

MKSSSS

College of Computer application for Women, Satara

(Faculty: BCA, BA, BCOM)

Code of Conduct

Introduction

We know that our people make us an institute like no other. It's your values, action and passion that make the difference. That's why we have a Code of Conduct. We expect the highest standards of social and ethical conduct, and believe all our staff deserves a fair workplace, and treatment with the utmost dignity and respect.

Purpose of the Code

The Code of Professional Conduct for Teachers applies to all faculty i.e. Permanent, Core contract and visiting faculty. Its purpose is threefold:

1. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.
2. It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in India.
3. It has an important moral standing and may be used by the governing bodies as a reference point to exercise its functions dealing with fitness to teach.

Standards of Teaching, Knowledge, Skill, Competence and conduct

The role of the teacher is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this code. On behalf of the teaching profession, the institute sets out the following standards that apply to all registered teachers regardless of their position.

Teachers should:

1. Be caring, fair and committed to the best interests of the pupils/students, entrusted to their care, and eager to motivate, inspire and celebrate effort and success.
2. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
3. 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, and socio-economic status, and any further grounds as may be referenced in equality legislation of the Indian Constitution
4. Seek to develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgment.
5. Act with honesty and integrity in all aspects of their work.
6. Respect the privacy of others and the confidentiality of information gained in the course of teaching, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
7. Represent themselves, their professional status, qualifications and experience honestly.
8. Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.
9. Ensure that any communication with pupils/ students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
10. Maintain lectures diary and get it checked from principal.
11. Report institution by 8:15am every day and follow the time table for lectures.
12. Prepare plan at the starting of the semester and its execution is observed.
13. Complete evaluation process of students and timely upload it on university portal.

14. Play role of mentor with assigned mentee.

15. Pay attention to the overall development of students, so they have to undertake co-curricular and extracurricular activities.

16. Teachers have been appointed on institution committees, the meetings of respective committees and record maintenance is to be done time to time.

17. Adjust lectures and fulfill other committee responsibilities before applying for any leave.