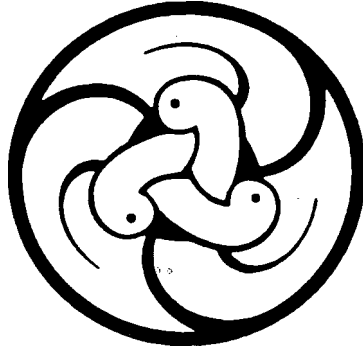


# Code of Conduct

## (Students/ Teachers/ Employees)

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NCERT

**REGIONAL INSTITUTE OF EDUCATION, AJMER**  
A Constituent Unit of  
National Council of Educational Research and Training, New Delhi  
**NAAC Graded A<sup>+</sup> Institute**

when not in use. Students are responsible for the lights, fans, switches, bulbs, holders, regulators, etc. placed in their rooms. In case of tampering or damage, a fine of Rs.500/- (minimum) will be charged or the cost of the item in the market will be charged as a penalty.

- No student can stay in the hostel during vacations.
- All the students will cooperate in the cleanliness and hygiene of the hostel. Every student will take care of the cleanliness of his/her own room.
- Birthdays can be celebrated in the living room with the permission of the hostel warden, but if any kind of disturbance occurs during this time, the students organizing the birthday program will be held responsible and disciplinary action will be taken against them. There will not be any event after 10:00 pm.
- It is mandatory to take permission in writing before organizing cultural programs in the hostel. Moreover, it will be the responsibility of the organizing committee to organize the program in a peaceful and disciplined manner.
- Any kind of complaint can be lodged through the hostel prefect or the student representative at your hostel to the Assistant Warden or the warden. Then only, the complaint can be made to the Deputy Chief Warden or Chief Warden. Don't communicate unnecessarily with the administration directly.
- Before going on leave, all the students should get their leave approved by the competent authority. Get approval from the warden by filling out the prescribed form of leave. Without prior permission, the absence from the hostel will be treated as unauthorized.
- Shouting, making noise or singing songs in a loud voice, or playing sound system in a loud voice, all these are prohibited. If anyone is found guilty, appropriate action will be taken as per the rules.
- If the students have to go outside the Institute for necessary work, then while going and arriving they will make an entry in the register kept at the main gate of the hostel and Institute.

- **Hostel Timings (For All Boys/Girls)**

| <b>Duration</b>                               | <b>Outing Time outside the Institute Campus for All Season</b>   | <b>Outing time inside the Institute Campus</b>              | <b>Closing Time of Main Gates of all the Hostels*</b> |
|---|--|---|---|
| <b>On Working days</b>                        | Morning<br>06:00 AM to 09:00AM<br>Evening<br>05:30 PM to 8:00 PM | Morning 06:00 AM to 09:00 AM<br>Evening 05:30 PM to 9:00 PM | Night 09:00 PM  |
| <b>On Holidays/<br/>Gazetted<br/>Holidays</b> | Morning 09:00 AM to Evening 08:00 PM<br>(Any 7 hours)            | Morning 09:00 AM to Evening 09:00 PM                        | Night 09:00 PM  |

***\*Can be opened in case of emergency with the permission of the Assistant Warden/Warden/Security Supervisor.***

(The Chief Warden or the Deputy Chief Warden or Warden can check the attendance of the students at any time.)

- In addition to the above time table, if any student wants to go on leave in case of any emergency, he/she can take written permission from the Assistant Warden/Warden of his/her hostel.
- Attendance in all Girls Hostels and Boys Hostels will be taken daily at 9:15 PM by respective Wing Prefect under the supervision of the Assistant Warden.
- No student who lives in the hostel will keep a vehicle on the hostel premises without permission, nor will they come to the Institute with any outside vehicle. If the vehicle is kept/brought without permission, then that student will be considered guilty of contempt and appropriate disciplinary action will be taken.
- No student is allowed to stay in the hostel during the time of classes. If the student is ill, then he/she can stay in the hostel with the permission of the competent authority.
- During the working days of the Institute (from 9:00 AM to 5:30 PM), no student will be allowed to go out of the campus. If a student has to go out for an unforeseen reason, then the student will take written permission from the concerned Head of the Department.
- Admission to the hostel is on a provisional basis. This facility can be canceled in case of any complaint or violation of rules.
- If any student fails in the Maharshi Dayanand Saraswati University, then his/her admission is canceled immediately from the Institute and hostel. Even if the student applies for re-evaluation in the university, he/she will be deprived of hostel facility till he/she is declared passed by the university.
- Parents of the students can stay in the Guest House subject to the availability of rooms on payment basis. The facility is available only at the time of new admission of the student in the

institution, in case of illness of a student or can be given at the end of the session depending on the availability of the room with the permission of the competent authority as per guest house rules.

- Disciplinary action will be taken against such student who is found unnecessarily roaming in the Institute premises after 09:00 pm.

### **Part-III: Code of Conduct for Teachers**

- Teachers in charge of NCC/NSS units should encourage the students to participate in different activities and proper functioning of units be focused.
- Inculcate scientific temper, a spirit of inquiry, and ideals of democracy, patriotism, social justice, environmental protection, and peace values among students.
- Should act with integrity, obey laws and maintain a professional work environment and obey institutional policies.
- Make themselves available to the students beyond their class hours and help and guide them without any remuneration or reward.
- No teacher shall take part in politics or be associated with any political party or organization nor shall subscribe, aid or assist in any manner any political movement or activity.
- The Institute accomplishes a solid/firm policy on the prevention and prohibition of sexual harassment in the workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not restricted to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or picture of an insulting or humiliating sexual nature.
- Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards in campus.
- Welcome and support people of all backgrounds and identities irrespective of race, ethnicity, culture, national origin, socio-economic class, and educational level as well as colour immigration status, sex, age, size, family status, political belief, religion, and mental & physical ability.
- A teacher will be required to maintain the scheduled hours of work (eight hours each working day) during which he/she must be present at the place of his/her duty. No teacher will be absent from duty without prior authorization. Even during leave or vacation, he/she should obtain authorization of the competent authority.
- As per the rules of the institution, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the Head of the Department before going on leave as far as practicable.
- A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.

- Teachers shall make use of all ICT infrastructure available in the Institute as per the topic/concept/subject of discussion. Teachers shall support, guide, encourage and assist students to confirm that the learning experience is effective and successful. Teachers shall help as subject knowledge expert in enhancing subject skills and also act as a facilitator to guide their students in planning and furthering their future career goals.
- Teachers shall supervise Institute examinations as per requirements and as per duty assigned. Teachers shall undertake an internal assessment and term-end examinations as allotted by the Head of the department/Principal of the Institute.
- Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers at conferences, symposiums, and seminars. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.
- Staff should abide by the time limit and submit the right information with knowledge of competent authority as and when required by the Principal/ Director/ any other body.
- Complete confidentiality in examination-related work is to be observed and fair conduct in assessment is expected from the teachers of the Institute.
- Treat the students with dignity and do not behave in a cruel manner towards any of them for any reason.
- A teacher should continue active membership in professional organizations and strive to expand education and profession through them.
- Being under the influence of illegal drugs, alcohol or substances of abuse is prohibited.
- Maintain decorum inside as well as outside the classroom and set a good example for the students.

## **Part -IV: Code of Conduct for Employees**

**(As per Central Civil Services (Conduct) Rules 1964, updated in 2013)**

- **Rule 3:** Every Government servant shall at all times (i) maintain absolute integrity (ii) maintain devotion to duty (iii) do nothing which is unbecoming of a Government Servant.
- **Rule 3A: Promptness and Courtesy:** No Government Servant shall (i) in the performance of his official duties act in a discourteous manner (ii) in his official dealing with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him / her.
- **Rule 3B: Observance of Government's policies:** Every government servant shall at all times (i) act in accordance with the Government's policies regarding age of marriage, preservation of the environment, protection of wildlife and cultural heritage (ii) observe

the government's policies regarding prevention of crime against women.

- **Rule 3C: Prohibition of sexual harassment of working women :** (i) No government servant shall indulge in any act of sexual harassment of any woman at her workplace (ii) Every government servant who is in charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.
- **Rule 4: Employment of near relatives of Government servant in companies or firms :** No government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
- **Rule 5: Taking part in politics and elections:** (i) No government servant shall be a member of or be otherwise associated with any political party or any organization 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. (ii) No government servant 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.
- **Rule 6: Joining of Associations by Government servants:** No government servant shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- **Rule 7: Demonstration and Strikes:** No government servant shall (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involve contempt of Court, defamation or incitement to an offence or (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to the service or the service of any other Government servant.
- **Rule 8: Connection with press or other media:** (i) No government servant shall except with the previous sanction of Government own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media. (ii) Nothing in sub rule (i) shall apply in case a Government servant in the bonafide discharge of his official duties publishes a book or participates in public media. (iii) A government servant publishing a book or participating in public media shall at all times make it clear that the views expressed by him are his own and not that of the Government.
- **Rule 9: Criticism of Government**
- **Rule 10: Evidence before Committee or any other authority**
- **Rule 11: Communication of official information:** Every Government servant shall in the performance of his duties in good faith, communicate information to a person in accordance with the RTI Act 2005 and the rules made thereunder.
- **Rule 12: Subscriptions:** No government servant shall, except with the previous sanction of the Government of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

- **Rule 13: Gifts:** No Government servant shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.
- **Rule 13A: Dowry:** No government servant shall (i) give or take or abet the giving or taking of dowry or (ii) demand directly or indirectly from the parent or guardian of a bride or bridegroom as the case may be any dowry.
- **Rule 14: Public demonstrations in honour of Government servants:** No government servant shall except with the previous sanction of the Government, shall 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 other government servant.
- **Rule 15: Private trade or employment:**
- **Rule 15A: Subletting and vacation of Government accommodation:** No government servant shall sublet, lease or otherwise allow occupation by any other person of the Government accommodation which has been allotted to him / government servant shall after the cancellation of his allotment of government accommodation vacate the same within the time limit prescribed by the allotting authority.
- **Rule 16: Investments, lending, and borrowing:** No Government servant shall speculate in any stock, share, or other investments.
- **Rule 17: Insolvency and habitual indebtedness:** A government servant shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A government servant against whom any legal proceeding is Instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings to the Government.
- **Rule 18: Movable, immovable and valuable property:** Every government servant shall on his first appointment to any service or post shall submit a return of his assets and liabilities in such form as may be prescribed by the Government giving his full particulars.
- **Rule 18A:** Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners etc.
- **Rule 19:** Vindication of acts and character of Government servant
- **Rule 20: Canvassing of non-official or other outside influence:** No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters to his service under Government.
- **Rule 21: Restriction regarding marriage:** No government servant shall enter in the contract a marriage with a person having a spouse living and No Government servant having a spouse living shall enter into or contract a marriage with any person.
- **Rule 22:** Consumption of intoxicating drinks and drugs
- **Rule 22A: Prohibition regarding employment of children below 14 years of age:** No government servant shall employ to work any child below the age of 14 years.

## **Part-V: Committee for Code of Conduct in the Institute**

The Institute has a code of conduct monitoring committee to see the implementation of the code of conduct notified for the students and teachers/ staff members.

- Principal, Chairperson
- Dean of Instructions
- All Heads of Department
- Chief Warden
- Administrative Officer
- In-charge Academic Section