



**School of Management Sciences**

**Lucknow**

**Code of Conduct  
for  
Teachers**

**Campus: 19th KM Stone, Kasimpur Biruha, PO-Kasimpur, Sultanpur  
Road, Lucknow 226501, Ph.: 9792633331, 9506033170**

**City Office: 2nd Floor, Sky Hi Chambers, 5 Park Road, Hazratganj,  
Lucknow 226001, Ph.: 0522-2238116, Fax: 0522-2237273**

**Visit us : [www.smslucknow.com](http://www.smslucknow.com)**

# Code of Conduct for Teachers

## TEACHERS AND THEIR RIGHTS

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

## THE CODE OF CONDUCT

- (1) **TEACHERS AND THEIR RESPONSIBILITIES:** Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself 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/her 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 indisposition.

### **Teachers Should:**

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii. Manage their private affairs in a manner consistent with the dignity of the profession.
- iii. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- iv. Seek to make professional growth continuous through study and research.

- v. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- vi. Maintain active membership of professional organizations and strive to improve education and profession through them.
- vii. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- viii. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- ix. Be truthful when making statement about their qualifications and competencies,
- x. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college 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, and
- xi. Participate in extension, co-curricular and extra-curricular activities including community service.
- xii. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- xiii. No teacher shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
- xiv. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

(2) **TEACHERS AND THE STUDENTS**

**Teachers should**

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Help students to develop an understanding of our national heritage and national goals.
- x. Refrain from inciting, instigating or provoking students against other students, colleagues or administration.

(3) **TEACHERS AND COLLEAGUES**

**Teachers should**

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.

- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- v. No teacher shall by act or deed, degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- vi. Respect confidential information on colleagues unless if the behavior of a colleague is seriously in breach of this code.

(4) **TEACHERS AND AUTHORITIES**

**Teachers should**

- i. 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 organisations for change of any such rule detrimental to the professional interest.
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices assigned in furtherance of the same.

- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- vi. Should adhere to the conditions of contract of service.
- vii. Give and expect due notice before a change of position is made.
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule. Also after due arrangement / adjust of their classes with substitute teacher/s.
- ix. Teachers shall refrain to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- x. Refrain to participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- xi. Every teacher must maintain a course file for each course of study offered to him / her during semester/year. It shall have following details:
  - Course Outcomes
  - Syllabus
  - Lecture Plan
  - Lecture notes
  - Time-table
  - Record of Date and time of delivery of class
  - Record of daily attendance of class

- (5) **TEACHERS AND NON-TEACHING STAFF**
- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution
  - ii. Teachers should help in the function of joint staff-councils covering both teachers and nonteaching staff.

(6) **TEACHERS AND GUARDIANS**

**Teachers should**

- i) Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of 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.

(7) **TEACHERS AND SOCIETY**

**Teachers should**

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions

or linguistic groups but actively work for National Integration.

- vi. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.

**MISCONDUCT on the part of an Autonomous college teacher**

- i. Willful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- ii. Victimization of and discrimination against students, colleagues and other staff.
- iii. Inciting of students against other students, colleagues, the university administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principled in meetings, seminars or formal assemblies of students.
- iv. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- v. Refusal to carry out the decisions of competent authorities/bodies and officers of the University in due exercise of their functions, made in accordance with the Act, statutes and Ordinances. A teacher shall, however, have the right to express his/her difference with the policies and decisions of the authorities and officers of the College.