

DAV COLLEGE AMRITSAR

Code of Conduct and Ethics Handbook

Responsibility and accountability guidelines

The members of faculty both teaching and non-teaching work within an authority – responsibility framework as defined by the DAVCMC, New Delhi and the Local Management.

Given the authority to execute their responsibilities as defined by the terms of appointment, it is imperative that the faculty members should handle their assignments (teaching or otherwise) in the most diligent and honest manner so as to serve the interest of the Institution and its stakeholders.

They shall never act in a manner that is unethical, illegal, anti-social or inimical to the interest of the Institution and the society.

Teachers are expected to handle the subject assigned to them and complete the syllabus in time. Further, they are required to prescribe standard text books, encourage E-learning and use latest methods of teaching to ensure quality teaching.

As a whole-time employee of the Management, they will carry out the instructions of the Principal implicitly and devote their whole time service to this institution where they are employed. They shall not engage in any private trade or undertake publication of books or any other work, which is likely to interfere with the discharge of their normal duties, without prior permission of the Management. If they propose to take up any private tuition work, they will obtain prior permission of the Principal in writing.

They will be required not to take part in politics or indulge in activities prejudicial to the interest of the College/University/Government and also maintain cordial atmosphere and discipline in the college.

Their work load, submission of plan and work etc. shall be determined by the University Grants Commission /University & Rules of DAV College Management Committee, New Delhi from time to time. They will be required to be present and available to students at least for 20 hours a week in the premises of the College. This would be subject to the provision that they may be detained beyond this limit in the interest of institutional work.

They will be obliged to do any examination work including invigilation, setting of papers, examination of paper etc. that may be assigned to them by the college authorities or by any University within the State.

Punctuality and attendance

Teachers are required to report for duty in time as per the time table formally announced and they are expected to adhere to the time table guidelines and should desist from making changes therein at their own discretion. Any adjustment and change in the teaching schedule should be with the prior consent of the Principal.

In matters regarding leave, they are expected to follow the guidelines as laid down by University calendar.

Professional ethics

The teaching faculty is required to complete the syllabus in time and should not harass or coerce the students into private tuition. They are duty bound to handle their problems and queries during the classes and allow them enough time even after the classroom sessions.

In keeping with lofty principles of **Arya Samaj**, the teachers are duty bound to promote gender equality, gender sensitivity and are required to rise above the narrow and parochial considerations of caste, creed and gender.

As an institution whose foundation rests upon the principles of Arya Samaj, every faculty member is required to follow the ten commandments of Arya Samaj listed below.

1. God is the efficient cause of all true knowledge and all that is known through knowledge.
2. God is existent, intelligent and blissful. He is formless, omniscient, just, merciful, unborn, endless, unchangeable, beginning-less, unequalled, the support of all, the master of all, omnipresent, immanent, un-aging, immortal, fearless, eternal and holy, and the maker of all. He alone is worthy of being worshiped.
3. The Vedas are the scriptures of all true knowledge. It is the paramount duty of all Aryans to read them, teach them, recite them and to hear them being read.
4. One should always be ready to accept truth and to renounce untruth.

5. All acts should be performed in accordance with Dharma that is, after deliberating what is right and wrong.
6. The prime object of the Arya Samaj is to do good to the world, that is, to promote physical, spiritual and social good of everyone.
7. Our conduct towards all should be guided by love, righteousness and justice.
8. We should dispel Avidya (ignorance) and promote Vidya (knowledge).
9. No one should be content with promoting his/her good only; on the contrary, one should look for his/her good in promoting the good of all.
10. One should regard oneself under restriction to follow the rules of society calculated to promote the well being of all, while in following the rules of individual welfare all should be free.

Admission and on campus conduct

Admission and on campus conduct is characterized by Equality, Impartiality and Transparency.

Guidelines for Students

Students are expected to comply with the following guidelines and any violation of these makes them liable to strict disciplinary action.

1. They will desist from any type of ragging of the juniors as it is strictly prohibited by law and is inhuman practice.
2. Students can't consume narcotic or drugs and alcohol on campus as there uses is illegal, unhealthy and hence prohibited.
3. Students will exhibit perfect discipline and obedience to the rules and regulations of the College as laid down in the College prospectus.
4. Any difference of opinion or conflict shall be immediately brought in the notice of College authorities for an amicable settlement.
5. Students are expected not to practice any kind of a apartheid or discrimination among themselves on the basis of religious views, cast, creed, gender and color

Global values

In keeping with lofty principles of Vedas and Upanishad, the College believes in universal values of Equality and Fraternity which means that we look upon the world as family and don't believe in man-made distinction of cast, creed and color.

We believe that everyone has access to basic human rights and our compassion extends not just to humankind but also the animal kingdom and the ecology.