



ETIQUETTES –THE ART OF LIVING

Nivedita¹, Ph. D. & Anju Rani²

¹Asstt.prof.at Choudhary Devi Lal University, Sirsa (Dept. Of education)

²Research Scholar, Ph. D. (Education)

Abstract

Etiquettes are the mirror of an individual's personality .Our ideals of life, philosophy and thoughts can only be displayed by etiquettes. Etiquettes are an indispensable part of personality of a teacher. A teacher should strive for the ethical excellence and to inculcate the mannerism in his students, who are the future of the nation. The present paper focuses on what are etiquettes, etiquettes and a teacher and some ways to maintain etiquettes.

Keywords: *Etiquettes, meaning of teacher*



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INTRODUCTION

The fact that a teacher is the role modal for his students is very well known. A student is an exact replica of his teacher. So for providing ideal students, a teacher should show the same in his personality. If we are expecting a student to exhibit the high ideals and etiquettes in his character, it is essential for a teacher to posses the same .A teacher with his mannerism wins the heart of his students' .Manners and etiquettes are special ingredients of success. Our values .attitudes and actions influence the impact of work .the field of education is founded on values and principles set down in universal human rights and welfare. These values and principles must be promoted and defended by forwarding them to our students. Ethical consciousness and professional competence are the basis of professional integrity .So therefore it is of utmost need for the teacher to showcase the best ethics and work etiquettes. Before proceeding further about the etiquettes and their need, we should have a glance at what etiquettes are.

WHAT ARE ETIQUETTES?

The main purpose of education is to create the skills, grasp knowledge and spread awareness about the glorious national heritage and this objective can only be achieved through etiquettes

and proper mannerism .Here we are discussing about etiquettes, so it is very necessary to clarify what are etiquettes? We can define etiquettes as

“The practices and forms predicted by social conventions or by authority.”

It is a code of polite conduct .A person with proper etiquettes is less likely to annoy people around him. We can also define etiquettes as the customary code of polite behavior in society or among members of a particular profession or group. The meaning and importance of etiquettes can vary from individual to individual.

Meaning of Teacher:

In ancient India a teacher was looked upon as an incarnation of God, store house of wisdom, had a very high place and was adorable. Students were handed over to them at an early age and they stayed with their teacher for few years till the completion of their education. There are Shastras and Sutras which discuss in detail about the duties of a Guru/teacher as well as the duties of his disciple /student. At that time values and ethics were having a very pivotal place in life. A person with high values was looked upon as a blissful person. **According to kahata Upanishad a teacher is: (Ancient education system in India.Dec.15, 2011.Indiatva.com the essence of being Indian)**

“He, who is possessed of supreme knowledge by concentration of mind, must have his senses under control, like spirited steeds controlled by charioteer.”

In ancient Times a teacher’s prime duty was the inculcation of following three simple processes:

- i) Shravana - Listening
- ii) Mannana – the need to interpret self
- iii) Niddhyaasna –complete comprehension of truth

With the passage of time the image of teacher has also changed, the same change can be witnessed in our social values and ethics

ETIQUETTES AND TEACHERS:

The main task or aim of a teacher is to realize the need of teaching manners, for better development of the students. Now the question arises could mastering the manners make a difference in your class? May it not fully affect your class, but surely it will to some extent. For being a successful teacher, teaching etiquettes are very essentials. he should have knowledge of etiquettes pertain nig to his profession. Some educators are of view that focusing on manners in the class room is not an option, it is must. Her we have some reasons, why should a teacher must posses etiquettes

- I) To set up a good example

- II) To make himself /herself a better supporter for his students
- III) To bounce back mistakes
- IV) To be more productive
- V) To make social web better
- VI) To be more emphatic
- VII) To keep offensive pride away
- VIII) To realize the dream of good society
- IX) To maintain the dignity of profession
- X) Ethical conduct towards students
- XI) To strive for excellence

-To set up good example:

Human learning is based upon perceiving and understanding and then reflecting .Students will do the same as they perceive their teacher /Guru. So for their welfare and inculcation of good values a teacher must possess high etiquettes. A teacher must showcase etiquettes himself first, which he is wishing to be exhibited by his students.

-To make himself /herself a better for his students:

A teacher has got the title of nation builder, pillar of nation. So a teacher should always strive for supporting his students, whenever and wherever they need him. He must have such qualities which can guide and support his students. .If a teacher succeeds in inculcating some good values and etiquettes in his students ,then it would be a life long support to his student .

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Being disciplined, genuine in actions, hard work can help a teacher to bounce back mistakes and set up a good example in front of his students.

-To be more productive:

Our ancient culture is enriched with the possession of high values like-honesty, discipline, hard work, truthfulness, .If we are able to apply these values in our life, it will lead to productivity, Etiquettes and manners are key to success .If a teacher is able to make his students to realize the value of time, hard work, discipline he can help them to be more productive. The development of productivity in his students in a way will be development of his own productivity.

-To make social web better:

Using good etiquettes is one way you can help collectively tip the scale back in the direction of people being nicer to each other. Through etiquettes a teacher can weave an intricate social web to dignify his profession.

-To be more emphatic –

A teacher is always expected to cater the individual needs of his students .To achieve the same he ha to be more emphatic .By doing so he will be able to understand the needs and wants of his students.

-To keep offensive pride down:

No sin is more offensive to God than the sin of pride. If a teacher is given equivalent to God then how can he be proud of himself? He should always act pride free. He can prevent himself from pride only through his etiquettes.

-To realize the dream of good society:

School has been called the miniature form of society and that miniature society is run by teachers .It is the duty of teachers to make his students able to decide what to do in hard case, how to make decisions and act genuinely. A teacher can do it by practicing the same things in his own behavior. Only then the dream of good society can be realized.

-To maintain the dignity of profession:

A teacher has to act with integrity, maintaining the dignity and credibility of his profession .They should always endeavor to fulfill his duties, exemplifying the highest ethical standards. They should create a learning environment nurturing to fulfillment of the potential of all the students.

-Ethical conduct towards students:

The professional educators accepts their personal responsibility for teaching students etiquettes and qualities that will help them evaluate the consequences and responsibility of their actions Only a teacher can help to foster civic virtues such as –integrity ,diligence, responsibility ,co operation ,loyalty , fidelity and respect for law, human right etc.

-To strive for excellence:

The modern education system aims at individual difference ,it may be the teacher with different teaching styles as well as their students .It is always easy for a teacher to develop a teaching style but ,no so easy to get excellence . He can strive for excellence with the bliss of his etiquettes and virtues.

Ways to maintain etiquettes:

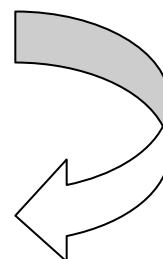
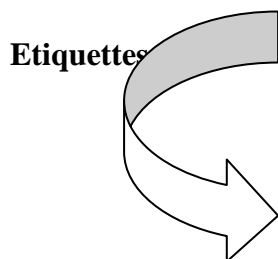
It is very easy to grasp some etiquette, but the hardest part is how you maintain these etiquettes. Being professional in your field demands much more than your educational qualification and knowledge. Professional etiquettes are not enough for a teacher, both

professional as well as personal life have some etiquettes and code of conduct. So it is very necessary for a teacher to exhibit etiquettes at the both fronts professional as well as personal.

As professor Pagana says :(emeritus at Lycoming College, William's port, Penn and president of Keynotes and Presentations, Career Advancement)

“Professional etiquettes are not optional, for personal or professional success-it is a necessity.”

Here we have some personal and professional etiquettes, which deem to us most important:



Personal Etiquettes

Professional Etiquettes

Personal etiquettes:

Firstly we will talk about the etiquettes at personal front.

Your personal etiquettes represent how you feel about yourself and the outside world. Most of the form their idea about others on their non verbal behavior , so it would appear that it would do little to change what people think of you when they first meet you .here we have some personal etiquettes to be shown :

- **Neighborhood Manners :**

Regardless of the type of neighborhood you in live in, there are still some etiquettes rules set for the civilization.

- **Being courteous during contagious diseases as cold ,fever, flu etc:**

During any contagious disease it is our prime duty to take proper precautions and make people aware about the same. Covering your nose while sneezing, covering your mouth while coughing are very common etiquettes. If you are suffering from any contiguous disease, be cautious so as to prevent others from its effect.

- **Helping your friends :**

Always try to be there for your friends and those who need your help during their hard times. Do as much as possible and play well the part of a supporter.

- **Taking care of personal space :**

We should take care of our responsibility to take care for the physical, emotional and spiritual serenity of the people around us. We should try our best not to interrupt in anybody's personal space of life.

- **Etiquette of public primping:**

It is not only etiquette, but our duty not to puncture the public primping. We should not talk too loudly, avoid managing your hair style when lots of people are around you. You should also teach the children to behave well at public places.

- **Avoiding gossips :**

Spreading gossips about others is bad manner. Though it is difficult to avoid gossips, but you can control your reaction to it. Indulgence in gossiping can spoil your image.

Professional Etiquettes: Your professional etiquettes counts the following

- **Being Punctual :**

Being punctual is one of the essential elements for a good teacher. Always be on time at your work place and especially during any meeting, conference or any professional gathering.

- **Taking care of decorum:**

A teacher should always strive to take care of decorum such as taking care of your tone, keeping your student attentive in class, showcasing a positive attitude, taking care of decorum will add more grace to your personality.

- **Keeping poise during critical situation:**

A teacher should always keep his cool even during the most critical situations. Display tolerance compassion, understanding and acceptance toward those who are slower than you in developing maturity, emotional freedom and coping capabilities.

- **Handling difficult person with your communication skill:**

Do not answer a fool according to his folly, lest you should also be like him. If sometimes you are dealing with a person who is hard to deal. do not loose your cool, just try to deal that person with your communication skill.

- **Contributing in creating conducive environment at workplace:**

Creating a conducive work [place to work out is very important, because where you work. what you see and how you feel greatly affects your attitude towards work. So you should try to create a conducive environment at your workplace.

- **Being disciplined:**

Discipline takes self-control, sacrifice and overcoming distractions and temptations .It means staying focused .Consistency takes discipline and is more important than erratic effort. Discipline and regret both are painful .Most people have a choice between the two, obviously regret is more painful.

- **Having high self esteem:**

Self esteem comes recognizing and accepting your self –worth. A good teacher is at peace with himself and are poised .They are internally driven and get their validation from within. They don't have to prove anything to anyone.

- **Do not misuse Authority:**

People wouldn't mind you enjoy authority, but they would mind misuse of it. so always stay committed to your work, to gain respect from others.

Conclusion:

The field of education is gaining popularity .It is time when the etiquettes are beyond just saying thank you, please and sorry. The combination of two your academic qualification and etiquettes will be wonderful. We have discussed that first of all people form their ideas about anybody at nonverbal bases. You can win the heart of people around you by your etiquettes. We can witness the importance of etiquettes from the fact that from ancient education system till the present era the emphasis has been laid on inculcation of good etiquettes in the students.

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