



# Madhav Vidhi Mahavidyalaya, Gwalior

Run by Madhav Bharat Shiksha Samiti

Date...18/11/20

क्रमांक 3724/2016/37/mv m

## Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Principal in writing.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement / Comments, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
7. Staff members shall follow the directions and instructions properly given by Principal and Coordinators.
8. The institute gives utmost priority for discipline every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
9. A teacher who commits any disrespect full behavior with superior authority is subject to an enquiry and punishment by the competent authority.
10. Every teacher shall be bound to take prior permission before going to register his/her self in any seminar/ workshop/course/ short term course etc.

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11. A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
12. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press /media for / against any official act of the Institute.
13. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
14. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.
15. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
16. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
17. Respect the organization goals and help to achieve them.
18. Be on time for your lectures and practical. Be punctual.
19. Teach students the importance of thinking of others; write thank-you notes.
20. Establish a politeness policy for basic manners.
21. Respect your fellow workers.
22. Learn to own your mistakes.
23. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
24. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.

R. Sharma  
21/11/20

Dr. Pooja Gupta - Puj's

P. S. SORICOR

Dr. Mamta Mishra

SARVESH SOMI

Moushqi Gini  
GIRISHIPAC

S. Talwar

B. Prateek Chaudhary

D. D. Mishra

Dr. Hemant Garg

Chairman  
Governing Body  
Madhav Vidya Mahavidhyalaya  
Gwalior, M.P.