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## **Code of conduct for students**

Dos

- *Make it a habit to see college notice everyday.*
- *During vacant period go to college library.*
- *Park your vehicle at proper place only.*
- *Help college authorities to keep college campus clean.*
- *Always be punctual for your classes.*
- *Be brief in your talk whether on phone or in person.*
- *When the periods are going on, go to attend the period.*

## Don'ts

- *Don't put up any notice on college notice board without prior permission of the principal*
- *Don't hold any meeting without prior permission of the principal.*
- *Don't Loiter in college lawns during college hours.*
- *Don't invite your guests during college hours.*



**Principal  
Maharishi Dayanand College  
of Education, ABDHAR  
Mob: 98556-07157**

## **Conduct rules for teaching staff and non-teaching staff**

1. No teacher shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union or to disturb public peace.
2. No teacher shall stand for election to Parliament/State Legislature/Local Bodies without the prior permission of the Governing Body.
3. No teacher shall, except with the previous permission of the governing body own wholly or in part, or conduct or participate in editing or managing of any newspaper or

any periodical, or act as correspondent of a newspaper.

4. No teacher shall in any manner criticise adversely in public the administrative actions of the Governing Body of his college.
  
5. No teacher shall, except in accordance with any general or special order of the Governing Body or in the 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 authorised to communicate such document or information.

6. teacher shall, except with the previous sanction of the Governing Body; engage directly or indirectly, in any trade, occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be more than one hour a day.

7. be necessary. Provided that a 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, shall not undertake or shall discontinue such work, if so directed by the Principal of his college, and in case of the Principal if so directed by the Governing Body:

8. Provided that no permission shall be necessary for examination work of this University or other Indian Universities when the

total emoluments accruing from such work do not exceed Rs, 2,400 per annum, and for all examination work for

which additional emoluments are expected the previous permission of the Governing.

9. No teacher shall appear in an examination without the prior permission of the Principal.

10. No teacher in an affiliated college shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.

11. 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 Principal of his college.

12. No teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

13. A teacher may become a member, representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, and participate in its deliberations and, with the permission of the Principal, hold its meetings on the premises of the college, provided such association satisfies the following conditions:

Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.

It is not in any way connected with any political party or organisation or does not engage in any political activity.

14. Every teacher shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

15. Unless in any case it be expressly provided for, the whole time of a teacher shall be at the disposal of the college and he shall serve the college in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his college, subject



to such conditions as may be laid down by the University.

16. No teacher in a college shall apply for any other job or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

17. Save in exceptional circumstances, no teacher shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.

18. No teacher shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the college.

1 . The map and building of the college is designed and such a way that it provides safe and secure environment for the women.

View of all rooms and

Corners is open to all staff and even to the new comers.

2. All are under CCTV cameras and hence safe and secure.



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