

## Code of Conduct for employees

Every employee shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:

I) HABITUAL LATE COMING AND NEGLIGENCE OF DUTY.

ii) use of abusive language, quarrelsome and riotous behavior.

III) INSUBORDINATION AND DEFIANCE OF LAWFUL ORDER.

iv) Disrespectful behaviour, rumour mongering and character assassination.

V) Making false accusations or assault either provoked or otherwise.

vi) Use of liquor or narcotics on the school premises.

vii) Embezzlement of funds or misappropriation of school property or theft or fraud.

viii) Mutilation/destruction of school records and property.

ix) Conviction by a court of law for criminal offence.

x) Possession in school premises of weapons, explosives, and other objectionable materials.

XI) INDULGING IN OR ENCOURAGING ANY FORM OF MALPRACTICE CONNECTED WITH EXAMINATION OR OTHER SCHOOL ACTIVITIES.

XII) DIVULGING CONFIDENTIAL MATTERS RELATING TO SCHOOL.

XIII) OBSTRUCTING OTHER MEMBERS OF THE STAFF FROM LAWFUL DUTIES AND INDULGING IN ANY SORT OF AGITATION TO COERCE OR EMBARRASS THE SCHOOL AUTHORITIES.

xiv) Carrying on personal monetary transactions among themselves, with the student and/or with the parents.

xv) Taking active part in politics.

xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian

XVII) MAKING SUSTAINED NEGLECT IN CORRECTING CLASS WORK OR HOME WORK.

XVIII) TAKING PRIVATE TUTIONS WITHOUT PERMISSION OF SCHOOL AUTHORITIES.

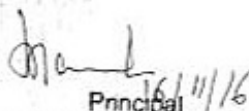
xix) Organising or attending any meeting during school hours except when he is required or permitted by the Head of the school to do so

XX) ABSENTING FROM WORK EVEN THOUGH PRESENT IN THE SCHOOL PREMISES OR ABSENT WITHOUT LEAVE.

xxi) Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.

xxii) Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

2. ALL THE TEACHERS ARE EXPECTED TO BE EXEMPLARY IN THEIR PUBLIC AND PRIVATE LIFE. THEIR LOYALTY, SENSE OF DEDICATION AND INTEGRITY OF CHARACTER AT ALL TIMES SHOULD BE AN INSPIRATION OF THE YOUTH COMMITTEE TO THEIR CARE. THE TEACHER SHALL ATTEND TO HIS DUTIES WITH CARE AND COMMITMENT, BE PUNCTUAL IN ATTENDANCE AND DUTIFUL IN RESPECT OF CLASS ROOM AND ALSO FOR ANY OTHER WORK CONNECTED WITH THE DUTIES ASSIGNED TO HIM BY THE HEAD OF THE SCHOOL OR THE BOARD. HE SHALL ABIDE BY THE RULES AND REGULATIONS OF THE SCHOOL AND CARRY OUT THE LAWFUL ORDERS AND ALSO SHOW DUE RESPECT TO THE CONSTITUTED AUTHORITIES

.....  
  
Principal