SRI JAGADGURU CHANDRASHEKHARA BHARATHI MEMORIAL COLLEGE SRINGERI 577139

Sponsored by: The Academy of General Education, Manipal And Bharathi Vidya Samsthe, Sringeri

Phone: 08265 250138 Email:srijcbmc.sringeri@gmail.com Website:www.jcbmc.org

Office of the principal

CODE OF CONDUCT FOR TEACHERS

I. Teachers Responsibility

1. To Adhere to a responsible pattern of conducts
2. To manage their private affairs in the manner consistent with the dignity of the profession.
3. To seek to make professional growth continuous through study and research.
4. To express free and frank opinion by participation at professional meetings, seminar and conference etc.
5. To maintain active membership of professional organization and strive to improve education through them.
6. To perform their duties in the form of teaching, tutorial, practical and seminar work continuously and with dedication.
7. To cooperate and assist in carrying out functions relating to educational responsibility of the college and the university.
8. To participate in extension, co-curricular and extra curricular activities including community service.

II Teacher and the students

Teacher should :-

1. Respect the right and dignity of the students in expressing his/her opinion.
2. Deal justly and impartially with students regardless their religion, caste, political, economic and physical characteristics.
3. Encourage students to improve their attainment and develop their personalities.
4. Inculcate among students scientific outlook, dignity of labours patriotism.
5. Be affectionate to students and not to behave in eradicative manner.
6. Make themselves available to students even beyond their classrooms, help and guide students.
7. Refrain from inciting students against other students.

III Teachers and College

Teachers should :-

1. Treat other members of the profession with dignity.
2. Streak respectfully to other teachers, render assistance for professional assistance.
3. Refrain from lodging unsubstantial allegation against colleagues.

IV Teachers and Authority

Teachers should

1. Discharge their professional responsibility according to the existing rules and adhere to procedures consistent with profession.
2. Refrain from undertaking any other employment and commitment such as private tuitions.
3. Cooperate in formulation of policies of the institution.
4. Cooperate with the authorities for the betterment of institution.
5. Should adhere to the conditions of contract.
6. Refrain from availing themselves of leave except on unavailable ground and with prior intimation.

V Teachers and Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners and cooperate with them.
2. They should help in the function of Joint Staff Council in which non-teaching staff also members.

VI Teachers and Society

Teachers should through institution maintain contact with the guardians of their students, send report of their performance to guardians, meet them exchange their ideas and feedback for the benefit of the institution.

1. Recognize that education is public service and keep them informed of educational program being provided.
2. Work to improve education in community.
3. Be aware of social problems and take part in activities which would be conductive to the progress of society.

ANNEXURE

CODE OF CONDUCT FOR EMPLOYEES OF EDUCATIONAL INSTITUTIONS.

1. **General.**—(1) Every employee shall at all times,—

(i) maintain absolute integrity;

(ii) maintain devotion to duty; and

(iii) do nothing which is unbecoming of an employee of an educational institution.

(2) (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

(ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction obtain the direction in writing, where practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation.—Nothing in clause (ii) of sub-rule (2) shall be construed as empowering the employee to evade his responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

2. **Professional duties.**—(1) Every employee shall,

(i) be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the head of the Institution;

(ii) abide by the rules and regulations of the Institution and show due respect to constituted authority.

(2) No employee shall,

(i) knowingly or wilfully neglect his duties;

(ii) while on duty in the Institution, absent himself (except with the previous permission of the head of the Institution) from the Institution;

(iii) remain absent from the Institution without leave or without the previous permission of the head of the Institution;

(iv) show sustained neglect in correcting class-work or home-work done by students;

(v) indulge in, or encourage, any form of mal-practice connected with examinations or any other school activity;

(vi) accept private tuition other than in accordance with the same conditions and restrictions as are applicable to a Government teacher;

(vii) prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly, in their publication without the permission of Management;

3. **Communal activity.**—No employee shall,

(i) practice, propagate or incite any student to practice, propagate casteism, communal or sectarian activity or untouchability;

(ii) discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any of them.

4. **Behaviour in public.**—No employee shall,

(i) misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the Institution;

(ii) behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the Institution;

(iii) indulge in any violence, or any conduct which involves moral turpitude;

(iv) organise or attend any meeting during the hours of the Institution except when he is required or permitted by the head of the Institution to do so;

(v) cause or incite any other person to cause, any damage to school property.

5. **Taking part in politics and elections.**—(1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Management.

Scanned by CamScanner

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Management thereon shall be final.

(4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority :

Provided that—

(i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) an employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation.—The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. **Joining of Association by employees.**—No employee shall join, or continue to be a member of an Association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

7. **Demonstrations and strikes.**—No employee shall—

(i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or

(ii) resort to or in any way instigate, incite or abet, any form of strike by any number of employees.

Explanation.—For the purpose of this rule, "strike" means cessation of work (including any unauthorised absence from duty) by a body of a employees acting in combination or a concerted refusal, or a refusal under a common understanding, of any number of employees to work.

8. **Criticism of Government.**—No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion—

(i) which has the effect of an adverse criticism of any current or recent policy or action of the Government of Karnataka, or Central Government or any other State Government :

Provided that nothing contained in this clause shall apply to **bonafide** expression of views by any employee as on office-bearer of a trade union or association of such employees for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof ; or

(ii) which is capable of embarrassing the relations between the Government of Karnataka and the Central Government or the Government of any other State ; or

(iii) which is capable of embarrassing relations between, the Central Government and the Government of any foreign State :

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

9. **Subscriptions.**—No employee shall except with the previous sanction of the Management ask for or accept contributions to, or otherwise associate himself with the raising of any collections in cash or in kind in pursuance of any object whatsoever.

10. **Canvasing of non-official or other influence.**—No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Management.

11. **Gifts.**—(1) Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family, or any person acting on his behalf to accept, any gift.

Explanation.—The expression gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Management.

Note 1.—A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note II.—An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organisations.

Scanned by CamScanner

(2) On the occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Management if the value of any such gift exceeds.—

(i) Rs. 500 in the case of a member of the teaching staff.

(ii) Rs. 250 in the case of a member of the ministerial staff ; and

(iii) Rs. 100 in the case of others.

(3) On such occasions as are specified in sub-rule (2) an employee may accept gifts from his personal friends having no official dealings with him but he shall make a report to the Management if the value of any such gift exceeds—

(i) Rs. 200 in the case of a member of the teaching staff.

(ii) Rs. 100 in the case of a member of the ministerial staff.

(iii) Rs. 50 in the case of others.

(4) In any other case, an employee shall not accept any gift without the sanction of the Management if the value thereof exceeds—

(i) Rs. 75 in the case of a member of the teaching staff; and

(ii) Rs. 25 in the case of others.

12. **Public Demonstration in honour of employee.**—No employee shall except with the previous sanction of the Management, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any employee;

Provided that nothing in this rule shall apply to—

(i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of any Institution; or

(ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

13. **Private trade or employment.**—(1) No employee shall, except with the previous sanction of the Management engage directly or indirectly in any trade or business or negotiate for or undertake any other employment :

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the following conditions, namely :

(i) he shall, within a period of one month of his undertaking any such work, report to the Management giving full details;

(ii) his official duties do not thereby suffer; and

(iii) he shall discontinue any such work, if so directed by the Management.

Provided further that, if the undertaking of any such work involves holding of an elective office he shall not seek election to any such office without the previous sanction of the Management.

Explanation I.—Canvassing by an employee for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.

Explanation II.—Canvassing by an employee in support of the business or insurance agency or commission agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the Management if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No employee shall, without the previous sanction of the Management, except in the discharge of his duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (Central Act 1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes :

Provided that an employee may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of employees, registered or deemed to be registered under the Karnataka Co-operative Societies' Act, 1959 (Karnataka Act 11 of 1959) or of a literary, scientific, or charitable society registered or deemed to be registered under the Karnataka Societies' Registration Act, 1960 (Karnataka Act 17 of 1960).

(4) No employee may accept any fee for any work done by him for any public body or any private person without the general or special sanction of the Management.

14. **Authorship of text-books for use in recognised schools.**—No employee who is a member of the textbook committee shall write or edit any text-books for use in a recognised school during his membership of the committee.

Scanned by CamScanner

15. **Proper use of amenities.**—No employee shall misuse, or carelessly use, amenities provided for him by the management to facilitate the discharge of his duties.

16. **Use of services without payment.**—No employee shall, without making proper and adequate payment avail himself any service or entertainment for which a hire or price or admission fee is charged.

17. **Investment, lending and borrowing.**—(1) No employee shall speculate in any stock, share or other investment.

Explanation.—Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Management thereon shall be final.

(4) No employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf :—

(a) lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid :

Provided that an employee may, give to or accept from, a relative or a personal friend, a purely temporary loan of an amount not exceeding his total monthly emoluments free of interest, or operate a credit account with a **bonafide** tradesman or make an advance of pay to his private employee.

18. **Insolvency and habitual indebtedness.**—An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the Management.

Note.—The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary deligence, the employee could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

19. **Movable, Immovable and Valuable property.**—(1) Every employee shall on his first appointment to any post and thereafter at the interval of every twelve monhs, submit a return of his assets and liabilities and of all members of his family in such form as may be prescribed by the Management giving the full particulars regarding :—

(a) the immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other persons ;

(b) shares, debentures and cash including bank deposits inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family;

(c) other movable property inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family;

(d) debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note.—In all returns, the value of items of movables worh less than Rs. 1,000 may be added and shown as a lump-sum. The value of articles of daily use such as clothes, utensils, crockery or books need not be included in such returns.

(2) No employee or any member of his family shall, except with the previous knowledge of the Management, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family :

Provided that the previous sanction of the Management shall be obtained by the employee if any such transaction is—

(i) with a person having official dealings with the employee or

(ii) otherwise than through a regular or reputed dealer.

(3) Every employee shall report to the Management every transaction concerning movable property owned or held by him or any member of his family either in his own name or in the name of a member of his family, if the value of such property exceeds Rs. 1,000 in the case of members of the teaching staff or Rs. 500 in the case of others.

Scanned by CamScanner

Provided that the previous sanction of the Management shall be obtained if any such transaction is—

(i) with person having official dealings with the employee; or

(ii) otherwise than through a regular or reputed dealer.

(4) Every employee shall report to the Management every transaction concerning cash received by him or by any member of his family from sources other than employee's salary and allowances, insurance or provident fund, if such cash exceeds Rs. 1,000 in the case of a member of the teaching staff or Rs. 500 in the case of others.

(5) The Management may at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or any member of his family or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Management, include the details of the means by which, or the source from which such property was acquired.

Explanation.—For the purpose of this Rule.—

(1) "lease" means, except where it is obtained from, or granted to, a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

(2) the expression "movable property" includes—

(a) jewellery, insurance policies, provident fund, shares, securities and debentures

(b) loans advanced by such employee whether secured or not;

(c) motor cars, motor cycles, horses or any other means of conveyance; and

(d) refrigerators, radios, radiograms, television sets, tape-recorders and transistors.

20. **Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.**—Notwithstanding anything contained in sub-rule (2) of rule 19, no employee shall, except with the previous sanction of the Management.—

(a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

(b) dispose of, by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;

(c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern.—

(i) for the acquisition by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family, of any immovable property.

(ii) for the disposal by sale, mortgage, gift or otherwise of, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

21. **Guardianship of minors.**—An employee may not without the previous sanction of the Management act as a legal guardian of the person or property of a minor other than his dependent.

Explanation.—A dependent for the purpose of this rule means an employee's wife, children and step children and children's children and shall also include his sisters, brothers, brother's children and sister's children, if residing with him and wholly dependent upon him.

22. **Personal representations of the Employees.**—Any representation by an employee shall only be made through proper channel.

23. **Bigamous marriage.**—(1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the Management notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Management.

24. **Consumption of intoxicating Drinks and Drugs.**—An employee shall—

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;

(c) refrain from consuming any intoxicating drink or drug in a public place;

(d) not appear in a public place in a state of intoxication;

(e) not habitually use any intoxicating drink or drug to excess.

Explanation.—For the purposes of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

Scanned by CamScanner