

# **RAM-EESH INSTITUTIONS**

*3, Knowledge Park – I, Kasna Road, Greater NOIDA*

## **Code of Conduct**

1. Every employee of Ram-Eesh Institutions shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:
  - i) Habitual late coming and negligence of duty.
  - ii) Use of abusive language, quarrelsome and riotous behaviour.
  - iii) Insubordination and misconduct.
  - iv) Disrespectful behaviour, rumour mongering and character assassination.
  - v) Making false accusations or assault either provoked or otherwise.
  - vi) Use of liquor or narcotics on the premises.
  - vii) Embezzlement of funds or misappropriation of Institution property or theft or fraud.
  - viii) Mutilation /destruction of Institutions records and property.
  - ix) Conviction by a court of law for criminal offence.
  - x) Possession in the premises of weapons, explosives, and other objectionable materials.
  - xi) Indulging in or encouraging any form of malpractice connected with examination or other activities of the Institution.
  - xii) Divulging confidential matters relating to the Institution.
  - xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the authorities.
  - xiv) Carrying on personal monetary transactions among themselves, with the student and /or with the parents.
  - xv) Taking active part in politics.
  - xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
  - xvii) Making sustained neglect in correcting class work or tests /assignments
  - xviii) Taking private tuitions without permission of Management.
  - xix) Organising or attending any meeting during college hours except when required or permitted by the Director /Principal /Management.
  - xx) Absenting from work during working hours without permission from the Principal /Director or absent without leave.
  - xxi) Assist whether directly or indirectly as a selling agent or canvasser for any publishing firm or trader or equipment supplier.
  - xxii) Asking for or accept, except with the previous sanction of the Management, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.
  - xxiii) Having any kind of indecent relationship with students or other employee in the Institutions.
2. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration for the youth assigned to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him /her by the Principal /Director or the Management. He /she shall abide by the rules and regulations of the Institution and carry out the lawful orders and also show due respect to the constituted authorities.
3. The following shall not be deemed as a breach of the Code of Conduct.
  - i) to appear at an examination to improve his qualifications with the permission of the Management.
  - ii) to become, or to continue to be a member of any religious, literary, scientific or professional organization.