CHAPTER-VI
CODE OF CONDUCT

Article 59. For Teachers.

The provisions of the CCS (Conduct) Rules, 1964 shall apply mutatis mutandis to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

1. Every teacher shall, by precept and example, instill in the minds of the pupil, entrusted to his care, love for the motherland.

2. Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.

3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.

4. Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.

5. No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Sangathan to be carrying out its activities against the aims, objects and functions of Kendriya Vidyalayas.

6. The teacher shall always be on the alert to see that his pupils do not take active part in politics.

7. No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.

8. Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instill in the minds of his pupils the principles of co-operation and social service.

9. Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.

10. Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.

11. Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.
12. Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.

13. Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.

14. Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.

15. Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.

16. Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.

17. No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.

18. Confidential matters relating to the institution and the Department shall not be divulged by any teacher.

19. No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.

20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.

21. Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the Principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.

22. Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.

23. Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.
24. No teacher shall prepare or publish any text-book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Sangathan.

25. No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.

26. No teacher shall apply for an assignment or job outside the Sangathan directly. He shall invariably forward his application through proper channel.

27. No teacher shall present his grievances, if any, except through proper channel, nor will he canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.

28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.

29. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules, 1964.

30. No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person, which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign state.

31. No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object whatsoever.

32. It shall be the duty of every teacher:

(i) To respect the National Flag and the National Anthem.

(ii) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.

(iii) To develop scientific temper, humanism and spirit of enquiry and reform.

(iv) To safeguard public property and to abjure violence.
(v) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.

33. If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances connected therewith as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.

34. (a) Every teacher shall at all times

(i) Maintain absolute integrity.

(ii) Maintain devotion to duty.

(iii) Do nothing which is unbecoming of an employee of the Sangathan

(b) Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher:

(i) to appear at any examination to improve his qualification;

(ii) to become or to continue to be a member of any Literary, scientific or professional organization;

(iii) to make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or indecorous language.

35. Every teacher shall ensure that he/she should not use mobile phones in the class rooms in order to avoid teaching process.

36. It is the responsibility of the class teacher or the teachers to ensure security and safety of the children under his control and supervision in the discharge of his duties. The teachers who are to escort children to excursions, tours, Scout & Guide camp, NCC Camps, &Sports Meets, etc., shall ensure the safety and security of the children.

37. A teacher is described as a role model, a guru from time immemorial and he should maintain moral and ethical values and set an example to the children. He must not demonstrate un ethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge in un welcome sexually determined behaviour like (i) physical contact and advances (ii) demanding or requesting for sexual favours (iii) passing on sexually coloured remarks (iv) showing any pornography and (v) any other unwelcome physical, verbal or non verbal conduct of sexual nature.

Article 60. For Students

a) The following acts and conduct on the part of the students will amount to misconduct:

(i) Misbehavior towards teachers or any other employee of the school.
(ii) Intentional disturbance of classes.

(iii) Absence from classes without the permission of the teacher/ Vice-Principal / Principal

(iv) Bullying / intimidation of others.

(v) Eve- teasing / misbehavior towards girl- students.

(vi) Damaging/ disfiguring school property.

(vii) Propagating a strike / disruption of classes.

(viii) Association with banned organizations.

(ix) Propagating communal / caste feeling amongst the students.

(x) Indulging in physical violence in any manner.

(xi) Disobeying lawful orders of the teacher / Vice – Principal/ Principal

(xii) Bringing unauthorized people / articles inside the school.

(xiii) Theft / pilferage of school/ students’ property.

(xiv) Any behavior unbecoming of a student.

(xv) Indulging in acts of moral turpitude.

b) In above acts of misconduct, Principal shall take suitable action as per observation of the disciplinary committee depending on the gravity of the misconduct, which may include:

(i) Oral / written warnings to the student and parents.

(ii) Suspension from attending classes / school for a specified period.

(iii) Recovery of loss to school property

(iv) Issue of Transfer Certificate

(v) Expulsion / rustication from school.
(B) TERMINATION OF SERVICES OF AN EMPLOYEE FOUND GUILTY OF IMMORAL BEHAVIOUR TOWARDS STUDENTS

Where the Commissioner is satisfied after such a summary inquiry as he deems proper and practicable in the circumstances of the case that any member of the Kendriya Vidyalaya is prima-facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month’s or three month’s pay and allowances accordingly as the guilty employee is temporary or permanent in the service of the Sangathan. In such cases, procedure prescribed for holding inquiry for imposing major penalty in accordance with CCS (CCA) Rules, 1965 as applicable to the employees of the Kendriya Vidyalaya Sangathan, shall be dispensed with, provided that the Commissioner is of the opinion that it is not expedient to hold regular inquiry on account of embarrassment to student or his guardians or such other practical difficulties. The Commissioner shall record in writing the reasons under which it is not reasonably practicable to hold such inquiry and he shall keep the Chairman of the Sangathan informed of the circumstances leading to such termination of services.

Note: Wherever and as far as possible, a summary inquiry in the complaint of immoral behaviour by a teacher towards the students of Kendriya Vidyalayas may be got investigated by the Complaints Redressal Committees constituted in the Regional offices.

(C) Appeal:

(i) Appellate Authority – An employee of the Sangathan who has ceased to be in Kendriya Vidyalaya Sangathan services by virtue of an order passed against him under Article 81(B) of the Education code, may prefer an appeal against the aforesaid order to the Vice-Chairman, KVS.

(ii) Period of Limitation of Appeals – No appeal preferred under this article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is delivered to the appellant; provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if the authority is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(iii) Form and Contents of Appeal – Form and contents of the appeal shall be the same as prescribed under the CCS(CCA) Rules, 1965 and applicable under this article.

(iv) Consideration of Appeal – In the case of an appeal under this article, the Appellate Authority shall consider whether in the light of the provisions of Article 81 (B) of the Education Code and having regard to the circumstances of the case, the order of termination is justified or not and confirm or revoke the order accordingly.

The Appellate Authority shall consider the following and pass orders confirming or setting aside the order of termination passed under Article 81 (B):-
iv) The Disciplinary Authority should ensure that the posting of a regular incumbent against a vacancy to that post which has been rendered vacant by virtue of application of provisions of the Article 81 (D), be kept pending till the disposal of appeal or 90 days after the date of termination whichever is later. This is to ensure the vacancy at the place of last posting of appellant, when the appeal has been disposed of favourably by the Appellate Authority.

v) Consequent upon disposal of the appeal by the Appellate Authority, if the employee does not join his duties at the assigned place of posting within the stipulated date without assigning any reason thereof, the Commissioner, Kendriya Vidyalaya Sangathan may be informed immediately, who will be at liberty to prevail over the order of Appellate Authority and pass order as deemed fit.

vi) The personal file along with service book and the case file of the appellant maintained at the Regional office may invariably be provided along with the comments on the points of appeal. The Disciplinary Authority should also specifically mention the grounds or consideration on which the leave was refused to the employee.

vii) Before issue of the Show-Cause Notice under Article 81 (D) to an employee who is unauthorisedly absent, his/her appointment order should be checked to confirm his Appointing Authority. Accordingly, Show – Cause Notice as well as removal order should not be issued by an officer below in rank of his/her Appointment Authority.

### Article 82. SUSPENSION:

(1) The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Chairman of the Sangathan, by a general or special order, may place an employee under suspension in the following circumstances:-

(a) Where a disciplinary proceeding against him is contemplated or is pending; or

(b) Where, in the opinion of the aforesaid authority, the employee has engaged himself in activities prejudicial to the interest of the security of the State; or

(c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

However, where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority the circumstances in which the order was made.

(2) An employee shall be deemed to have been placed under suspension by an order of the Appointing Authority