



JOHN WILSON EDUCATION SOCIETY'S

Wilson College

(ESTD. 1832)

Autonomous Minority Institution

Under DBT - STAR Strengthening Scheme

Best College Award (2019-20) by the University of Mumbai

Chowpatty, Mumbai - 400 007.

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RE-ACCREDITED 'A' GRADE BY NAAC

Policy on the Code of Conduct and Ethics/Handbook of Code of Conduct

Code of Conduct for Teachers

Introduction:

The contribution that the teaching profession makes to society is significant. Whoever accepts teaching as a profession assumes the obligation to conduct himself/herself as per the ideals of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she seek to inculcate among students must be his, her ideals. Teachers should be caring, fair, and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality, and specific needs of students and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, etc.

A teacher should take pride in having joined the teaching profession and under no circumstances should express his/her disregard for the profession by repenting his/her decision.

University Grants Commission prescribed measures including Code of Professional Ethics for teachers. However, despite the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, to ensure that all members of the profession follow the ethical principles enshrined in the code of professional ethics, the University of Mumbai prepared this Code of Conduct for University and College teachers under its jurisdiction.

This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers.

Definitions are given in the Act and the Statutes shall apply to these Rules regarding Code of Conduct unless there is anything repugnant in the subjects of context.

MINORITY MANAGEMENT Regd. Trust and Society Reg. No. F-1146 (Bom.) and No. Bom. 92/1963 GBBSQ.


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1. "Act" means the Maharashtra Universities Act, 1994,
2. "Appointing Authority" means the authority empowered to make the appointment of a teacher.
3. "Appellate Authority". means the authority prescribed by the Management of the College.
4. "Disciplinary Authority" means the Principal/ Management of the College as the case may be, to impose on a teacher any of the penalties specified in the schedule,
5. "Head" includes Head of the department (or Schools)/ recognized Institution/ Principal of the affiliated college.
6. "Institution". Includes affiliated college / recognized Institutions
7. "Management" includes Management of an affiliated college.
8. "Prescribed authority" means the Principal, or the authority prescribed by the Board of Management of the college for these rules as a whole or any individual rules.
9. "Schedule" means the schedule appended to these rules.
10. "State Government" means the Government of Maharashtra.
11. Teachers means as defined in the MU Act 1994 and includes teachers working on a temporary, ad hoc, part-time or on-clock hour basis.
12. "University" means the University of Mumbai.
13. "Principal/ Registrar means the Principal and Registrar of the college.

The following shall be the rules governing the code of conduct for teachers:

1. A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars, and other directions issued thereunder from time to time by the University and the Central and the State Government.
2. A teacher shall not in the course of his/her duties disobey, disregard, or wilfully default in carrying out any lawful instructions, reasonable orders, or directives given by any person or body having authority to give such lawful instructions, reasonable orders, or directives. A teacher shall not refuse to carry out the



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academic and administrative decisions taken by the Head Management/University, A teacher shall, however, have the right to express his/her difference with the policies and decisions of the institutions/ management authorities and officers of the University.

3. A teacher shall not commit acts of insubordination and defy lawful orders.

4. Every teacher shall always maintain absolute integrity and devotion to duty.

5. Every teacher shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the University or the college and the cause of education and give full cooperation in all academic programs and other activities conducive to the welfare of the student community.

6. It shall be incumbent on every teacher to perform the academic duties such as preparation of lecturers/Practicals, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance, class project, etc. A teacher shall engage classes regularly and punctually and impart lessons and instructions and do such internal assessment/ examinations evaluation as the Head of the Institution shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

7. A teacher shall report on duty regularly and punctually.

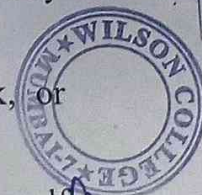
8. A teacher shall mark the biometric attendance on arrival and before leaving the campus after working hours as well as sign the attendance muster. The Head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.

9. The Head of the institution shall keep a record of attendance of the teachers working in his/her institution. Every teacher shall observe the scheduled hours of working during which he/she must be present at the place of his duty.

10. A teacher shall devote the requisite number of teaching hours as assigned by the Head of the Institution according to the teaching workload.

11. A teacher shall not neglect to correct practical records, classwork, or homework done by the students.

12. A teacher while being present in the institution shall not absent himself/herself (except with the prior permission of the principal of the college) from classes which he/she is required to attend.



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13. A teacher can organize or attend any meetings during working hours where he/she is required or permitted by the head of the institution to do so.

14. A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his/her head of his whereabouts to facilitate his recall in an emergency.

15. A teacher shall not remain absent from the institution without leave or the prior permission of the Head of the institution// Management/ University,

provided that where such absentee without leave or the prior permission, is due reasons beyond the control of the teacher concerned, It shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.

16. A teacher shall report for any additional duty assigned by the Head of Institution/ Management/ University, whether before or after the working hours.

17. A teacher shall do all work connected with extracurricular and co-curricular activities assigned to him/her from time to time by the Head of his Institution/Management/University.

18. A teacher shall perform his/her academic duties and work related to examinations as assigned. Remuneration shall be payable to the teachers for internal assessment /home examinations conducted by the institution only if applicable. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment, and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination center, working as a member of the team of squad/ observer, coding-decoding of answer books, coordinating work of Central-assessment, etc. assigned to him/her by the University or by the Head of his/her Institution. It shall also be obligatory for a teacher to train himself/herself in operation and use of all technological advancement and gadgets necessary to perform his/her duties.

19. A teacher shall not be partial in the assessment of a student or deliberate over the mark, under the mark, or victimize a student/s on any grounds.

20. A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other



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activity is a serious offense.

21. A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality, languages, or reasons of personal nature.

22. A teacher shall not practice or incite any student to practice casteism, communalism, or untouchability.

23. A teacher shall not use his/her position to spread their political, religious, or other ideologies among students.

24. A teacher shall not propagate through his/her teaching lessons or otherwise, communal, or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities.

25. A teacher shall not behave or encourage or incite students or teachers or employees to behave in a rowdy or disorderly manner in the institution premises.

26. A teacher shall not cause or incite any other person to cause any damage to the institution's property.

27. A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/ governing body of the college and the university, this does not interfere with the right of a teacher to express his/her opinion on principles in seminars, etc.


28. A teacher shall help the Head of the institution to enforce and maintain discipline amongst the students.

29. A teacher shall work in the best interest of students and of university/institution.

30. A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman, or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.

31. A teacher shall not do anything that shall suggest or create the impression that a student is more favored than any other student.

32. A teacher shall serve as a role model to learners showing a high degree of decency in speech, mannerism, discipline, dressing, and in general.


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33. A teacher shall inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace.

34. A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the university institutions/ on other days of national importance as per directives.

35. A teacher shall not misbehave with students or their parents/guardians, teachers, or other employees of the institution.

36. A teacher shall not use abusive language, quarrel, or display riotous behavior.

37. A teacher shall refrain from making false accusations against the head of the institution/ management authorities/ colleagues/employees/students whether after being provoked or otherwise.

38. A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her workplace.

39. A teacher shall not engage in any other gainful economic activity at the workplace. A teacher shall not engage himself/herself in any private tuition for which a fee/remuneration is charged either within or outside the precincts of the institution in which he/she is working.

40. A teacher shall not engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

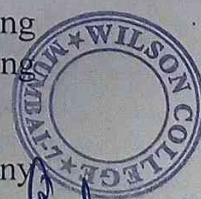
41. A teacher shall not furnish incorrect information regarding his qualifications, experience, age, etc. in respect of his appointment/promotion.

42. A teacher shall not raise questions of caste, creed, religion, race, or sex in his relationship with his colleagues, and try to use the above considerations for improvement of his prospects.

43. No teacher shall drink alcohol while on duty or be found drunk during working hours. He/She shall not be under the influence of any intoxicating drink or drug during his duty.

44. A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/university.

45. A teacher shall not, except following any general or special order of the



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University or the Institution or in the performance in good faith or duties assigned to him/her, divulge, or directly communicate any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.

46. A teacher shall not misappropriate an institution's property, or commit acts of theft, fraud, or embezzlement of funds.

47. A teacher shall submit a report of the project/activity undertaken by him/her along with a statement of accounts ,(with all vouchers) to the sponsoring agency within a stipulated time.

48. A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/ university.

49. A teacher shall not take active part in politics to cause interference in the discharge of his/her duties, shall not in any manner associate himself/herself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/ University education.

But a teacher can become, or continue to be, a member of any literary, scientific, or professional organization,

50. A teacher shall not without prior intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, the legislature of the State or Parliament. Nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his / her being elected or nominated he /she shall if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period and any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his



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/her right to promotion, increments or other benefits, if any, to which he /she would have been entitled had he /she not proceeded on leave.

51. A teacher shall not contest any election of Banks/Societies/Sports or Socio-Cultural Associations without previous intimation to the Head of the institution/Management.

52. A teacher shall not approach the court of law regarding any matter related to his service/employment without exhausting available remedies and without giving proper intimation to the Head/ Management.

53. A teacher shall not misuse or carelessly use amenities provided to him/her by the Institution to facilitate the discharge of his /her duties. A teacher shall not make use of the resources and/or facilities of the institution/management/university for personal, commercial, political, or villainous purposes.

54. A teacher has academic freedom which entitles him to criticize ideas and methods, but he/she shall not defame others.

55. A teacher shall not rudely and aggressively behave persistently with other staff members and students.

56. A teacher who supervises other staff has a special responsibility to treat their staff fairly and honestly. He/she shall make available development and training opportunities without patronage, favoritism, or unfair discrimination.

57. A teacher shall not participate in decisions to the appointment of a relative or a family member.

58. A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent/guardian or any person with whom he has come into a contract by his position in the institution, to do any kind of favor to the student.

59. A teacher shall take paid outside consultative work only by institution/university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research, and administrative duties.

60. A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institution/University as the case may be or the sovereignty and integrity of India.



or public order or morality. Provided that a teacher may become a member of the Association of teachers' as may be approved by the Management /University according to rules.

61. A teacher shall not give unauthorized interviews or releases to electronic and print media. He/she shall not use the electronic/print media with malafide intention of defaming the institution/ university.

62. A teacher shall not in any radio broadcast or any document published anonymously or in his name person or any communication to the press or the name of any other any public utterance make any statement or express an opinion which is like character assassination, reflection on the personal life of his superiors/colleagues, or which is like criticism of individual as distinct from a policy decision. Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or the due performance of the duties assigned to him on academic matters.

63. A teacher shall not, except with the prior sanction of the authorities of the institution, engage directly or indirectly in any trade or business or under any other employment.

64. A teacher shall not bring or attempt any influence to bear upon any question in respect of matters about his service.

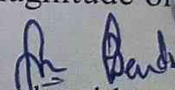
65. A teacher shall not involve himself/herself in any activity that is likely to bring the teaching profession into disrepute. It shall therefore be the responsibility of every teacher to preserve the dignity and honour of his/her profession and maintain his/her dignity, honour, and integrity:


66. Notwithstanding anything hereinbefore contained, bona fide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct: Failure to conform to the above-mentioned Rules shall be construed as Misconduct.

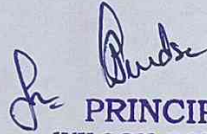
The enforcement of the Code is the responsibility of the appointing/disciplinary authority. The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed. The magnitude or seriousness may not be the same in all cases.

Hence the cases of violation or non-observance shall have to be dealt different levels and in different ways under the nature of the violation.


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Creating Awareness- To begin with, code should be circulated widely amongst the teachers, it should be uploaded on the website of the affiliated college. The Internal Quality Assurance Cell should include the code in the curriculum of orientation and refresher programs. At the time of initial appointment, a teacher should be provided a copy of the code of professional ethics and a copy of a code of conduct for perusal and an undertaking should be taken from him/her that he/she would always strive to observe the Code in letter and spirit.


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