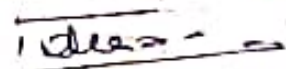


CODE OF CONDUCT AND GENERAL RULES

- Students must be seated in the classrooms before the start of the lecture. No student shall enter the class or knock the door after 5 (five) minutes of the start of the class.
- Scratching and writing on desks, benches, boards, wall etc. is strictly prohibited. A strict disciplinary action will be taken against the concerned student.
- None of students shall be loitering near the classes once the classes are in progress.
- Regular attendance in the class including guest lectures is compulsory.
- Use of mobile phones is strictly prohibited in the classroom, laboratories and Seminar hall.
- Every student will submit assignment; project etc. as per periodic directions.
- Misbehavior, persistence disobedience, habitual late coming, consumption of drug or liquor in the institute, cheating in the examination and any unbecoming act may invite strict disciplinary action including expulsion from the institute.
- Each student is expected to observe the college dress code strictly; failing to do so may invite strict disciplinary action against the candidate.
- Each student is expected to be present regularly in the college. Name will be struck-off if a candidate absentees himself continuously for six days. Candidate can seek re-admission after satisfying the principal with parents' assurance.
- No student is permitted to undertake any part time/ whole time job during the courses of study.
- No student is allowed to put posters in college campus or notice board and to hold assembly in college premises or to address an unauthorized assembly in the college campus.
- Any student causing loss to the college property will be penalized and the students concerned will have to replace or get the same repaired at his/ her own costs.
- Food, breweries and any type of drinks are not permitted in the lab/class rooms.
- Students are not allowed to leave the college campus during teaching hours without prior permission.
- Parents will be intimated about the progress of their ward periodically through report card and personal feedback.
- The decision of Principal/Management in all matters will be final and binding.


Principal.

Dronacharya College of Education
Bali (Kangra) B. P. - 176208

DRONACHARYA PG COLLEGE OF EDUCATION, RAJ

DRONACHARYA COLLEGE OF EDUCATION

CONDUCT RULES FOR COLLEGE STAFF

1. The members of the staff shall:-

- (a) Set the highest standards of courtesy, personal conduct and discipline.
- (b) Be properly turned out at all times, according to the dress regulations as prescribed by the Principal / Management.
- (c) Be punctual on all occasions including morning assembly.
- (d) Mix well socially, be courteous and respectful to ladies, and establish good human relations based on tolerance sensitivity and goodwill.
- (e) Maintain good order and discipline and show obedience to rules, orders and instructions passed by the Management / Principal or on his behalf or with his concurrence by their immediate superiors.
- (f) Take notice of and check or report instantly any act of dishonesty, fraud, negligence, infringement
- of orders, or impropriety of conduct, committed by another member of staff or by a student/ a group of students.
- (g) Be dignified, polite and temperate in speech, correspondence and behaviour.
- (h) Exhibit pride in their calling.
- (i) Be just and impartial in their dealings with the staff and the students.
- (j) Pay compliments to seniors and meticulously and suitably return compliments paid to them by their juniors/ subordinates.
- (k) Be co-operative and cordial with their colleagues and pupils.
- (l) Exercise utmost caution in handling material of confidential nature, and ensure that information of this nature is not passed on to those, who are not authorized to receive it.
- (m) Be temperate and sober in their habits, and abide by the laws relating to intoxicating drugs and drinks.
- (n) Acquaint themselves with regulations and orders governing them and abide by the rules and regulations laid down by the Dronacharya College of Education and show due respect to authorities.
- (o) Consider college property and funds as if they were placed in their trust, and exercise the same prudence and care as they would do so to their own property and funds.
- (p) Make every effort to prevent crime, and report attempts made by other to screen its existence.
- (q) Declare the composition and size of their families at the time of their appointment.
- (r) Report to the Principal immediately, the details of any case in which their character or conduct has been impugned by police or a court of inquiry or a law court.
- (s) Take permission from the Principal before leaving the station even on holidays.
- (t) Not employ any general employee or use any college vehicle, stores or funds for private purposes except where such employment/use is specifically authorized by the prescribed authority.


Principal.

Dronacharya College of Education
Bali (Kangra) H. P. - 176208



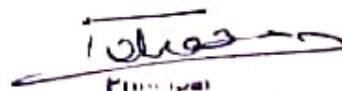
(u) Report to the Principal the full details and circumstances of the case, if arrested or released on bail, after being arrested on ground involving moral turpitude or any criminal case.

2. The members of teaching staff shall in addition:-

- (a) Remain physically fit to play games with the students.
- (b) Exhibit lively and intelligent interest in games and sports.
- (c) Be willing to take boys out on excursions and hikes.
- (d) Take keen interest in co-curricular activities to get to know the boys more intimately and to help them unfold their personalities.
- (e) Conscientiously strive to improve the quality of their teaching by constantly updating their own knowledge and by learning and trying the new techniques evolved for efficiently teaching their subject.
- (f) Be methodical and enthusiastic about all that they do.
- (g) Be sympathetic and patient with slow learners and weak students;
- (h) Remain clean of narrow and sectarian approach in the handling of boys, while recognising the individual needs and characteristics of students.
- (i) By precept and personal example, instill in the minds of the pupils a love for their motherland, regard and respect for the law of the land, and the ideals like love for the weak and the down trodden, and universal brotherhood.
- (j) Pay special attention to boys from weaker section of society with a view to bringing them at par, in all respects with others, especially in the initial uptake period.

3. The members of Dronacharya College of Education staff shall not:-

- (a) Become members of any political party, function as active supporters of any such party or contest elections to any of the local/ legislative bodies.
- (b) Use their appointments to promote their personal views on religion, caste and political affiliations.
- (c) Indulge in any trade or business activity or own/ manage an insurance agency or accept any job of remunerative character from a source other than the college.
- (d) Permit their dependent blood relations to pursue any business interest that may directly and indirectly interfere with their performance or of other employees of the college or compromise their position.
- (e) Be under the influence of any alcoholic drink or drug during the course of their duty or allow their performance of duty to be affected by such drinks or drugs.
- (f) Apply for any assignment or job outside the college or take any public examination except with the prior approval of the Principal.
- (g) Represent their grievances except through proper channel or canvass any non-official or political influence or support in furtherance of matters pertaining to their service in the college.
- (h) Accept or permit members of their families to accept on their behalf any gift from any pupil; parent, or a person with whom they have come in contact by virtue of their position in the college.



Principal
Dronacharya College of Education
Bali (Kangra) H. P. - 176208

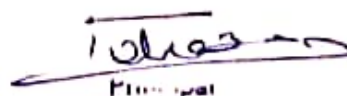
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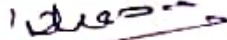
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Principal
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- (i) Give any evidence derived from unpublished official records relating to any of the affairs of the college, except with the permission of the Principal/Management who may give or withhold such permission as he thinks fit.
- (j) Communicate with the authorities controlling the radio or any other mass media through letters or articles or delivers lectures on controversial issues.
- (k) Lend money to or borrow it from any other school employee or any other person on interest except any bank or established financial institute like co-operative societies etc.
- (l) Gamble, or speculate or indulge in a game of chance unless such an activity is organised in the school club itself on no profit basis and that too exclusively for staff members and is in the knowledge of the Principal. Frequent purchase and sale of stocks and shares will tantamount to speculation.
- (m) Give alms or encourage beggary in any form within the college campus.
- (n) Execute private work in a college workshop, art room, vehicle garage, etc.
- (o) Give tuitions for a consideration during or outside school hours.
- (p) Undertake proof reading against payment or promote sale of books etc, except that they may accept examiner ship of Boards/Examining bodies with the prior written approval of the Principal.
- (q) Get into heavy debt or declare himself insolvent.
- (r) Indulge in any activity which is illegal under the law of the land.



Principal

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