

## CODE OF CONDUCT FOR TEACHERS&OTHER STAFF

1. The teacher's duty is not merely to communicate knowledge in specific subjects but also to help children grow to their fullest stature and unfold their personality. In this responsible task what matters most is the personal example of the teacher. Teaching, in its true sense, is not mere instructions but influence.
2. A person who decides to choose teaching as a career, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the students, the parents and colleagues.
3. The following points are, therefore, laid down for the guidance of the teachers:
  - (a) Every teacher shall instill in the minds of the students entrusted to his/her care following values:
    - (i) Feeling of universal brotherhood and tolerance for all religions.
    - (ii) Respect for law and order.
    - (iii) Values of patriotism.
    - (iv) Spirit of co-operation and social service.
  - (b) **Every teacher is fully responsible towards students.**
    - (i) He/She must be impartial in his/her relations; be sympathetic and helpful to slow learners.
    - (ii) Aim to improve physical, mental and moral well-being of students for holistic development.
    - (iii) Ensure that students do not take part in active politics.
  - (c) Every Teacher should be above board in his/her personal conduct.
    - (i) He/She should be temperate and sober in habits. She/he should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the school campus.
    - (ii) Have an exemplary moral character. His/Her dealings with the members of the other sex in the school or outside be good and courteous.
    - (iii) Be neat and clean and dressed in a dignified manner. Abide by the rules and regulations of the school and show due respect to the constituted authority and diligently carry out instructions issued to him/her.
    - (iv) Be punctual in attendance and all work related to class work and any other work or duty assigned to him/her by the Principal.
    - (v) Consider school property if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property.
    - (vi) Be polite and courteous towards parents and guardians.
  - (d) Attend in service Training/Workshops/Seminars when detailed by the Principal/ School Authority.

## **A TEACHER WILL NOT**

- (i) Divulge confidential matters related to the institution.
- (ii) Be a member of any political party or indulge in activities either openly or in camera in support of any such party.
- (iii) Indulge in or encourage any form of malpractice connected with examinations or other school activities.
- (iv) Undertake private tuition of students in any form. Extra coaching organised in the school campus after the school hours will not be considered as "Private Tuition".
- (v) Engage himself/herself in any commercial activity or as a selling agent/ canvasser for any publishing firm or trader in school campus.
- (vi) Discriminate against any student on the grounds of religion, caste, region, gender, language, place of origin, social and cultural background or and any of them.
- (vii) Neglect in correcting class-work or homework or neglect other duties assigned to him/her by the school.
- (viii) Remain absent from the school without leave or without the previous permission of the head of the school.
- (ix) Pass any sexist, racist or other derogatory comments against anybody.
- (x) While being present in the school absents himself/herself (except with the prior permission of the principal) from the class which he/she is required to attend.
- (xi) Practice or incite any student to practice casteism, communalism or untouchability.
- (xii) Cause or incite any person to cause any damage to school property.
- (xiii) Behave or encourage or incite any student, teacher or other employee to behave in rowdy or disorderly manner in the school premises.
- (xiv) Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the school.
- (xv) Organize or attend any meeting in the school except where he/she is required, or permitted by the principal of the school to do so.
- (xvi) Smoke, use tobacco/tobacco products within the school premises.
- (xvii) Give corporal/mass punishment to students.

### **Note:**

If any employee violates the code of conduct he/she will be liable for administrative or disciplinary action.