


DR. GANESH DASS DAV COLLEGE OF EDUCATION FOR WOMEN, KARNAL

CODE OF CONDUCT FOR TEACHER

1. Every teacher at all times shall serve efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
2. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college for all academic and allied activities and he/she shall serve the college in such capacity and at such places as he/she may from time to time be directed by the Principal.
3. Wherever a teacher wants to apply for an outside job, post or scholarship, he/she shall do so with the prior sanction of the managing committee through the Principal.
4. Save in exceptional circumstances, no teacher shall absent himself/herself from his/her duties without prior permission of the competent authority.
5. No teacher shall take part in, subscribe to in any of or assist in any movement which tends to promote feeling of hatred or enmity between the different classes or subject of the Indian Union, or to disturb public peace.
6. No teacher shall, except with previous sanction of the competent authority own wholly or in part, 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 forthwith report the full facts 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 shall except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any employee or to any other person, to whom he/she is not authorized to communicate such document or information.
10. No employee shall, except with previous sanction of the College authorities engage directly or indirectly in any trade, occupation or business or undertake any employment or any private tuition work.
11. No employee shall appear in any examination without obtaining prior permission of the management provided that teacher may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work if so directed by the College authorities.
12. No employee shall write a help book or cheap notes.
13. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the college teacher:-

- i) Failure to perform his/her academic duties including class lectures and demonstrations, assessment, guidance, invigilation and such other acts or actions, which reflect on his/her stature as a teacher and the dignity of his/her profession.
- ii) Gross partiality in assessment of students, deliberately over-marking/under marking or attempts at victimization.
- iii) Engineering or spreading discontentment of any kind among students, colleagues of the faculty or administration of such an institution. This however does not restrict the right of a teacher to express his/her 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.
- iv) Raising question of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above consideration for improvement of his/her personal prospects.
- v) Refusal to carry out the decision of appropriate administrative and academic bodies and or functionaries of the College, but this will not inhibit his/her right to express meaningful and responsible differences with their policies or decisions. A militant approach is to be totally eschewed.

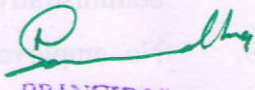

Principal
Dr. Ganesh Dass D.A.V.
College of Edu. for Women
KARNAL

**DR. GANESH DASS D.A.V. COLLEGE OF EDUCATION FOR WOMEN,
KARNAL**

CODE OF CONDUCT FOR EMPLOYEES

1. Every employee at all times shall serve efficiently, act in a disciplined manner, and maintain complete integrity and devotion to duty.
2. Unless in any case to be expressly provided for, the whole time of an employee shall be at the disposal of the college for all academic and allied activities and he shall service the college in such capacity and at such places as he may from time to time be directed by the Principal.
3. Whenever an Employee wants to apply for an outside job, post or scholarship, he shall do so with the period sanction of the college authorities.
4. Save in exceptional circumstances, no Employee shall absent himself from his duties without prior permission of the competent authority.
5. No Employee shall take part in, subscribe to in any of or assist in any movement which tends to promote feeling of hatred or enmity between the different classes of subject of the Indian Union, or to disturb public peace.
6. No Employee shall, except with the previous sanction of the competent authority own wholly or in part, conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a news paper/periodical
7. An Employee shall avoid habitual indebtedness or insolvency. An Employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts 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, shall except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him, 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 shall, except with the previous sanction of the college authorities, engage, directly or indirectly, in any trade, occupation or business or undertake any employment or any private work.

11. No employee shall appear in any examination without obtaining prior permission of the College authorities provided that a Employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties to not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the College authorities and in case of the Principal, if so directed by the Managing Committee
12. No employee shall write a help book or cheep notes.
13. The following lapses, if established after the enquiry shall constitute improper conduct on the part of the College Employee:-
 - i Failure to perform his academic duties including class lecturer and demonstration, assessment, guidance, invigilation and such other acts or actions, which reflect on his stature as a Employee and the dignity of his profession.
 - ii Raising question of caste, creed, religion, race or sex in his relationship with his colleagues an trying to use the above consideration for improvement of his personal prospects.
 - iii. Refusal to carry out the decision of appropriate administrative and academic bodies and or functionaries of the College, But this will not inhibit his right to express meaningful and responsible difference with their policies or decisions. A militant approach is to be totally eschewed.


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CODE OF CONDUCT FOR PUPIL TEACHERS

- During the B.Ed. Programme, the student must not attend or take part in any anti-government, anti -college or subversive activities. Extreme penalty for such activities is expulsion and forfeiture of character certificate.
- The pupil-teachers must observe the rules framed from time to time regarding the payment of fees, library and other activities
- Regularity in attendance is mandatory as per university norms.
- B.Ed. and M.Ed. both is full time programme so that students are not allowed to take up any job during the period of training.
- Students are not allowed to stay in P.G.
- Student must wear the I-Cards while they are in college.
- Student should come to the college in decent dress.
- Students make it a habit to read the notices displayed on the notice board every day.
- Switch off the lights and fans before leaving the classrooms.
- Students are advised to make campus polythene/ plastic free and use dustbins for wet and dry waste separately
- Keep your mobile phones in silent mode at college campus.



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