



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

Code of Conduct for Teachers

UNIFORM STATUTES

Governing Terms and Conditions of Service of Teachers Working in University Schools, University Departments, Conducted Colleges and University Institutions

[Framed under Section 72(10) read with Section 71(20) of the Maharashtra Public
Universities Act, 2016]

S.94 – Code of Professional Ethics

(1) Teachers and Their Rights

Teachers occupy a central position in the higher education system and play a vital role in shaping the intellectual, moral, and professional development of students. In recognition of this responsibility, every teacher shall enjoy the rights guaranteed under the Constitution of India, including full civic and political rights. These rights ensure that teachers function as independent academic professionals capable of contributing meaningfully to society and the advancement of knowledge.

Teachers shall be entitled to:

- Adequate salary, allowances, and other emoluments commensurate with their qualifications, experience, and responsibilities.
- Academic freedom in teaching, research, publication, innovation, and dissemination of knowledge, subject to the provisions of law and institutional regulations.
- Professional independence in academic decision-making, curriculum delivery, research initiatives, and scholarly activities.
- Fair, transparent, and equitable conditions of service, including opportunities for promotion, professional development, training, and career advancement.



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- Adequate social security and welfare measures such as provident fund, pensionary benefits (where applicable), medical facilities, insurance, leave benefits, and other statutory entitlements.
- Respect, dignity, and recognition within the institution and society as professionals entrusted with nation-building through education.

Teachers shall exercise these rights responsibly while fulfilling their academic and institutional obligations with integrity and accountability.

(2) Code of Professional Ethics

Teaching is not merely an occupation but a noble profession that demands the highest standards of integrity, competence, commitment, and ethical conduct. Every teacher accepts the responsibility of nurturing students intellectually, emotionally, socially, and morally while contributing to the advancement of education and society.

Teachers are continuously observed by students, colleagues, parents, and society. Therefore, their professional and personal conduct should consistently reflect honesty, discipline, fairness, impartiality, and respect for human dignity.

Teachers are expected to uphold the ideals of the Constitution of India, promote democratic values, encourage scientific temper, foster critical thinking, and contribute towards creating an inclusive, equitable, and progressive academic environment.

(a) Teachers and Their Responsibilities

Every teacher shall:

1. Professional Conduct



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Maintain a high standard of professional behaviour and conduct befitting the dignity of the teaching profession. Teachers shall demonstrate honesty, punctuality, discipline, sincerity, transparency, and accountability in all academic and administrative responsibilities.

2. Personal Integrity

Conduct personal affairs in a manner that upholds the honour and prestige of the profession. Teachers should avoid any behaviour that may adversely affect the reputation of the institution or diminish public confidence in higher education.

3. Continuous Professional Development

Engage continuously in learning through research, publications, faculty development programmes, orientation and refresher courses, workshops, conferences, seminars, webinars, professional certifications, and scholarly activities to enhance academic competence.

4. Academic Contribution

Actively participate in academic discussions, conferences, seminars, workshops, and professional forums by sharing ideas, presenting research findings, and contributing to the creation and dissemination of knowledge.

5. Professional Membership

Maintain membership in relevant professional bodies, academic associations, and learned societies. Subscribe to scholarly journals and remain updated with emerging developments in their respective disciplines.

6. Teaching Responsibilities

Discharge teaching responsibilities conscientiously through effective classroom instruction, tutorials, laboratory work, practical sessions, seminars, mentoring, project guidance, outcome-based education practices, and continuous assessment methods.



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7. Institutional Responsibilities

Actively participate in institutional functions including admission processes, student counselling, mentoring, examination duties, evaluation, moderation, curriculum development, accreditation activities, quality assurance initiatives, committee work, and academic administration.

8. Extension and Community Engagement

Participate in extension activities, outreach programmes, social responsibility initiatives, environmental awareness campaigns, NSS, NCC, institutional social responsibility programmes, and community development activities to strengthen the institution's relationship with society.

(b) Teachers and Students

The teacher-student relationship shall be founded upon mutual respect, trust, fairness, compassion, and academic excellence.

Teachers shall:

1. Respect the dignity, individuality, and freedom of expression of every student while encouraging healthy academic dialogue.
2. Treat all students fairly and impartially without discrimination based on religion, caste, creed, gender, language, disability, region, ethnicity, economic status, political belief, or social background.
3. Recognize individual differences in learning abilities, talents, interests, and aspirations, and adopt inclusive teaching practices to support diverse learners.



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4. Encourage students to achieve academic excellence while developing leadership qualities, ethical values, creativity, innovation, emotional intelligence, and social responsibility.
5. Promote scientific temper, constitutional values, rational thinking, environmental consciousness, and respect for labour, democracy, secularism, patriotism, peace, and human rights.
6. Maintain a caring, supportive, and encouraging attitude toward students and refrain from any form of harassment, intimidation, humiliation, discrimination, or vindictive behaviour.
7. Ensure fairness, transparency, objectivity, and confidentiality in evaluation and assessment, considering only academic merit and performance.
8. Remain accessible to students beyond classroom hours through mentoring, counselling, academic guidance, research supervision, career advice, and personal support without expecting any remuneration.
9. Help students appreciate India's rich cultural heritage, constitutional values, national integration, and global citizenship.
10. Avoid influencing students against fellow students, faculty members, institutional authorities, or administrative processes, and instead promote constructive dialogue and mutual respect.

(c) Teachers and Colleagues

Teachers shall cultivate a culture of mutual respect, cooperation, collaboration, and professional solidarity.

They shall:

- Treat colleagues with courtesy, dignity, and respect.
- Encourage teamwork, interdisciplinary collaboration, and knowledge sharing.



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- Offer constructive guidance and professional support to colleagues.
- Avoid making false, malicious, or unverified allegations against fellow faculty members.
- Refrain from discrimination based on caste, religion, language, gender, region, race, or personal beliefs.
- Resolve professional differences through dialogue, institutional mechanisms, and mutual understanding.
- Promote unity, collegiality, harmony, and a positive academic work culture.

(d) Teachers and Authorities

Teachers shall maintain a professional relationship with institutional authorities founded on cooperation, mutual respect, and shared responsibility.

Teachers shall:

- Comply with institutional rules, regulations, statutes, ordinances, and policies while performing academic and administrative duties.
- Participate actively in policy formulation, curriculum development, governance, IQAC initiatives, NAAC activities, and institutional planning whenever assigned.
- Avoid engaging in private tuition, coaching, or any external employment that conflicts with institutional responsibilities or statutory provisions.
- Honour contractual obligations and discharge assigned duties sincerely.
- Provide appropriate notice before resignation, retirement, transfer, or change of employment as prescribed by institutional regulations.
- Avail leave responsibly, preferably with prior approval, ensuring that teaching schedules, examinations, student guidance, and academic continuity are not adversely affected.
- Cooperate fully with institutional authorities in maintaining discipline, academic standards, quality assurance, and administrative efficiency.



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(e) Teachers and Non-Teaching Employees

Teachers shall recognize non-teaching employees as valued partners in achieving the institution's educational objectives.

Teachers shall:

- Treat non-teaching staff with dignity, respect, and professionalism.
- Foster cordial working relationships based on cooperation and mutual trust.
- Encourage teamwork between teaching and administrative personnel.
- Support institutional committees and joint staff councils for effective governance and administration.

(f) Teachers and Guardians

Teachers shall maintain constructive communication with parents and guardians wherever appropriate.

They shall:

- Encourage regular interaction between the institution and parents.
- Inform parents or guardians regarding students' academic progress, attendance, discipline, and overall development whenever necessary.
- Participate in parent-teacher meetings and counselling sessions.
- Work collaboratively with parents to promote the holistic development and well-being of students.



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(g) Teachers and Society

Teachers have a significant responsibility beyond the classroom in contributing to social development and nation-building.

Teachers shall:

- i. Recognize education as a public service and communicate effectively with society regarding the institution's educational programmes, achievements, and initiatives.
- ii. Work towards improving educational standards within the community and contribute to its intellectual, cultural, ethical, and social development.
- iii. Remain aware of contemporary social, economic, environmental, technological, and national issues and participate in activities that promote sustainable development and public welfare.
- iv. Perform the duties of responsible citizens by participating in community service, civic engagement, public awareness programmes, disaster management initiatives, environmental conservation, and social outreach activities.
- v. Refrain from participating in or supporting activities that promote hatred, violence, communal disharmony, regionalism, linguistic conflict, or discrimination. Teachers shall actively foster national integration, constitutional values, unity in diversity, peace, fraternity, and respect for all sections of society.

Conclusion

The Code of Professional Ethics serves as the guiding framework for maintaining the dignity, credibility, and excellence of the teaching profession. Every teacher is expected to uphold these principles in letter and spirit while contributing to academic excellence, institutional development, student success, and national progress. Adherence to this Code strengthens public trust in higher education institutions and reinforces the teacher's role as an educator, mentor, researcher, administrator, and responsible citizen.