



ARMY INSTITUTE OF EDUCATION



Affiliated to Guru Gobind Singh Indraprastha University, New Delhi

Awarded 'A' Grade by NAAC & JAC | NCTE Recognized | Approved by RCI | ISO Certified

'Institute under the aegis of Army Welfare Education Society (AWES)'

Plot M-1, P-5, Sector- Chi, Gr. NOIDA | Ph. : 0120-2343741/ 42 | e-Mail: aie@awesindia.edu.in | www.aie.ac.in

Code of Conduct for Teaching Staff

CHAPTER - 5

CODE OF CONDUCT FOR FACULTY

General

81. A person who chooses teaching as a career, assumes the obligation to conduct himself or herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the pupils, the parents and colleagues.

82. Teaching, in its true sense, is not mere instruction but influence. The lecturer's duty is not merely to communicate knowledge in specific subjects but also to help students grow to their fullest potential and unfold their personality. In this responsible task what matters most is the personal example of the lecturer.

Code of Conduct

83. Code is laid down for the guidance for faculty of the AWES Professional Institutes:-

(a) Every faculty member shall by precept and example, instil in the minds of the pupils entrusted to his/her care following values :-

- (i) Values of patriotism.
- (ii) Respect for law and order.
- (iii) Feeling of universal brotherhood and tolerance for all religions.
- (iv) Spirit of co-operation and social service.

(b) Every faculty member has an immense responsibility towards pupils. He/ she must: -

- (i) Be impartial in his/her relations; be sympathetic and helpful to slow learners.
- (ii) Aim to improve physical, mental and moral well being of pupils leading to overall personality development.
- (iii) Ensure that pupils do not take part in active politics.
- (iv) Promote freedom of thought and expression coupled with discipline and dignity.

(c) Every faculty member should be above board in his/her personal conduct. He/She should: -

- (i) Be temperate and sober in habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the institution.

- (ii) Have an exemplary moral character. His/Her dealings with the members of the other sex in the institute or outside it should not be such as would cause reflection on his/her character or bring discredit to the Institute.
 - (iii) Be neat & clean and dressed in a dignified manner.
 - (iv) Abide by the rules and regulations of the Institute and show due respect to the constituted authority and diligently carry out instructions issued to him/her.
 - (v) Be punctual in attendance and all work related to class work and any other work or duty assigned to him/her by the Principal.
 - (vi) Consider institute property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.
 - (vii) Promote dignity and Solidarity of his/her profession.
 - (viii) Be polite and courteous towards parents and guardians.
- (d) A faculty member must Not :-
- (i) Divulge confidential matters related to the institution.
 - (ii) Be a member of any political party or indulge in activities either openly or in camera in support of any such party.
 - (iii) Be a member of the State or Central Legislature. He/She shall resign his/her job before standing for election as a candidate.
 - (iv) Indulge in or encourage any form of malpractice connected with examinations or other institute activities.
 - (v) Undertake private tuition of students of the institute. Extra coaching organised in the institute campus after the institute hours will not be considered as "Private Tuition"
 - (vi) Engage himself/herself in any commercial activity or as a selling agent/cavasser for any publishing firm or trader in institute campus.
 - (vii) Represent his/her grievances if any, except through proper channel, nor will he/she canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in the institute.
 - (viii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any pupil, parent or any person with whom he/she has come into contact by virtue of his/her position in the institute.

Notes

1. The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him/her.
 2. A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift.
 3. 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 practice, a lecturer may accept gift if the value thereof does not exceed Rs 500/-.
- (ix) Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.
- (x) Discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or and any of them.
- (xi) Neglect in correcting assignments or neglect other duties assigned to him/her by the institute.
- (xii) Remain absent from the institute without leave or without the previous permission of the head of the institute.
- (xiii) While being present in the institute absent himself/herself (except with the prior permission of the principal) from the class which he/she is required to attend.
- (xiv) Practice or incite any student to practice casteism, communalism or untouchability.
- (xv) Cause or incite any person to cause any damage to institute property.
- (xvi) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.
- (xvii) Behave or encourage or incite any student, teacher or other employee to behave in rowdy or disorderly manner in the institute premises.
- (xviii) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the institute.
- (xix) Organize or attend any meeting in the institute except where he/she is required, or permitted by the principal of the institute to do so.

(xx) Carry out monetary transactions with the pupils and parents and/ or exploit his/her institute influence for personal ends.

(xxi) Indulge in immoral activities.

84. The above code of conduct will also apply to Director, Principal and members of non-teaching staff of the institute.

85 – 90 Blank.



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Code of Conduct for Students

CHAPTER – 10

DISCIPLINE – STUDENTS

General

191. The affairs of the Colleges should be so conducted so as to promote self-discipline, values leading to healthy, dignified and orderly behaviour to build up traditions that add to the reputation of the college.

192. The observance of rules of discipline and good behaviour shall be a pre-condition to a student's continuance in the College. In the event of serious breach of discipline by a student, if the Principal is convinced that the continuance of the student in the College is likely to be detrimental to the general tenor or discipline of the College, he/she may be expelled from the College.

Code of Conduct - Students

193. DOs.

- (a) Be respectful to your parents, teachers, staff of the College and elderly citizens.
- (b) Be punctual.
- (c) Be neat, clean and correctly dressed.
- (d) Be humble in your success or victory.
- (e) Be truthful.
- (f) Take pride in yourself, your College, your Parents and your Nation.
- (g) Be courteous. Remember "Thank You" and "Please" are two very good words.
- (h) Be thankful to God for every thing that He has given to you.
- (j) Believe in yourself and have courage. Remember God is with you always and everywhere.

194. Don'ts.

- (a) Do not cause hurt by your words or deeds.
- (b) Do not be afraid to speak the truth or to accept a mistake.
- (c) Do not damage or disfigure property of your College.
- (d) Do not use abusive language.

- (e) Don't leave college without permission during office hours.
- (f) Don't report late after vacation.
- (g) Don't use mobile phones and music system in the class and during official functions
- (h) Do not look down upon those who are less privileged, weak or physically challenged.
- (j) Do not ill-treat animals or birds.
- (k) Do not mock or ridicule at someone's failure.
- (l) Do not be arrogant.
- (m) Do not copy or cheat.
- (n) Do not steal.

Forbidden Practices

195. No student shall indulge in any of the following practices:-

- (a) Use of violence in any form.
- (b) Sex related offences.
- (c) Rude and disorderly behaviour.
- (d) Smoking.
- (e) Use of drugs or intoxicants.
- (f) Obscene behaviour.
- (g) Any form of gambling.
- (h) Spitting in or near the College building except in any spittoon provided by the College.
- (j) Bringing outsiders for interference in the college or to show 'Dadagiri'
- (k) Casteism, communalism and practice of untouchability.
- (l) Immoral acts.

196. Any body found indulging in forbidden practices will be liable to strict disciplinary action.