

वसंतदादा पाटील महाविद्यालय



SHIKSHAN PRASARAK SANSTHA'S
PADMABHUSHAN VASANTRAODADA PATIL MAHAVIDYALAYA,
KAVATHE MAHANKAL DIST: SANGLI 416405
Affiliated to Shivaji University, Kolhapur

INTERNAL QUALITY ASSURANCE CELL

HANDBOOK

CODE OF CONDUCT

PRINCIPAL
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Definitions

1. The term “College” means Padmabhushan Vasantrodada Patil Mahavidyalaya Kavathe Mahankal, Dist- Sangli.
2. The term “Parent University” means Shivaji University, Kolhapur.
3. The term “Principal” means the Head of Institute.
4. The term Student” means all persons admitted regular courses at the College.
5. The term “Staff member” means any person a regular Professor, Associate Professor, Assistant Professor, Teacher appointed on fix payment, Teacher appointed on Clock Hour Basis payment or utilized by the College to conduct classroom or teaching activities.
6. The term “Administrative staff” includes any person employed by the College, performing assigned administrative, facilities, or professional responsibilities. In some cases, graduate level interns or assistants may also be assigned such administrative or professional responsibilities.
7. The term “College Campus” includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the College (including adjacent streets and sidewalks).
8. The term “Organization” means any number of persons who have complied with the formal requirements for Padmabhushan Vasantrodada Patil Mahavidyalaya, Kavathe Mahankal, Dist- Sangli. 416405
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Handbook, the College web page and computer use policy, and Shivaji University, Kolhapur Rules of Conduct.
12. The “Discipline Committee” sets expectations related to cheating, plagiarism, and other acts of academic dishonesty.
13. The term “Public place” means any place or premises to which the public have or are permitted to have access, whether on payment or otherwise.

Prime Objectives of the Shikshan Prasarak Sanstha (Institute)

1. **Quality Education:** Ensure the delivery of high-quality education in Arts, Commerce, and Science programs, focusing on holistic development, critical thinking, and practical skills that prepare students for academic excellence and success in their chosen fields.
2. **Research and Innovation:** Encourage research and innovation in various fields of study, promoting a culture of curiosity, exploration, and intellectual inquiry among students and faculty members to contribute to the advancement of knowledge and address local challenges in the drought-prone area.
3. **Skill Development and Employment Opportunities:** Provide skill development programs and vocational training to equip students with practical skills that are relevant to local industries, thereby increasing their employability and entrepreneurship opportunities within the region.
4. A new education system will be evolved through ideal life-style of the teacher activists as was the practice in ancient Gurukul system and thereby promote lasting values such as sacrifice, honesty, truth, equality and fraternity.
5. The members of the institution will practice simplicity and frugality in their life.
6. **Water Conservation and Management:** Implement initiatives to conserve water resources, promote sustainable water management practices, and raise awareness about the importance of water conservation among students and the local community.
7. **Environmental Sustainability:** Promote environmental awareness and sustainability practices within the college and the community, encouraging initiatives such as waste management, tree plantation drives, and eco-friendly practices to protect the environment and mitigate the impact of drought.
8. **Community Engagement and Development:** Foster partnerships with local organizations, government agencies, and community stakeholders to address social issues, improve infrastructure, and enhance the overall quality of life in the drought-prone area through National Service Scheme's collaborative

efforts and community-driven projects.

9. Empowering Women and Marginalized Groups: Implement initiatives that promote gender equality, empower women, and support marginalized groups in accessing education, skills training, and opportunities for personal and growth, thereby contributing to a more inclusive and equitable society.
10. To bring about social transformation through well cultured and quality education.
11. To inculcate in life the basic values such as truth, honesty, character, anti-exploitation spirit, love, social service and sacrifice.
12. To insist on sanctity and co-ordination of thought, expression and practice.
13. To achieve social, cultural and civilization development through the effective primary, secondary and higher education system that incorporates Arts, Commerce, Science, Agriculture, Sociology, Law, Polytechnic and Physical Education etc.
14. To motivate and inspire people to be spontaneous and devoted social workers for development of society.
15. There shall be no discrimination on the grounds of caste, creed, race and religion in the institution and in all its branches.
16. The institution shall be apolitical.
17. To develop potentials of creativity and independent thinking.
18. Accounts of all the branches will be transparent and kept open for all.

Guidelines and Code of Conduct to be observed by Members of the Sanstha in Relation to the College:

1. Commitment to the Mission: Members of the Sanstha should align their actions and decisions with the mission, vision, and values of the college, working towards the common goal of providing quality education and fostering holistic development among students.
2. Transparency and Accountability: Members should uphold transparency in all dealings related to the college, including financial transactions, governance decisions, and administrative processes. They should be accountable for their actions and decisions, ensuring integrity and ethical conduct at all times.

3. **Conflict of Interest:** Members should disclose any conflicts of interest that may arise in their interactions with the college, abstaining from decisions or actions that could compromise the institution's best interests. They should prioritize the welfare of the college above personal gain or benefit.
4. **Respect and Collegiality:** Members should treat each other, college staff, students, and stakeholders with respect, courtesy, and professionalism. They should foster a culture of inclusivity, diversity, and mutual respect within the college community.
5. **Compliance with Laws and Regulations:** Members should adhere to all applicable laws, regulations, and policies governing the operation of the college, ensuring legal compliance in all aspects of college management, including academic affairs, financial management, and campus operations.
6. **Confidentiality:** Members should maintain confidentiality regarding sensitive information and discussions related to the college, respecting the privacy of individuals and the integrity of institutional matters. They should handle confidential information with discretion and care.
7. **Professional Development:** Members should strive for personal and professional development, staying informed about current trends and best practices in higher education, governance, and management. They should participate in training programs and workshops to enhance their knowledge and skills.
8. **Stakeholder Engagement:** Members should actively engage with college stakeholders, including students, faculty, staff, alumni, parents, and the local community. They should seek feedback, listen to concerns, and collaborate with stakeholders to promote the college's growth and success.
9. **Promotion of Academic Excellence:** Members should support initiatives that promote academic excellence, research, innovation, and student success within the college. They should advocate for quality education, curriculum development, and student support services that enhance the learning experience.
10. **Continuous Improvement:** Members should participate in regular assessments, evaluations, and strategic planning processes to support the continuous improvement and development of the college. They should identify areas for enhancement, provide constructive feedback, and support initiatives that drive institutional progress.

CODE OF CONDUCT FOR THE GOVERNING BODY

1.1 Introduction:

The college shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

1.2 CODE OF CONDUCT:

- 1.2.1 **Role and Responsibilities:** Members of the Governing Body must understand and fulfill their roles and responsibilities in accordance with the institution's mission and objectives. They should act in the best interests of the college and its stakeholders at all times.
- 1.2.2 **Ethical Behavior:** Members of the Governing Body should demonstrate high ethical standards, honesty, integrity, and transparency in all their actions and decisions. They should avoid conflicts of interest and act impartially in the best interest of the institution.
- 1.2.3 **Confidentiality:** Governing Body members must maintain confidentiality regarding sensitive information and discussions that are not meant for public disclosure. They should respect the privacy of individuals and the institution's confidential matters.
- 1.2.4 **Compliance with Laws and Regulations:** Members of the Governing Body should ensure compliance with all relevant laws, regulations, and policies governing the operation of the college. They should stay informed about legal requirements and take necessary steps to ensure compliance.
- 1.2.5 **Financial Responsibility:** Governing Body members must exercise prudent financial management and oversight, ensuring the proper use of college funds, resources, and assets. They should oversee the budget, financial reports, and audits to ensure transparency and accountability.
- 1.2.6 **Respect and Collegiality:** Members of the Governing Body should treat each other, college staff, students, and stakeholders with respect, dignity, and professionalism. They should foster a culture of collaboration, open communication, and mutual respect within the governing body and the college community.

- 1.2.7. Strategic Planning and Decision-Making:** Governing Body members should actively participate in strategic planning processes, make informed decisions based on data and evidence, and engage in constructive discussions to support the long-term development and success of the college.
- 1.2.8. Continuous Improvement:** Members of the Governing Body should promote a culture of continuous improvement, innovation, and excellence within the college. They should support initiatives that enhance the quality of education, research, and services provided by the institution.
- 1.2.9. Accountability and Evaluation:** Governing Body members should hold themselves accountable for their actions and decisions, accept feedback and evaluation, and strive for personal and institutional improvement. They should participate in regular performance evaluations and governance reviews to ensure effectiveness and accountability.
- 1.2.10. Conflict Resolution:** In case of conflicts or disagreements within the Governing Body, members should seek to resolve issues through constructive dialogue, mediation, and consensus-building processes, prioritizing the best interests of the college and its stakeholders above personal interests.

CODE OF CONDUCT FOR THE PRINCIPAL

1. Professional Integrity and Ethics:

- Uphold the highest standards of honesty, integrity, and ethical behavior in all professional and personal interactions.
- Act with fairness, impartiality, and transparency in decision-making processes.

2. Commitment to Educational Excellence:

- Ensure the delivery of high-quality education that meets the academic standards and educational needs of students in the rural community.
- Promote a culture of continuous improvement and innovation in teaching, learning, and administrative practices.

3. Leadership and Management:

- Provide visionary leadership to the college, fostering a positive and inclusive environment for students, faculty, and staff.
- Effectively manage college resources, including finances, facilities, and personnel, to support educational goals and priorities.

4. Student Welfare and Development:

- Prioritize the well-being and holistic development of students, recognizing their diverse backgrounds and needs.
- Foster a supportive and nurturing learning environment that promotes academic achievement, personal growth, and career readiness.

5. Community Engagement and Outreach:

- Engage actively with the local community and stakeholders to understand and address their educational aspirations and challenges.
- Promote partnerships with local organizations, businesses, and government agencies to enhance educational opportunities and resources.

6. Communication and Transparency:

- Maintain open and transparent communication with students, faculty, staff, and stakeholders regarding college policies, decisions, and initiatives.
- Ensure timely dissemination of information and opportunities for feedback and input from the college community.

7. Respect for Diversity and Inclusion:

- Respect and celebrate the diversity of the college community, including students, faculty, staff, and community members.
- Promote a culture of inclusivity, tolerance, and mutual respect, where all individuals feel valued and empowered.

8. Environmental and Social Responsibility:

- Promote sustainable practices and environmental awareness within the college and surrounding community.
- Encourage social responsibility and civic engagement among students through community service and outreach initiatives.

9. Professional Development and Growth:

- Support the professional development and growth of faculty and staff through training, mentoring, and career advancement opportunities.
- Encourage lifelong learning and the pursuit of excellence in teaching, research, and administrative roles.

10. Compliance with Regulations and Policies:

- Ensure compliance with all applicable laws, regulations, and college policies, promoting a culture of accountability and responsibility.
- Take proactive measures to address any violations or concerns in a fair and impartial manner.

This code of conduct outlines the ethical principles, responsibilities, and commitments expected of the principal of Padmabhushan Vasantodada Patil Mahavidyalaya. It aims to uphold the college's mission of providing quality education in a rural and drought-prone area of western Maharashtra, fostering a supportive and inclusive learning environment for all stakeholders.

CODE OF CONDUCT FOR STUDENT

Purpose of the Code of Conduct:

The Code of Conduct is designed to foster a conducive learning environment that promotes academic excellence, personal growth, and social responsibility among students. It aims to uphold the values of integrity, respect, and ethical behaviour, guiding students in their conduct both on and off-campus to ensure a safe, inclusive, and harmonious community for all.

RULES AND REGULATIONS:

1. Admission:

- 1.1 Students must adhere to the admission guidelines and procedures set by the college.
- 1.2 Falsification of information during the admission process is strictly prohibited.

2. Dress Code:

- 2.1 Students are expected to dress modestly and appropriately for academic and social activities.
- 2.2 Any attire that is offensive, provocative, or disruptive to the learning environment is not permitted.

3. 75% Attendance:

- 3.1 Students are required to maintain a minimum of 75% attendance in all courses.
- 3.2 Excessive absenteeism may result in academic penalties or disqualification from exams.

4. Sex and Gender-Based Discrimination:

- 4.1 Discrimination, harassment, or any form of violence based on sex, gender, or sexual orientation is prohibited.
- 4.2 Students should respect the dignity and rights of all individuals regardless of gender identity.

5. Disciplinary Code:

- 5.1 Students must adhere to the college's code of conduct and disciplinary policies.
- 5.2 Violations such as cheating, plagiarism, vandalism, or disruptive behavior will be subject to disciplinary action.

6. Misuse of Resources:

- 6.1 Students must use college resources, facilities, and equipment responsibly and for academic purposes only.
- 6.2 Theft, damage, or unauthorized use of college property is strictly prohibited.

7. Misconduct of IT Resources:

- 7.1 Students should use IT resources, including computers, internet, and software, in accordance with college policies.
- 7.2 Unauthorized access, hacking, distribution of malicious software, or cyberbullying are prohibited.

8. Jurisdiction:

- 8.1 The Code of Conduct applies to all students enrolled in any course or program at the college, both on-campus and off-campus during college-related activities.
- 8.2 Students are expected to abide by local, state, and national laws in addition to college regulations.

Disciplinary Actions:

Violations of the Code of Conduct may result in disciplinary actions, including but not limited to:

- Verbal or written warnings
- Probation or suspension from the college
- Expulsion from the college
- Legal action for serious offenses

The following disciplinary actions may be imposed independently or jointly. The College reserves the right to impose other sanctions or disciplinary actions not listed in this handbook.

- a) The issues of disputes related to the students themselves or with teaching/non-teaching staff are resolved amicably through Consensus.
- b) Disciplinary Notice or Warning: students will be issued a written notice about violation of the Code that may result in more serious action against the student.
- c) The case of failure of student to pay the penalties towards damage/recovery in any form after lapse of notice period, recovers from students/parents before the issue of TC.
- d) Fine will be imposed for not attending College continuously or having attendance less than 80%.

- e) A student involved in misconduct of a serious nature will be asked to cancel his / her admission.

Students are encouraged to familiarize themselves with the Code of Conduct and abide by its principles to contribute positively to the academic community and uphold the reputation of Padmabhushan Vasantodada Patil Mahavidyalaya.

CODE OF CONDUCT FOR TEACHERS

INTRODUCTION:

Teachers play a pivotal role in shaping the academic environment and fostering the growth and development of students. The Code of Conduct for College Teachers at Padmabhushan Vasantrodada Patil Mahavidyalaya is designed to guide educators in upholding the highest standards of professionalism, ethics, and integrity in their roles as mentors, educators, and role models.

DUTIES OF THE TEACHER:

1. Academic Excellence:

- 1.1 Foster a conducive learning environment that promotes academic excellence, critical thinking, and intellectual growth among students.
- 1.2 Design and deliver high-quality instructional content that aligns with the curriculum and educational objectives of the college.

2. Student Support and Guidance:

- 2.1 Provide mentorship, guidance, and support to students to help them achieve their academic and personal goals.
- 2.2 Be approachable, responsive, and empathetic to student needs and concerns.

3. Professional Development:

- 3.1 Engage in continuous professional development activities to stay abreast of current trends, research, and best practices in teaching and learning.
- 3.2 Participate in faculty development programs, workshops, and conferences to enhance teaching skills and pedagogical approaches.

4. Ethical Conduct:

- 4.1 Demonstrate honesty, integrity, and transparency in all professional interactions with students, colleagues, and stakeholders.
- 4.2 Uphold academic integrity by avoiding plagiarism, cheating, or any form of academic dishonesty.

5. Collaboration and Collegiality:

- 5.1 Foster a culture of collaboration, respect, and collegiality among colleagues, promoting a positive and inclusive work environment.
- 5.2 Work collaboratively with other faculty members, staff, and administrators to achieve common educational goals.

6. Professionalism:

6.1 Maintain a professional demeanor at all times, adhering to college policies and guidelines regarding attendance, punctuality, and professional conduct.

6.2 Dress appropriately and conduct oneself with dignity and decorum in all college-related activities.

CODE OF CONDUCT:

1. Respect and Dignity:

- Treat students, colleagues, and staff with respect, dignity, and fairness, irrespective of differences in background, beliefs, or opinions.
- Avoid discriminatory behavior, harassment, or any form of misconduct towards students or colleagues.

2. Confidentiality:

- Maintain the confidentiality of student records, academic performance, and personal information in compliance with privacy laws and college policies.
- Refrain from disclosing sensitive information without proper authorization.

3. Professional Communication:

- Communicate professionally and effectively with students, colleagues, and stakeholders, fostering open dialogue, feedback, and constructive engagement.
- Respond promptly to student inquiries, concerns, and feedback in a respectful and timely manner.

4. Adherence to Policies:

- Adhere to college policies, rules, and regulations governing academic conduct, assessment procedures, and professional responsibilities.
- Report any violations of college policies or unethical behavior to the appropriate authorities.

5. Commitment to Teaching Excellence:

- Strive for teaching excellence by engaging students in active learning, critical thinking, and academic rigor.
- Provide constructive feedback, guidance, and mentoring to students to support their academic and personal growth.

6. Professional Development:

- Engage in ongoing professional development activities to enhance teaching skills, instructional methods, and subject knowledge.
- The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs, such as Seminars, Orientation, Refresher Courses, In-service program, etc. The Management shall give the teacher every possible opportunity to do so.

CODE OF CONDUCT FOR DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

INTRODUCTION:

The Director of Physical Education and Sports plays a crucial role in promoting physical fitness, sportsmanship, and overall well-being among students. The following Code of Conduct is designed to guide the Director in fulfilling their responsibilities with professionalism, integrity, and dedication.

DUTIES OF THE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS:

1. Physical Fitness Promotion:

- Develop and implement programs that promote physical fitness, health, and well-being among students through sports and recreational activities.
- Encourage students to engage in regular physical exercise and adopt healthy lifestyle habits.

2. Sports Training and Coaching:

- Provide coaching, training, and guidance to student athletes to help them develop their skills, sportsmanship, and teamwork.
- Organize sports events, competitions, and training sessions to enhance students' athletic abilities and competitive spirit.

3. Facility Management:

- Ensure the proper maintenance, safety, and cleanliness of sports facilities, equipment, and playing fields.
- Coordinate with relevant staff to schedule facility usage and ensure a conducive environment for sports activities.

4. Compliance and Safety:

- Adhere to safety protocols, rules, and regulations governing sports activities to prevent injuries and promote a safe sporting environment.
- Ensure that students are aware of safety guidelines and follow proper procedures during sports participation.

5. Sportsmanship and Fair Play:

- Promote values of sportsmanship, fair play, and ethical behavior among students, emphasizing respect for opponents, officials, and teammates.
- Address instances of unsportsmanlike conduct or misconduct appropriately.

6. Professional Development:

- Engage in continuous professional development opportunities to enhance coaching skills, knowledge of sports science, and best practices in physical education.
- Stay updated on current trends, techniques, and advancements in sports training and athletic development.

CODE OF CONDUCT FOR LIBRARIAN:

INTRODUCTION:

The College Librarian plays a vital role in supporting academic excellence, research, and intellectual growth within the college community. The following Code of Conduct outlines the professional standards and responsibilities expected of the Librarian in fulfilling their duties with integrity, diligence, and commitment.

DUTIES OF THE COLLEGE LIBRARIAN:

1. Library Management:

- Manage the library resources, collections, and services efficiently to meet the academic and research needs of students, faculty, and staff.
- Ensure the organization, cataloging, and accessibility of library materials to facilitate ease of use and retrieval.

2. Information Services:

- Provide reference services, research assistance, and information literacy instruction to support the academic pursuits and information needs of library users.
- Assist students and faculty in locating and utilizing relevant resources for their academic projects and research.

3. Acquisition and Collection Development:

- Acquire, evaluate, and maintain a diverse collection of print and electronic resources that align with the academic programs and research interests of the college.
- Collaborate with faculty and academic departments to identify and acquire materials that support the curriculum and research initiatives.

4. User Assistance and Support:

- Offer guidance, assistance, and support to library users in navigating the library catalog, databases, and research tools.
- Foster a welcoming and conducive environment for study, research, and intellectual exploration within the library premises.

CODE OF CONDUCT FOR NON-TEACHING STAFF / ADMINISTRATIVE STAFF

NON-TEACHING STAFF RESPONSIBILITIES AND DUTIES:

1. Administrative Support:

- Providing clerical support such as typing, filing, photocopying, and handling correspondence.
- Assisting in maintaining student records and databases.
- Coordinating logistical arrangements for meetings, events, and conferences.

2. Facilities Management:

- Ensuring cleanliness and maintenance of college facilities, including classrooms, offices, and common areas.
- Monitoring and reporting maintenance issues to appropriate personnel.
- Assisting in setting up classrooms and venues for events and activities.

3. Student Support Services:

- Providing assistance to students with inquiries related to administrative processes, such as enrolment, registration, and fees.
- Assisting in organizing student activities, clubs, and extracurricular events.
- Supporting student welfare by addressing basic needs and directing students to appropriate resources.

4. Security and Safety:

- Monitoring campus security and ensuring compliance with safety protocols.
- Responding to emergencies and alerting authorities when necessary.
- Conducting routine patrols and maintaining security logs.

5. Financial and Procurement Support:

- Assisting in financial transactions such as processing payments, issuing receipts, and maintaining financial records.
- Coordinating procurement activities for office supplies, equipment, and services.
- Assisting in budget monitoring and expenditure tracking as directed.

6. Technical Support:

- Providing basic technical assistance to staff and students with computer hardware, software, and network issues.
- Assisting in setting up audiovisual equipment for presentations and events.
- Troubleshooting technical problems and escalating issues as needed.

ADMINISTRATIVE STAFF RESPONSIBILITIES AND DUTIES:

1. Overall Administration:

- Overseeing day-to-day administrative operations of the college.
- Implementing policies and procedures as directed by college management.
- Ensuring compliance with regulatory requirements and accreditation standards.

2. Human Resources Management:

- Assisting in recruitment processes, including job postings, screening applications, and coordinating interviews.
- Maintaining personnel records and managing employee documentation.
- Assisting in employee orientation and training programs.

3. Academic Affairs Support:

- Supporting academic departments with scheduling classes, managing course registrations, and maintaining academic records.

- Assisting in the preparation and distribution of academic calendars and schedules.
- Coordinating with faculty on academic program requirements and curriculum updates.

4. Financial Management:

- Managing college budgets, including monitoring expenditures and preparing financial reports.
- Assisting in the preparation of annual budgets and financial projections.
- Coordinating with accounting personnel on payroll processing and accounts payable/receivable.

5. Public Relations and Communications:

- Serving as a point of contact for internal and external stakeholders, including students, faculty, parents, and community members.
- Managing college communications, including newsletters, announcements, and social media updates.
- Assisting in organizing college events, promotional activities, and outreach programs.

6. Strategic Planning and Development:

- Supporting strategic planning initiatives and assisting in the development of institutional goals and objectives.
- Conducting research and analysis to support decision-making processes.
- Assisting in the implementation of special projects and initiatives as assigned by college leadership.

These responsibilities and duties ensure smooth operations and support services within the college environment, contributing to an efficient and effective educational institution.

CODE OF PROFESSIONAL ETHICS

TEACHERS AND THEIR RIGHTS:

1. Right to Fair Compensation: Teachers have the right to fair and equitable compensation for their work, commensurate with their qualifications and experience.
2. Right to Professional Development: Teachers should have access to opportunities for professional growth, including workshops, conferences, and further education.
3. Right to Safe Working Conditions: Teachers are entitled to a safe and supportive working environment that promotes their well-being.
4. Right to Academic Freedom: Teachers should have the freedom to teach and research without undue interference, respecting academic integrity.
5. Right to Due Process: Teachers are entitled to due process in cases of disciplinary action or termination, including fair hearings and representation.

TEACHERS AND THEIR RESPONSIBILITIES:

1. Commitment to Student Learning: Teachers have a responsibility to facilitate student learning and academic progress to the best of their abilities.
2. Maintaining Professional Competence: Teachers should continually update their skills and knowledge to reflect current educational practices and developments.
3. Ethical Conduct: Teachers must uphold high ethical standards in their interactions with students, colleagues, and the community.
4. Respect for Diversity: Teachers should foster an inclusive and respectful learning environment that values diversity in all its forms.
5. Collaboration and Collegiality: Teachers should collaborate with colleagues and contribute to the professional community to enhance educational outcomes.

TEACHERS AND STUDENTS:

1. Promoting Student Welfare: Teachers have a duty to promote the well-being and development of their students, both academically and personally.
2. Maintaining Professional Boundaries: Teachers should maintain appropriate boundaries in their interactions with students, avoiding conflicts of interest or favouritism.
3. Respectful Communication: Teachers should communicate with students respectfully and constructively, encouraging open dialogue and mutual respect.

4. Fair Assessment: Teachers should assess students fairly and objectively, providing constructive feedback to support their learning.
5. Ensuring Equity: Teachers should strive to provide equal educational opportunities for all students, addressing individual needs and differences.

TEACHERS AND COLLEAGUES:

1. Respect and Collaboration: Teachers should treat colleagues with respect and professionalism, fostering a collaborative and supportive work environment.
2. Sharing Knowledge and Resources: Teachers should share their expertise and resources with colleagues to enhance teaching and learning outcomes.
3. Conflict Resolution: Teachers should resolve conflicts with colleagues in a respectful and constructive manner, promoting harmony within the college community.
4. Supporting Professional Growth: Teachers should support the professional growth of their colleagues through mentorship and peer learning opportunities.
5. Teamwork: Teachers should work collaboratively with colleagues to achieve common goals and objectives, benefiting both students and the college community.

TEACHERS AND MANAGEMENT AUTHORITY:

1. Professional Autonomy: Teachers should be granted autonomy in instructional decisions and classroom management, based on their professional judgment.
2. Clear Communication: Teachers and management should maintain clear and open communication channels to ensure effective college operations.
3. Respect for Policies: Teachers should adhere to college policies and procedures, contributing to a cohesive and well-functioning educational institution.
4. Advocacy for Students: Teachers should advocate for resources and support that benefit student learning and well-being within the college community.
5. Professional Development Support: Management should support teachers' professional development needs and provide opportunities for growth and advancement.

TEACHERS AND NON-TEACHING STAFF:

1. Respect and Collaboration: Teachers should treat non-teaching staff with respect and appreciation for their contributions to the college community.
2. Effective Communication: Teachers and non-teaching staff should communicate effectively to ensure smooth operation of college functions.

3. Supporting Each Other: Teachers and non-teaching staff should support each other in their respective roles, fostering a positive work environment.
4. Shared Goals: Teachers and non-teaching staff should work together towards shared goals and objectives that benefit students and the college community.
5. Recognition of Contributions: Teachers should acknowledge and value the contributions of non-teaching staff to the overall success of the college.

TEACHERS AND GUARDIANS:

1. Parental Involvement: Teachers should encourage parental involvement in their child's education and maintain open lines of communication with guardians.
2. Respectful Engagement: Teachers should engage with guardians respectfully, understanding and respecting their perspectives and concerns.
3. Sharing Student Progress: Teachers should provide regular updates on students' progress and well-being to guardians, fostering a collaborative approach to education.
4. Addressing Concerns: Teachers should address guardians' concerns promptly and constructively, seeking solutions that benefit the student.
5. Promoting Partnership: Teachers and guardians should work together as partners in the educational journey of the student, aiming for mutual support and understanding.

TEACHERS AND SOCIETY:

1. Role Models: Teachers should serve as positive role models within the community, upholding ethical standards and promoting civic responsibility.
2. Community Engagement: Teachers should actively engage with the community to enhance students' learning experiences and promote community partnerships.
3. Promoting Education: Teachers should advocate for the value of education in society, emphasizing its importance for individual growth and societal development.
4. Addressing Social Issues: Teachers should address social issues and promote social justice within their educational practice, fostering awareness and empathy among students.
5. Professional Integrity: Teachers should uphold the trust and respect of the community through their professional conduct and dedication to educational excellence.

These points outline the ethical responsibilities and rights that teachers should uphold in their professional practice, fostering a positive learning environment and contributing to the broader educational community and society.