

## **Chapter XIX**

### **CODE OF CONDUCT FOR EMPLOYEES OF DAV SCHOOLS**

**19.1** A person, who chooses D.A.V. institutions for career, is supposed to conform to the ideals of Arya Samaj whose primary aim is to do good for all, that is, promote their physical, spiritual and social well being. He assumes the obligations to conduct himself, at all times in accordance with the highest standards of the profession, aiming at the quality and excellence in his work and conduct, setting an example which will command respect of the Pupils, Parents and other colleagues.

Specifically teacher should aim at dispelling ignorance and promoting knowledge. The teacher's duty is, however, not merely to communicate in special subjects but also to help children to grow to their fullest stature and unfold their personality. In this responsible task what matters the most is the personal example of the teacher. Thus, all the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the school or the Board. He shall abide by the rules and regulations of the school and carry out the lawful orders and also show due respect to the constituted authorities.

Every employee of D.A.V Public Schools shall be governed by the Code of Conduct as specified in this chapter and every such employee shall be liable to the disciplinary action as laid down under Chapter "Disciplinary Proceedings and Appeal" for breach of any provision of the code of conduct.

#### **19.2 Code of Conduct for teachers and other persons employed in a DAV school.**

- Every teacher or other person employed in a DAV school shall discharge his duties efficiently and diligently and shall conform to the rules and regulations as set forth by the DAVCMC / School from time to time.
- A teacher or other person employed in a DAV school shall not absent himself from his duties without prior permission. In cases of sickness or absence on medical grounds a medical certificate to the satisfaction of the school authorities shall be produced within a week.
- A teacher or other person employed in a DAV school shall not engage directly or indirectly in any trade or business, including private tuitions.
- A teacher or other person employed in a DAV school shall not send any application for employment under any other agency except through the School Committee of the school.
- The School Committee shall not withhold any such application. Prior permission of the School Authorities shall be obtained in a case where any teacher or other person employed in a DAV school seeks to accept honorary work without detriment to his duties as a teacher.
- A teacher or other person employed in a DAV school who becomes involved in a criminal proceedings shall inform the School Committee of such proceedings.
- A teacher or other person employed in a DAV school shall not engage himself in any political activity. He shall not be associated with any political party or any organization

which takes part in politics or shall subscribe to or assist in any other manner any political movements.

- A teacher or other person employed in DAV school shall not contest or participate in or canvass for any elections. Such restriction will not however apply to the teachers in respect of elections to the Teacher's Constituencies.
- A teacher or other person employed in a DAV school shall not bring or attempt to bring any political or outside pressure on his superior authority in respect of his individual service interests
- A teacher or other person employed in a DAV school shall not engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public orders decency or morality or which involves contempt of court, defamation or incitement to an offence.
- A teacher or other person employed in a DAV school shall not indulge in any criticism of the policies of the Government either directly or indirectly or participate in activity which bring disrepute to the Government. Adoption of legitimate methods of ventilating grievances however shall not be considered as criticism of the Government.
- A teacher or other person employed in a DAV school shall not in any radio broadcast or telecast in any document published unanimously or in his own name or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Central or State Government or DAVCMC which is capable of embarrassing the relations between the State Government and any other Government or the relations between the Central and the Government of any foreign State.
- A teacher or other person employed in a DAV school shall not engage himself/herself or participate in any activity which is anti secular or which tends to create disharmony in school/society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relationship with foreign states, Public order, decency, or morality which involves contempt of Court, defamation or incitement to an offence.
- A teacher or other person employed in a DAV school shall not be found drunk or under the influence of liquor while on legitimate duty or appearing in a public place.
- A teacher or other person employed in a DAV school shall not apply for grant or renewal of passport or undertake trip to foreign country without prior approval of the DAVCMC.
- A teacher or other person employed in a DAV school shall not refuse to receive pay or make concerted or organized refusal to receive their pay. A teacher or other person shall endeavor to avoid habitual indebtedness or insolvency.
- A teacher shall not give corporal punishment to the children.
- A teacher shall not prepare or publish any book/s, specifically that which is commonly known as keys/assistance, whether directly or indirectly, without the prior-approval of DAVCMC approval.
- A DAV Employee shall not cause, or incite any other person to cause, any damage to school property, enter into any monetary transactions with any student or parent; nor shall he exploit his influence for personal ends; nor shall conduct his personal matters in such a manner that he has to incur a debt beyond his means to repayable guilty of, or encourage, violence, or any conduct which involves moral turpitude;

### 19.3 Every DAV Employee shall:-

- ✦ be punctual in attendance and in respect of his duty and also for any other work connected with the duties assigned to him by the head of the school ;
- ✦ abide by the rules and regulations of the school and also due respect to the constituted authority;
- ✦ be temperate and sober in his habits. He should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and with in the precincts of the school;
- ✦ at all times maintain absolute integrity and devotion to duty;
- ✦ have an exemplary moral character. His dealings with the members of the other sex in the school or outside, it should not be such as would cause reflection on his character or bring discredit to the school;

### Nothing contained above shall be deemed to take away or abridge the right of a teacher:-

- (a) to appear at any examination to improve his qualification with approval of Competent Authority;
- (b) to become or to continue to be, a member of any literary, scientific or professional organisation ;
- (c) to make any representation for redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language;
- ✦ If the teacher is convicted by a Court of Law or arrested, it will be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances, connected there with, as soon as it is possible for him to do so ;
- ✦ His/her dress should be neat and dignified . He/she should on no account be dressed so as to become an object of excitement or ridicule or pity at the hand of students and his colleagues.

### 19.4 The following acts shall constitute breach of Code of Conduct :-

- i) Habitual late coming and negligence of duty.
- ii) use of abusive language, quarrelsome and riotous behavior.
- iii) Insubordination and defiance of lawful order.
- iv) Disrespectful behaviour, rumour mongering and character assassination.
- v) Making false accusations or assault either provoked or otherwise.
- vi) Use of liquor or narcotics on the school premises.
- vii) Embezzlement of funds or misappropriation of school property or theft or fraud.
- viii) Mutilation/destruction of school records and property.
- ix) Conviction by a court of law for criminal offence.
- x) Possession in school premises of weapons, explosives, and other objectionable

- materials.
- xi) Indulging in or encouraging any form of malpractice connected with examination or other school activities.
  - xii) Divulging confidential matters relating to school.
  - xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities.
  - xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
  - xv) Taking active part in politics.
  - xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
  - xvii) Making sustained neglect in correcting class work or home work.
  - xviii) Taking private tuitions without permission of school authorities.
  - xix) Organising or attending any meeting during school hours except when he is required or permitted by the Head of the school to do so.
  - xx) Absenting from work even though present in the school premises or absent without leave.
  - xxi) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
  - xxii) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.