

**CODE OF PROFESSIONAL CONDUCT FOR TEACHERS OF**  
**AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES**

**Preamble:**

In the 1<sup>st</sup> meeting of the IQAC of AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES, held on 07<sup>th</sup> October, 2017, I was asked to draft a 'Code Of Conduct' for the teachers serving in the constituent units of AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES. The Principals of the three units of the AVANTHI GROUP OF INSTITUTIONS located in Gunthapally, Hyderabad were requested to depute two senior professors from each of them. Thus a committee was constituted consisting of the following members.

Emails were sent to the Principals of AVANTHI GROUP OF INSTITUTIONS at Gunthapally requesting them to contact Dr. Nihar Ranjan Das and contribute suggestions.

The committee met thrice on 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> February, 2018, deliberated upon the subject and drafted the code.

The UGC has published the 'Code of Professional Ethics' for the College and University teachers. They are broad guidelines applicable to the teachers across all disciplines of arts, science and humanities. Keeping this as the reference and without trespassing it, the committee has made some minor modifications to the 'Code' to suit the needs of the teachers of the constituent institutions of health sciences of AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES. The alterations / modifications have been underscored in the final draft enclosed here with.

The 'Code' can be effectively implemented only if violation of the 'code' attracts disciplinary action ranging from verbal warning for a minor violation to dismissal from service for major violation. The College may consider setting up a mechanism to address this issue.

Date: 23-02-2018

Encl: Draft of Code of Professional Conduct

- 1. Dr. Nihar Ranjan Das, IQAC Co-ordinator**
- 2. Dr. Y. Jaya Prada, Director-HR, APRA**
- 3. Dr. N. P. Appa Rao, Principal, APRA**
- 4. Dr. D. Ramachandra Rao, Principal, ASRA**
- 5. Dr. Usaf Ali, Principal, AVIH**
- 6. Dr. Raghavender Rao, HOD-ECE, AVIH**
- 7. Dr. Surender Reddy, HOD-EEE, AVIH**

## CODE OF PROFESSIONAL CONDUCT

### FOR AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

**I. Teachers and Their Responsibilities:**Whoever adopts teaching as a profession assumes the obligation to conduct him / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the students and society at large. Therefore, teachers should see that there is no incompatibility between their precepts and practice. The National ideals of education which have already been set forth and which they should seek to inculcate among students must be their own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teachers should:**

- i. Adhere to a responsible pattern of conduct expected of them by the society.
- 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 of teaching, tutorial, practical, seminar, research and health care ethically, conscientiously and with dedication.
- vii. Ensure completion of academic assignments within the stipulated time and, in their leave of absence, delegate this responsibility to the colleagues to achieve it.
- viii. Ensure regularity and punctuality in all their duties and responsibilities.
- ix. Co-operate 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

in the conduct of university and college examinations, including supervision, invigilation, evaluation and any other responsibilities assigned to them.

- x. Participate in extension, co-curricular and extra-curricular activities including community Services.
- xi. Comply with ethical guidelines set by the respective apex regulatory bodies/ councils in the practice of health care profession

## **II. Teachers and the Students:**

### **Teachers should:**

- i. Respect the right and dignity of the students in expressing their 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, dignity of labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not to behave in a vindictive manner for any reason and refrain from exploiting the vulnerability of the students
- vii. Pay attention to only the attainment of the students 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. Aid students to develop an understanding of our national heritage and national goals
- x. Talk respectfully about the colleagues, authorities, management and the institutions.
- xi. Refrain from inciting students against other students, colleagues or administration.

### **III. 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 gender in their professional endeavor.

### **IV. 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.
- 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.
- 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.
- 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.
- ix. Seek redressal of their grievances through appropriate mechanism / channel.
- x. Respect hierarchy and refrain from by-passing it
- xi. Participate in constructive debates to improve the institution, but refrain from negative and loose talk damaging the image of the institution and demoralizing the colleagues.

## **V. Teachers and Non-Teaching Staff:**

### **Teachers should:**

- i. Treat the non-teaching staff as colleagues and equal partners, maintaining the dignity, in a co-operative undertaking, within educational institution.
- ii. Should help in the function of joint staff-councils covering both teachers and the non- teaching staff.

## **VI. Teachers and Guardians:**

### **Teachers should:**

- i. Maintain contact with the guardians of their students through parent-teachers association of the institution, send reports of their performance and behavior whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. Teachers and Society:**

### **Teachers should:**

- i. Recognise 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. Actively work for National Integration, and 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.