

Mahatma Education Society's

HOC International School & Jr. College

CODE OF CONDUCT FOR STUDENTS

“Well behaved students treat everyone as they themselves wish to be treated”

1. Be aware of, accept and act in accordance with the school policies.
2. Co-operate with other students and teachers.
3. Respect the learning needs of other students.
4. Take progressive responsibility and ownership of learning, work consistently and complete tasks as required.
5. Be tolerant and respectful of diversity.
6. Be punctual and regular in attendance.
7. Report to school on time.
8. Inform parents of educational progress and to ensure that all school communication is effectively delivered.
9. Uphold the reputation of the school by observing an appropriate standard of behaviour in transit to and from the school and when wearing school uniform.
10. Accept the authority of members of staff and observe specific rules which may be made from time to time.
11. Behave in a manner which does not endanger the health and safety of themselves or others.
12. Behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying, violence, verbal intimidation and harassment.
13. Peer conflicts be resolved by peaceful means. This protects the physical and mental well-being of each individual and promotes a positive and safe school environment.
14. Respectful behaviour and appropriate language are essential in the resolution of conflicts with others.
15. Refrain from behaviour which would disrupt classroom instruction or act as an obstacle for other students learning.
16. Respect school property and the property of staff and other students.
17. To complete work set by teachers promptly and to the best of ability and to take full advantage of the educational opportunities offered at the school.
18. To dress neatly and with due regard for health, hygiene and safety. Students must wear the proper school uniform. I – Card is mandatory.
19. No running in corridors, through doorways, the quadrangle or up and down stairways.
20. Students shall be punctual and shall attend all classes.

21. Students who are absent from school must provide written explanations from their parents or guardians on the day of return. (Parents are required to inform the school as soon as possible if the student will be absent for more than two consecutive days.).
22. Students are expected to treat school property with care and respect. This includes: school grounds, buildings, equipment, textbooks, transportation vehicles, and the possessions of others. Also writing graffiti on school property is strictly prohibited.

CODE OF CONDUCT/ETHICS FOR STAFF (TEACHING/NON TEACHING)

The Management shall have the right to introduce measures to improve efficiency and productivity, such as changes in workflow, work planning, work systems, procedures, automation, computerization, conduct rules, cutting down unnecessary and avoidable work as the management considers necessary. The Management shall at its sole discretion may allot work/duties and transfer employee from one department to another, from one job to another, from one place to another according to the exigencies Schools' work, provided his salary and benefits are not adversely affected. The need for officiating will be decided by the Management depending on the nature and/or exigencies of work. The employee shall accept jobs entrusted to him/her by their superiors.

CODE OF CONDUCT/ ETHICS

11.1 GENERAL:

- Staff is expected to lead by example and ensure that they are upholding the school philosophy.
- Staff members are expected to be dressed in a presentable manner as per suggested dress code by the management/school that is not provocative, disrespectful, or offensive.
- Staff should strive towards excellence and maintain highest standard of professionalism, mannerism, speech, appearance etc. Must remember, the first impression is the last impression.
- All the members are expected to be appropriately always dressed and presentable.
- Habitual late coming and negligence of duty will neither be acceptable nor permitted.
- Staff shall not make or receive personal phone calls during school hours.
- Usage of mobile phones during teaching hours is not allowed. If there is an urgent call to be made or attended, permission can be taken from the respective Reporting Officer and the call can be made only in their office. Specially assigned staff whose position requires them to contact outside world are exempted from this.
- The internet facility is provided to update one's knowledge and keep abreast with the current development in the educational field. It should be used only for these purposes and not for any other personal requirements.
- Net surfing for personal accounts, banned sites etc is strictly not allowed.
- The staff is responsible for their computer login & email password and needs to be careful of the same. The same must not be shared with anyone for any reason.

- Smoking / gambling/spitting/ tobacco chewing /consumption of alcohol is not allowed inside the School premises.
- Taking private tuitions of school students is not permitted. Non-Teaching staff including support staff shall not take any part time jobs or take any assignment without the prior permission of the Principal in writing.
- All Teaching and Non- Teaching staff, including support staff, shall not take any membership of any political parties, unions, etc without the prior permission of the Principal.
- Teaching and Non-Teaching staff shall follow the guidelines issued to them from time-to-time.
- Asking for or accepting any contribution/money with the intention of raising of funds of any kind or making any collection whether in cash or in kind, is not allowed, except as sanctioned by any law for the time being in force, or without the previous sanction of the Principal.
- Propagating hatred through teaching lessons or otherwise communal or sectarian outlook or instigating or allowing any student to indulge in communal or sectarian activities is strictly not allowed.
- Refrain from talking about any issue or matter regarding school or having strong reactions in front of children.
- Browsing banned sites are strictly prohibited.
- Embezzlement of funds or misappropriation of school property or theft or fraud strictly prohibited.
- Mutilation / distortion of school records and property or using it for personal means strictly prohibited.
- Possession of weapons, explosives, and other objectionable material in school premises is strictly prohibited.
- Indulging in any form of malpractice connected with school activities or examination strictly prohibited.
- Must take utmost caution in handling confidential material and ensure that such information is not accessed by unauthorized persons.
- Be impartial in your dealings with others.
- Must set good examples and be role model by doing the right thing in the right manner at right time.
- Accepting any job of a remuneration character from any source other than the school or give private tuition to any student or other person or engage himself in any business is prohibited.
- Preparing or publishing any book or books, commonly known as keys, or assisting, whether directly or indirectly, in their publication or Engaging himself as a selling agent or canvasser for any publishing firm or trader is not permitted.
- Accepting, or 'permitting any member of his family or any other person acting on his behalf to accept, any donation or gift from any student, parent or any person with whom he has come into

contact by virtue of his position in the School. (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 dealings with him in connection with the school. However, a casual meal, lift or other social hospitality of a casual nature shall not be a gift.

- Practicing, or inciting any student to practice, casteism, communalism or untouchability is not permitted.
- Causing, or inciting any other person to cause, any damage to school property is strictly not permitted.
- Behaving or encouraging or inciting any student, teacher or other employee to behave, in a rowdy or disorderly manner in the school premises is not permitted.
- Being guilty of, or encouraging violence, or any conduct which involves moral turpitude, is not permitted.
- Being guilty of misbehaviour or cruelty towards any parent, guardian, students, teacher, or other employees of the school is neither expected nor allowed.
- Organizing or attending any meeting during the school hours, is not permitted, except where he is required, or permitted by the head of the school to do so.
- Abide by the rules and regulations of the school and also show due respect to the constituted school authority.
- Practice of sexual harassment, physical or verbal in any form, indecent or objectionable sexual advances are liable to severe disciplinary action.
- The breach of any condition specified in above mentioned or as mentioned in succeeding rule(s) shall be deemed to be a breach of the Code of Conduct.

11.2 TOWARDS COLLEAGUES:

- The staff must refrain from any kind of criticism and gossip about their colleagues within or out of school.
- No discrimination shall be made on the person's marital, social, financial status. There should not be any discrimination of caste/religion/gender.
- Zero Tolerance for Harassment: Maintain a work environment free of sexual harassment, whether physical, verbal, or psychological. This policy also envisages zero tolerance of any other forms of harassment or vindictive behaviour. Comments which hurt a person's sentiments and doubts his/her integrity and sincerity will not be tolerated or accepted at all. It will be dealt with very strictly by the management.

- Policy matters regarding service rules and selection for a Unit Head / Co-ordinator's post is based on a need basis. The selection procedure and service rules are democratic. Respect this process and seek whole picture when in doubt.
- Do not air out loose comments that can create doubt, panic, rumour or unsettle the institutional process.
- Discriminating behaviour towards colleagues will not be tolerated.

11.3 TOWARDS CHILDREN:

- Use of corporal punishment like slapping, pinching, pushing, and pulling in any form or to any degree will not be accepted under any circumstances.
- The Staff is to always ensure the safety and wellbeing of students.
- Sharing information about a child with other members of staff must be done only in professional forum and not for clinical purposes.
- Making any sustained neglect in correcting class work and homework is detrimental.
- By word or action, no child should be hurt emotionally, mentally, and physically.
- No child should be criticized for not being able to cope up with the classwork or any other school related activity.
- The staff should report to the management immediately if they witness any kind of sexual/physical abuse of a child. The staff should also have the full courage to intervene and stop any person who is trying to abuse the child sexually/physically.
- No child should be left out in any school/group activity. Every child deserves a right to express himself/herself. If the teacher witnesses some kind of groupism in the class where a child is excluded deliberately by other children, she/he has to intervene and sort out matters and make the child feel emotionally secure.
- A child should not be teased by any other child/
- 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 head of the school;
- The child's personal life and family matters should not be discussed in a derogatory manner at all by the staff.
- The staff should refrain from any kind of discrimination against any student on the grounds of caste, creed language, accent, place of origin, social and cultural background, class, clothes, physical appearance.
- The staff shall not enter into any monetary transactions with any student / parent, nor accept any gifts from them, nor shall he/she exploit his influence for personal ends, nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- Should not Sell objects / articles in the school premises to children.

11.4 TOWARDS PARENTS:

- Parents should be treated with dignity and respect in words, actions and body language. Their queries should be answered with patience and understanding.
- The staff must refrain from any kind of criticism or gossip about the parents. If any such gossip is happening, it should be brought to the notice of the management.
- The staff must bring to the management's notice if there is some kind of unreasonable demand on the parent's part, instead of arguing with the parents.
- If parents come with a query or demand, do acknowledge and if not clear, do ask in School and get back to the Parent.
- Be specific in giving any word of advice to the parents about the child. The Parent must be taken into confidence before giving the advice.
- The staff is not allowed to meet any parent during school hours. If need be, give prior appointment and then meet the parents after the children have left for the day. In emergency, can meet with the permission of the Principal.
- Unless urgent, staff should not attend phone calls made by parents during school hours, unless there is an exceptional problem and it should be done with the knowledge of the Management/Department in-charge .
- Staff should avoid discussing school matters with parents in a social setting.
- Refrain from commenting on colour, name, surname, physical appearance, choices in life, clothes, class, economic status, language, accent, educational background, and ability of parent(s).

11.5 FOR STAFF MEMBERS WHO ARE ALSO PARENTS:

- Be respectful to your child's teacher.
- Respect your colleague's professional expertise in his/her subject areas.
- Please attend your child's Open days/PTM/Report card days at the time allotted to you.
- If your child is absent, collect the necessary books from the class teacher after school hours i.e. after 2:20 p.m.
- Do not ask questions about your child's progress/performance to the teachers in corridors, lunch room, or during class hours. Reserve them for the PTMs and open days.
- If your child comes to you with a complaint during school hours, please ask him/her to go to his/her class teacher. The class teacher is the appropriate person to deal with any issue during school hours. Don't try to solve it personally as then the child will always turn to you, which will be a hindrance in his/her growth and your work.
- If you have some genuine concerns and issues with your child's teacher(s), please address it to the Management. Please do not make a personal attack on the teacher.
- Remember that during School Hours, you are a teacher not only to your own child but also to several other children. So please treat everyone fairly and equally.

11.6 MISCONDUCT

Without prejudice to the generality of the term 'misconduct the following acts of omission and commission shall be treated as misconduct.

1. Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
2. Going on strike or abetting, inciting, instigating, or acting in furtherance thereof.
3. Willful slowing down in performance of work, or abetment or instigation thereof.
4. Theft, fraud or dishonest in connection with the schools' business or property or the theft or property of another employee within the premises of the establishment.
5. Taking or giving bribes or any illegal gratification.
6. Habitual absence without permission, or absence without leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
7. Late attendance on more than three occasions within a month.
8. Abstaining from duty for more than 10 days without prior sanction of leave or staying beyond the sanctioned leave without permission.
9. Obtaining or attempting to obtain leave of absence on false pretension.
10. Habitual breach of any Standing Order guidelines/code of conduct or any law applicable to the school or any rules made there under.
11. Engaging in trade within the premises of the school.
12. Drunkenness, riotous, disorderly, or indecent behaviour on the premises of the school.
13. Commission of any act subversive of discipline or good behaviour on the premises of the school.
14. Habitual neglect of work, or gross or habitual negligence.
15. Willful damage to work in process or to any property of the school.
16. Holding meeting inside the premises of the school without the previous permission of the Director/Principal.
17. Disclosing to any unauthorized person any information in regard to the processes of the school which may come into the possession of the staff in the course of his work.
18. Gambling within the premises of the school
19. Smoking or spitting on the premises of the school.
20. Failure to observe safety instructions notified by the Management or interference with any safety device or equipment installed within the school.
21. Distributing or exhibiting within the premises of the school handbills, pamphlets, posters, and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Principal.

22. Refusal to accept a charge-sheet, order or other communication served by the management either in person, by post or through courier. in accordance with the Rules
23. Breach of the terms and conditions of service laid down by or under these rules.
24. Violation of the Code of Conduct.
25. Moral turpitude shall include the following acts namely:
 - Immodest or immoral behaviour with a female or male student or employee.
 - Any other act of similar nature.
 - Conviction by any court of law in India, of any offence, involving moral turpitude.
26. Willful negligence of duty shall include the following acts, namely:
 - Dereliction in, or failure to discharge any of the duties prescribed by Management and or Principal.
 - Habitual absence from duty without previous permission.
 - Any other act of similar nature.
27. Incompetence includes the following acts namely:
 - Failure to keep up academic progress and upto date knowledge in spite of repeated instructions in that regard.
 - Failure to properly complete the teaching of the syllabus determined for the stipulated periods.
 - Any other act of similar nature.
28. Manifestation of temper, in any manner, while dealing with students, staff, parents, outsiders and the Management is liable to be treated as an act of serious misconduct.
29. Refusal to work on holidays or on off days when required to do so, refusal to work overtime, in the exigencies of School work notwithstanding any statutory provisions.
30. Refusing to undergo training as and when required by the management.
31. Writing of anonymous or pseudonymous letters criticizing employees/Employer.
32. Reading magazine, novels and other non-professional literature/material during working hours.
33. Loitering, idling or wasting time during working hours staying within the premises of the Employer after authorised hours of work without permission.
34. Interfering in the work of other employees and/or the management.
35. Unauthorized use of any of the employer's facility/equipment or any other thing for personal use
36. Giving false information regarding one's name, father's name, Date of Birth, qualification, details of previous service/salary particulars, address, etc. at the time of securing employment or thereafter.
37. Hiding away or attempt to hide away any articles, documents or materials of the Employer.
38. Assumption of authority in matters, which are the prerogative of the Employer.
39. Falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.

40. Doing private or personal work within the work premises without the previous permission of the management.
41. Photo or otherwise copying and taking the extracts of official documents with a view to keeping/storing them at home or maintain files at home will be considered breach of trust.
42. Breach of trust i.e., act of omission by which the employee will be losing confidence of the employer.
43. Any act which is pre-judicial or detrimental to the interests of Organisation or the Management of the School.
44. Any act subversive of discipline and efficiency, and any act involving moral turpitude omitted within the premises of the Employer, and outside if the same has bearing on the services of the employee.
45. Using abusive language or slogans against any superior officer or any officer of the Employer within the premises of the School.
46. Not disclosing/intimating to the employer any infectious or sexual/skin/any other disease/contagious disease from which the employee is suffering.
47. Habitual breach of any rules or instruction for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the school.
48. Carrying Employer's goods, files or office documents to the house/home or any other place outside the work premises without prior permission in writing of the Employer.
49. Unauthorised use of any of the Employer's facility/equipment or any other thing for personal use.
50. Leaking any information or question papers or results as they are confidential.
51. Giving false information regarding one's name, father's name, date of birth, qualification, details of previous service/salary particulars, address, etc., at the time of securing employment or thereafter.
52. Assaulting, abusing, or intimidating any employee of the Employer either within the premises or at any other place.
53. Carrying on directly or indirectly or benami transactions in the office premises: (a) Money-lending business and/or (b) Other private business without the written permission of the Management or having private financial dealings with persons or firms etc., having business relations with the Employer for the sale and purchase of any materials, equipment or supply of labour, if any, or for any other purpose.
54. Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee/officer without adversely affecting his service conditions.
55. Hiding away or attempt to hide away any articles, documents, or materials of the Employer.
56. Obtaining or attempting to obtain leave of absence on false pretension.
57. Attempting to obtain any benefit under false pretext or by making false statements.
58. Refusal to act in any position offered by the Management.

59. Bringing inside the work premises, possession or use of alcoholic drinks, narcotic drugs, within the Employer's premises or reporting for work while under the influence of alcoholic drinks, drugs, or narcotics
60. Entering or remaining in the work premises after the permissible/ authorised hours of duty.
61. Publication of any articles relating to the work of the Employer without obtaining prior written permission of the Employer.
62. Refusal to act on the accepted terms and conditions of service.
63. Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the employee.
64. Approaching higher authorities for personal promotion or favours or gains directly or through other people.
65. Abuse of authority, threats, use of harassment or pressure to obtain illicit favours.
66. Breach of confidentiality or a loss of confidence by any act against the interests of the School.
67. No actions linking Management with activities of other NGO, international organisation or local authorities can be decided without the prior agreement.
68. Deliberate disturbance to the proper functioning of the association.
69. Making statements (in any manner whatsoever) to the press or other media without prior permission of the Management.
70. Fulfilling a task by other person than the one to whom it has been assigned. In case of absence the employee has no right to bring another person to replace him, except with the prior consent/permission of Management.
71. Any other act of commission or omission, which is against the interest of the Employer or subversive of discipline.
72. Indiscipline or breach of any rules or instructions for the maintenance and or instructions for the running of any department or maintaining its cleanliness.
73. Refusal to give evidence in any enquiry against any other employee, charged with any misconduct.
74. Organising, attending or holding meetings within the boundaries of the premises or in any of the premises owned by the School or in front of the residential premises of the officers or the Employer and in its estate without previous written sanction of the Management.
75. Threatening or intimidating any employee within the premises of the Employer or outside concerning matters relating to the School.
76. Knitting, gossiping within the premises of the School.
77. Sale or canvassing for the sale of tickets or chances in any lotteries or raffles within the premises of the School.
78. Sale or canvassing for the sale of any commodity within the premises of the School.

79. Sale or canvassing for the sales of tickets, coupons or other tokens in connection with any scheme for the sale of any commodity or articles within the premises of the School without previous written sanction of the employer.
80. Sleeping or dozing whilst on duty.
81. Resorting to picketing, hunger strike against any officer whether within the premises of the Employer or outside it relating to in the matters concerning the Management.
82. Lending or borrowing money to or from subordinate employees.
83. Habitual indebtedness.
84. Spreading false rumours or giving false information which tends to disrupt the Employer, or its employees (or spreading among the employees).
85. Speculation in any investment or commodity within the premises of the School.
86. Theft of property belonging to other employees inside the premises of the School.
87. Submission or representation to any authority or publicmen except through proper channel.
88. Misbehaviour during the pendency of disciplinary action instituted against him.
89. Interference, tampering with records, attendance register etc. either pertaining to himself/herself or to any other employee.
90. Unauthorised removal or defacement of notices of the Employer at the notice board.
91. Willful non-cooperation with fellow employee for proper discharge of duty at any time.
92. Giving interview to press, radio, television without the permission of the Management.
93. Participation in public discussions, debates, and deliver speech in public pertaining to the affairs or business of the establishment without permission from the competent authority of the Employer.
94. Expectoring or otherwise committing nuisance on the premises of the School.
95. Indulging in sexual harassment.
96. Any attempt or threat to assault or attempt to murder/attack or assault or beating or murder of any employees/officers/managers of the Employer or any other person/persons who has/had any connection with the School within or outside the premises of the School.
97. Not disclosing/intimating to the Employer any infectious or sexual/skin/ any other disease/contagious disease from which the employee is suffering.
98. Coming on duty in intoxicated state or drinking liquor or using other intoxicants, charas, bhang, ganja etc. or keeping such things on person inside the premises of the Employer.
99. Habitual production of the Medical Certificate for availing of leave.
100. Having immoral relationship with employee of either sex within the premises of the Employer.
101. Eve-teasing in the premises of the Employer or transport provided by the Employer, if any.

11.7 PUNISHMENT FOR MISCONDUCT

If the Management/Head of the institution is convinced that a staff member/an employee is guilty of committing any misconduct/s, the following punishments (as per the Central/State conduct rules, where the school is located) may be imposed upon him/her :

- Suspension without pay for a period not exceeding one month.
- Reduction in salary.
- Stoppage of increments.

11.8 RULES AND REGULATIONS REGARDING IMPOSING PENALTIES AND FORMATION OF DISCIPLINARY AUTHORITY

Penalties – the following penalties may, for good and sufficient reasons, including the breach of one or more of the provisions of the Code of Conduct be imposed upon an employee of a school, namely:

1. Minor penalties –

- Censure
- Recovery from pay the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders;
- Withholding of increments of pay;

1. Major Penalties –

- Reduction in rank.
- Compulsory retirement.
- Removal from service, which shall not be a disqualification for future employment in any other school.
- Dismissal from service, which shall ordinarily be a disqualification for future employment in any aided school. (Explanation – The following shall not amount to penalty within the meaning of this rule, namely:

- i) Stoppage at the efficiency bar on the ground of unfitness to cross the bar;
- ii) Retirement of the employee in accordance with the provisions relating to superannuation or retirement;
- iii) Replacement of a teacher who was not qualified at the date of his appointment by a qualified one;
- iv) Discharge of an employee appointed on a short-term officiating vacancy caused by the leave, suspension, or the like).

Disciplinary Authority

Disciplinary authority in respect of staff member/employees – The disciplinary committee in respect of that school, shall consist of –

1. The Chairman of the managing committee
2. The Manager of the school
3. A nominee of the director in case of an aided school or a nominee of the appropriate authority in the case of that school
4. The Head of the school, except where the disciplinary proceeding is against him, and where the disciplinary proceeding is against the Head of the school. The Head of any other school. Nominated by the Director.

5. A teacher who a member of the managing committee of the school nominated by the Chairman of such managing committee.

11.9 PROCEDURE FOR IMPOSING MINOR PENALTIES –

1. The Employee should be issued a show cause notice or given a copy of the charge- sheet, depending on minor or major offence respectively, with a statement of imputations of misconduct.
2. He should be given reasonable time and opportunity to submit his défense.
3. On receipt of the defense, the Disciplinary Authority may pass appropriate orders, or may hold an inquiry if—
 - (i) It is of the opinion that such inquiry is necessary, or
 - (ii) The inquiry is mandatory in view of the punishment proposed. The procedure for the inquiry will be as for major penalty.

No order imposing a minor penalty shall be made except after informing the employee in writing of the proposal to take action against him and the allegation on which such action is proposed to be taken.