

Annexure-I

D.A.V COLLEGE MANAGING COMMITTEE CHITRA GUPTA ROAD

NEW DELHI -110 055

CODE OF CONDUCT FOR TEACHERS

1. Every teacher shall serve efficiently, act in a disciplined manner and maintain complete integrity and devotion towards duty.
2. The whole time of a teacher shall be at the disposal of the college for all the academic and allied activities and he/she shall serve the college in such a capacity as directed by the Principal.
3. Whenever a teacher wants to apply for an outside job, post or scholarship, he/she shall do so with the prior sanction of the college authorities.
4. Except in exceptional circumstances, no teacher shall remain absent from his/her duty without prior permission of the competent authority.
5. No teacher shall take part in, be a part of or assist in any movement which tends to promote feelings of hatred or enmity between the different classes or subject of the Indian Union, or to disturb public peace.
6. Except with the previous sanction of the competent authority, no teacher shall completely or partly, conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper/periodical.
7. A teacher shall avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall report the complete matter to the competent authority.
8. No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.
9. No employee, except in accordance with any general or special order from the College authorities or performance in good faith of the duties assigned to him shall communicate directly or indirectly any official document or information to any employee or to any other person, to whom he is not authorized to communicate such document or information.
10. No employee, except with previous sanction from College authorities, shall engage, directly or indirectly, in any trade, occupation or business or undertake any employment or any private teaching practice.
11. No employee shall appear in any examination duty without prior permission from the College authorities, whether it is honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character.
12. No employee shall write a help book or any kind of personal notes.
13. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the College teacher:

- Failure to perform his/her academic duties including class lectures and demonstrations, assessment, guidance, invigilation and such other actions, which reflect upon his/her stature as a teacher and the dignity of his profession.
- Gross partiality in assessment of student, deliberately over-making/under-making or attempting at victimization.
- Creating or spreading discontentment of any kind among students, colleagues or administration of such an institution. This, however, does not restrict the right of a teacher to express his academic differences relating to the basic principles or theories under discussion or consideration in seminars, or other extra-curricular activities where students are the participants.
- Raising questions of caste, creed, religion, race or sex in relation to any colleague and trying to use it for his/her personal prospects.
- Refusal to carry out the decision of administrative, academic bodies and the functionaries of the College. However, this will not inhibit his/her right to express meaningful and responsible differences with their policies or decisions.

Signature _____

Name _____

Lecturer in _____

Local Address _____


Principal
D.A.V. College, Bathinda
Countersigned by the Principal

Annexure-II

GUIDELINES FOR STUDENTS

- Be punctual and follow the rules and regulations of the college.
- Attend classes regularly.
- Entry in the college campus will strictly be on the production of identity card.
- Maintain cordial relationship with all, especially, with yours juniors.
- Avoid all walking/talking in the corridors during teaching hours.
- Observe library as a "Silence Zone"
- Keep the campus clean and don't litter.
- Switch OFF the fans/lights and turn OFF taps when not in use.
- Extend a helping hand to the differentially able as they move around the campus.
- Switch OFF your mobiles while in campus.
- Participate enthusiastically in all academic & extra-curricular activities of the college.
- Always pay regard to your teachers and elders.
- Use/Sale of drugs is strictly prohibited in the campus.
- Wear helmet while driving scooter/motorcycle and must carry complete documents of the vehicles.


Principal
L.A.V. College, Bathinda