedback in matters related to college policies, programs and events.

15. I will keep stakeholders informed about college activities, achievements, and challenges Through regular updates and communications.

*V. Pathak*

**IQAC-Coordinator**

Ms. Vanashree Pathak

*N. Angolkar*

**Management Nominee**

Mr. Nitin Angolkar

*Shalini*

**Principal**

Dr. Shalini Vermani

**PRINCIPAL**

smt. Sushiladevi Deshmukh College of  
Arts, Science & Commerce  
Sec. 4, 4th Fl. Navi Mumbai 400 709

