

## ■ Sensitized Vocabulary at Workplace

### Faculty & Academic Roles

Use This (Respectful)	Instead of This
Faculty members / Professors / Instructors	teaching staff
Early-career faculty / Assistant faculty	junior teachers
Visiting faculty / Guest faculty	temporary teachers
Doctoral scholars / Research scholars	PhD students

### Staff Roles (Non-teaching)

Use This (Respectful)	Instead of This
Housekeeping staff	sweepers / cleaners
Maintenance staff	menial staff
Office assistants	peons
Administrative professionals	clerks
Technical staff / Lab staff	lab boys
Library staff / Information professionals	library helpers
Food & beverage staff / Dining hall staff	mess boys
Drivers / Transport staff	drivers & servants

### Students & Student Roles

Use This (Respectful)	Instead of This
Students / Learners	kids / boys & girls
Student volunteers / Event coordinators	student helpers
Student leaders / Representatives	class monitor
Alumni / Graduates	old students

### Gender & Inclusion

Use This (Respectful)	Instead of This
Chairperson / Head / Convener	Chairman
Hostel warden / Residence life coordinator	hostel matron
Security personnel	watchman / chowkidar

### Ability-Inclusive Language

Use This (Respectful)	Instead of This
Students with disabilities / PwD	handicapped students
Visually impaired student	blind student
Hearing impaired student	deaf student
Neurodiverse student	mentally weak / slow

### General Respectful Phrasing

Use This (Respectful)	Instead of This
Colleagues	juniors / subordinates
Senior faculty / Experienced faculty	old professors
Frontline staff / Campus support staff	low-level workers