

CHAPTER 21 - CODE OF CONDUCT FOR EMPLOYEES OF DAV SCHOOLS

21.1 A person, who chooses DAV institutions for career, is supposed to conform to the ideals of DAV Philosophy and Arya Samaj which aim to do good for all and promote their physical, spiritual and social well-being. He/She assumes the obligation to conduct his/her work at all times in accordance with the highest standards of the profession, aiming at the quality and excellence in his work so that an example is set before the students, parents and other colleagues.

Specifically, teachers and all other staff members in general, 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 specifically expected to be exemplary in their public and private life.

Loyalty, sense of dedication and integrity of character of the staff should be an inspiration for the youth. All the staff members shall attend to their duties with care and commitment, punctuality, dutifulness for the duties assigned to him/her by the Head of the school or the Board or the DAVCMC. He/She 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 DAV 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.

21.2 CODE OF CONDUCT FOR PERSONS EMPLOYED IN A DAV SCHOOL:

- Every teacher or other person employed in a DAV school shall discharge his/her 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/herself from his/her 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/body except through the concerned Authorities of the school. The School Authorities shall not withhold any such application. Prior permission of the School Authorities must be obtained in cases where any teacher or other person employed in a DAV school seeks to accept honorary work without detriment to his/her duties as a DAV employee.
- A teacher or other person employed in a DAV school who becomes involved in a criminal proceeding, shall inform the concerned School Authority about such proceedings.
- A teacher or other person employed in a DAV school shall not engage himself/herself in any political activity. He/She 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, however, not apply to the employees in respect of elections related 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/her superior authority in respect of his/her individual service interests.
- A teacher or other person employed in a DAV school shall not engage himself/herself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of country, 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 DAV Organization/Arya Samajs/Government either directly or indirectly or participate in activity which brings disrepute to the DAV Organization/ Arya Samajs. However, adoption of legitimate methods of submitting grievances before the competent authority shall not be considered as criticism of the DAV Organization/Arya Samajs.
- A teacher or other person employed in a DAV school shall not participate in any radio/T.V. broadcast/telecast, publication of any document unilaterally or in his/her own name or in the name of any other person; address 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 past policy or action of the DAV Organization/ Central or State Government/Arya Samajs.
- 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.
- A teacher or other person employed in a DAV school should not be found intoxicated in any kind while on 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 or other person employed in a DAV school shall not give corporal punishment to any student(s).
- A teacher or other person employed in a DAV school 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.
- A teacher or other person employed in a DAV school shall not cause or incite any other person to cause any damage to school property.
- A teacher or other person employed in a DAV school shall not enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal ends.
- A teacher or other person employed in a DAV school shall not accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person with whom he/she has come into contact by virtue of his/her position in the school.
- A teacher or other person employed in a DAV school shall be punctual in attendance and in respect of his/her duty and also for any other work connected with the duties assigned to him/her by the Head of the School.
- A teacher or other person employed in a DAV school shall abide by the rules and regulations of the school and also due respect to the constituted authority.
- A teacher or other person employed in a DAV school shall be temperate and sober in his/her habits. He/She should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the premises of the school.
- A teacher or other person employed in a DAV school shall at all times maintain absolute integrity and devotion to duty.
- A teacher or other person employed in a DAV school shall have an exemplary moral character. His/her dealings with the members of the other sex in the school or outside, should not be such as would cause reflection on his/her character or bring discredit to the school.
- If a teacher or other person employed in a DAV school is convicted by a Court of Law or arrested, he/she shall inform his/her immediate superior the fact of his/her conviction or arrest as soon as it is possible for him/her to do so.
- A teacher or other person employed in a DAV school should dress-up neatly and in a dignified manner. 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 or his/her colleagues.
- A teacher or other person employed in a DAV school shall maintain vegetarianism in the school premises.

21.3 BESIDES THE ABOVE, THE FOLLOWING ACTS SHALL ALSO 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. Embezzlement of funds or misappropriation of school property or theft or fraud.
- vii. Mutilation/Destruction of school records and property.
- viii. Conviction by a court of law for criminal offence.
- ix. Possession in school premises of weapons, explosives and other objectionable materials.
- x. Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- xi. Divulging confidential matters relating to school.

- xii. Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the school authorities or activity detrimental to the interest of the school/organization.
- 13. Taking private tuitions without permission of school authorities.
- xiv. Organizing or attending any meeting during school hours except when he/she is required or permitted by the Head of the school to do so.
- xv. Absenting from work even though present in the school premises or absent without leave.
- xvi. Asking for or accept, except with the previous sanction of the competent authority, any contribution or raising of funds of any kind or any collection whether in cash or in kind, in pursuance of any object whatsoever. However, if it is subscription from the members of any association of teachers, it shall not be considered as a breach of code of conduct.

21.4 NOTHING CONTAINED ABOVE SHALL BE DEEMED TO TAKE AWAY OR ABRIDGE THE RIGHT OF A DAV EMPLOYEE:-

- a. to appear in any examination to improve his/her qualification but only with approval of the Competent Authority;
- b. to become or to continue to be, a member of any literary, scientific or professional organization;
- c. to make any representation for redressal of any bonafide grievance subject to the condition that such representations are not made in any rude or indecorous language; and are made through proper channel.

NOTE : All the staff members are expected to conduct in a way which he/she is supposed to do by the virtue of his/her post/job in DAV organization. Any conduct which the incumbent is not supposed to do by virtue of his/her post/job in DAV organization, shall be treated as breach of code of conduct and is liable for disciplinary action.