

Loksewa Mandal's

**Dadasaheb Dhanaji Nana Choudhari
Samajkarya Mahavidyalaya**

Malkapur, Dist. - Buidana

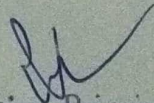
College Code - 328 Office - Mukatainagar Road, MALKAPUR - 443101, (M.H.),P.B.No.35, Ph. 07267 - 223212

Outward No./D.D.N.C./SKM/ / 20

Date 08/07/2019

Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. 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.


Officiating Principal,
O. D. N. C. College of Social Work
Principal
Malkapur, Dist. - Buidana