



**Parvatibai Chowgule College of Arts and Science**  
**Autonomous**

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)  
Best affiliated College-Goa University Silver Jubilee Year Award

# **CODE OF CONDUCT**

**FOR**

**TEACHERS, GOVERNING BODY AND ADMINISTRATION**



## **PREAMBLE**

Parvatibai Chowgule College of Arts & Science follows the Code of Professional Ethics for College Teachers laid by the Goa University statutes (OA-4) and UGC guidelines entitled “Mulya Pravah - Inculcation of Human Values and Professionals Ethics in Higher Educational Institutions (2019).

Higher education should strive for academic excellence and progress of arts and science, education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

The basis purpose of education is to create skill, knowledge, and awareness of our glorious national heritage and achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

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## **TEACHERS AND THEIR RIGHTS**

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

## **TEACHERS AND THEIR RESPONSIBILITIES**

Whoever adopts teaching as a profession assumes the obligation to conduct him-self/her-self in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is compatibility 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 teacher should be calm, patient, communicative by temperament and amiable indisposition.

*Teachers should*

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examination, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.
- (ix) Teacher shall enjoy civic and political rights and enshrined in the constitution of India. This does not mean that they can indulge in malicious, defamatory activities which are prejudicial to the reputation and the growth of the University in which they are employed to serve.
- (x) Teachers shall show normal courtesy, decency and decorum in their individual and a collective behaviour or communication with the University authorities which in their turn, shall reciprocate in appropriate manner.

## TEACHERS AND 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 student even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### TEACHERS AND COLLEAGUES

#### *Teachers should*

- (i) Treat other members of the profession in 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.

### 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 organizations 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) Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Cooperative through their organization in the formulation of policies of the other institutions and accept offices;
- (v) Cooperate with the authorities for the betterment of the institutions keeping in view the interest



and in conformity with the dignity of the profession;

- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (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.

### **TEACHERS AND NON-TEACHING STAFF**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative understanding within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **TEACHERS AND GUARDIANS**

*Teachers should*

Try to see through teachers' bodies and organizations 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.

### **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; and
- (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, religious or linguistic



groups but actively work for national integration.

### **CODE OF CONDUCT FOR GOVERNING BODY (UGC, 2019)**

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- (i) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- (ii) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- (iii) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- (iv) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- (v) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.
- (vi) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

### **ADMINISTRATIVE /SUPPORT STAFF (UGC, 2019):**

*Administrative/ Support staff would*

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standard of performances.
2. Encourage the staff to maximise their efficiency.
3. Create conditions that inspire teamwork.



4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

All the stakeholders are expected to follow the above mentioned code of conduct of the institution.

*S. Savant*  
PRINCIPAL  
PARVATIBAI CHOWGULE COLLEGE  
OF ARTS & SCIENCE (AUTONOMOUS)  
MARGAO-GOIA

