

ALIGARH MUSLIM UNIVERSITY, ALIGARH.CODE OF CONDUCT FOR TEACHERS OF THE UNIVERSITY SCHOOLS

(Ref: Clause 11, Chapter XI and Clause 7, Chapter XI-A of the Ordinances (Executive))

This code of Conduct shall govern all teachers of the Secondary and Senior Secondary Schools maintained by the University.

1. The following acts shall constitute breach of Code of Conduct:-

- (i) Knowingly or willfully neglecting his duties;
- (ii) Propagating through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities;
- (iii) Discriminating against any student on the ground of caste, creed, language, place of origin, social and cultural background, or any of them;
- (iv) Indulging or encouraging any form of malpractice connected with examinations or any other school activity;
- (v) Making sustained neglect in correcting class work or home-work done by the students;
- (vi) While being present in the school, absenting himself (except with the previous permission of the Principal of the School) from classes which he is required to attend;
- (vii) Remaining absent from the School without leave or without the previous permission of the Principal of the School;

Provided that where such absence without leave or without the previous permission of the Principal of the School is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the Code of Conduct if, on return to duty, the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.

- (viii) Accepting any job of a remunerative character from any source other than the school or giving private tuition to any student or other person or engaging himself in any business;
- (ix) Preparing or publishing any book or books commonly known as 'keys' or assigning, whether directly or indirectly, in their publication;
- (x) Engaging himself as a selling agent or canvasser for any publishing firm or trader;
- (xi) Asking for or accepting any contribution or otherwise associating himself with the raising of any fund or making any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers;
- (xii) Entering into any monetary transaction with any student or his parent/guardian; exploiting his influence for personal ends; or conducting his personal matters in such a manner that he has to incur a debt beyond his means to repay;

- (xiii) Accepting, or permitting any members of his family or any other person acting on his behalf to accept, any gift from any student or his parent/guardian or any person with whom he has come into contract by virtue of his position in the School;

**EXPLANATION:**

- (a) The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than a near relation or personal friend having no dealings with him in connection with the school.

Note- A casual meal, lift or other social hospitality of a casual nature shall not be a "gift".

- (b) On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practices, a teacher may accept a gift if its value does not exceed Rs. 500/-.
- (xiv) Practicing or inciting any student to practice casteism communalism or untouchability;
- (xv) Causing or inciting any other person to cause any damage to the School property;
- (xvi) Behaving or encouraging or inciting a student, teacher or an employee to behave in a rowdy or disorderly manner in the School premises;
- (xvii) Committing or encouraging an act of violence, or any act or could which involves moral turpitude;
- (xviii) Misbehaving with or guilty of cruelty towards any parent, guardian, student, teacher or other employees of the School;
- (xix) Organising or attending any meeting during the School hours except where he is required or permitted by the Principal of the School to do so;
- \*(xx) Not signing the attendance register on arrival before the School begins and also before leaving the campus after the School hours.
- \*(xxi) Not reporting for any additional duty assigned by the Principal of the School, whether before or after the School hours.
- \*(xxii) Not devoting the requisite number of teaching hours as assigned by the Principal of the School according to the teaching load recommended by the Managing Committee.
- \*(xxiii) Using abusive language, quarrelling or displaying riotous behavior.
- \*(xxiv) Committing acts of insubordination and defiance or lawful orders.
- \*(xxv) Making false accusations against a person, whether after being provoked or otherwise.
- \*(xxvi) Misappropriating School property, or committing acts of theft, fraud or embezzlement of funds.
- \*(xxvii) Obstructing members of the School staff from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass school authorities and staff.
- \*(xxviii) Divulging confidential matters relating to the School.
- \*(xxix) Possessing weapons, explosives or any other objectionable material in School premises.
- \*(xxx) Engaging in any activity that is not in conformity with the character and traditions of the Aligarh Muslim University, Aligarh.

2. Every teacher shall-

- (i) Be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the Principal of the School
- (ii) Abide by the rules and regulations of the School and also show due respect to the constituted authority.

3. Nothing contained in Rules (1) & (2) shall be deemed to take away or abridge the rights of a teacher:-

- (a) to appear at any examination to improve his qualifications;
- (b) to become, or to continue to be, a member of any literary, scientific or professional organization;
- (c) to make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or unbecoming language;

Provided that where a Teachers' Organization or Association does not have a facility to hold a meeting outside the School premises, a meeting of such Organization or Association for bonafide purposes may be held within the School premises but before or after the School-hours, with the previous permission of the Principal of the School.

4. Breach of any condition specified in Rules (1) and (2) shall be deemed to be a breach of the Code of Conduct.

\*All the teachers are expected to be exemplary in their public and private lives. Their loyalty, sense of dedication and integrity of character at all time should be an inspiration to their students. The teachers shall attend to their duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to them by the Principal of the School, the Board or the Managing Committee. They 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.