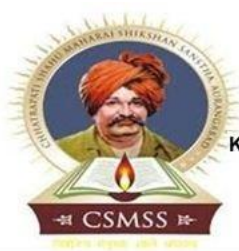


# **CODE OF CONDUCT MANUAL FOR TEACHING STAFF**



**CSMSS**  
**COLLEGE OF POLYTECHNIC,**  
**CHHATRAPATI SAMBAJINAGAR**



**CSMSS**  
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
**COLLEGE OF POLYTECHNIC**  
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJI NAGAR  
CONTACT NO. 0240-2646453, 402, 404



## **Code of Conduct Manual for Teaching Staff at CSMSS College of Polytechnic, Chhatrapati Sambhajinagar**

### **Introduction:**

This Code of Conduct Manual outlines the expected standards of behavior and professional ethics for all teaching staff at CSMSS College of Polytechnic. As educators, it is our responsibility to maintain a positive, respectful, and conducive learning environment for students and to uphold the reputation and values of our institution. This manual serves as a guide to ensure professionalism, integrity, and ethical conduct among our teaching staff members.

### **Professionalism and Integrity:**

- a. Demonstrate professionalism in all interactions with students, colleagues, and other stakeholders.
- b. Uphold the highest standards of personal and professional integrity.
- c. Maintain confidentiality of sensitive information concerning students, colleagues, and the institution.
- d. Avoid any form of discrimination or harassment based on race, gender, religion, disability, or any other protected characteristic.



**CSMSS**  
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
**COLLEGE OF POLYTECHNIC**  
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJI NAGAR  
CONTACT NO. 0240-2646453, 402, 404



## **Teaching and Learning:**

- a. Prepare and deliver high-quality instruction that meets the curriculum requirements and academic standards.
- b. Promote active student engagement, critical thinking, and inclusive learning experiences.
- c. Provide timely and constructive feedback to students to facilitate their academic progress.
- d. Respect diverse learning styles and adapt teaching methods to meet individual student needs.
- e. Encourage academic honesty and integrity among students and address any instances of plagiarism or cheating.

## **Professional Development:**

- a. Engage in continuous professional development to enhance teaching skills and stay updated with advancements in the field.
- b. Participate in relevant training programs, workshops, and conferences to improve instructional strategies.
- c. Seek opportunities for research and scholarly activities to contribute to the body of knowledge in your respective field.



**CSMSS**  
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
**COLLEGE OF POLYTECHNIC**  
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBAJI NAGAR  
CONTACT NO. 0240-2646453, 402, 404



### **Collegiality and Collaboration:**

- a. Foster a collegial and collaborative work environment by treating colleagues with respect and professionalism.
- b. Share knowledge, resources, and best practices with fellow faculty members to enhance the overall teaching and learning experience.
- c. Engage in productive and open communication with colleagues, actively listening and valuing diverse perspectives.

### **Professional Relationships:**

- a. Maintain appropriate boundaries in relationships with students, colleagues, and other members of the college community.
- b. Avoid conflicts of interest and disclose any potential conflicts that may compromise professional judgment.
- c. Refrain from engaging in any personal, financial, or academic activities that could negatively impact the college's reputation.

### **Attendance and Punctuality:**

- a. Adhere to the college's attendance policy and be punctual for all scheduled classes, meetings, and events.
- b. In the case of unavoidable absences, inform the appropriate authorities in advance and make necessary arrangements for substitute coverage.



**CSMSS**  
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
**COLLEGE OF POLYTECHNIC**  
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJI NAGAR  
CONTACT NO. 0240-2646453, 402, 404



## **Dress Code and Appearance:**

- a. Maintain a professional and neat appearance that aligns with the college's dress code policy.
- b. Dress appropriately for academic and professional settings, setting a positive example for students.

## **Compliance with Policies and Regulations:**

- a. Familiarize yourself with and adhere to all college policies, rules, and regulations.
- b. Comply with relevant laws, regulations, and ethical guidelines pertaining to teaching and academia.

## **Reporting Violations:**

- a. Report any violations of this Code of Conduct or any unethical behavior witnessed within the college community to the appropriate authorities.
- b. Cooperate with any investigations or inquiries related to misconduct or unethical behavior.



**CSMSS**  
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
**COLLEGE OF POLYTECHNIC**  
KANCHANWADI, PAITHAN ROAD, CHHATRAPATI SAMBHAJI NAGAR  
CONTACT NO. 0240-2646453, 402, 404



## **Consequences:**

Failure to comply with this Code of Conduct may result in disciplinary action, which could include counseling, formal warnings, suspension, or termination, depending on the severity and recurrence of the violation.

## **Acknowledgment:**

I acknowledge that I have read, understood, and agree to abide by the provisions outlined in the Code of Conduct Manual for Teaching Staff at CSMSS College of Polytechnic, Aurangabad.