



NESTS/Admin/MiscProposals/388/2022-23

Dated: 13/06/2025

The Nodal Officers,
All State EMRS Societies

Subject: Circulation of Conduct Guidelines for EMRS Employees - reg.

Given the residential and co-educational nature of EMRSs, staff members are expected to uphold the highest standards of personal and professional conduct at all times.

2. In this regard, the National Education Society for Tribal Students (Staff Service) Rules, 2023, specify that *"The provisions of the CCS (Conduct) Rules, 1964 and its amendments notified from time to time shall apply mutatis mutandis to all the employees of the NESTS."*

3. However, grievances continue to be received regarding instances of inappropriate or unprofessional conduct by certain staff members. These range from violations of the Code of Conduct, lack of discipline, and unprofessional behavior to more serious allegations that adversely affect the overall school environment.

4. Accordingly, in addition to the CCS (Conduct) Rules, 1964, the Conduct Guidelines (**Annexure-I**), applicable to all EMRS staff, are hereby issued. These guidelines outline the key expectations from all employees.

5. All concerned are directed to ensure strict adherence to the same.

This issues with the approval of the competent authority.

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Kumud Kushwaha
(Deputy Commissioner)

Copy to:

1. The Principals, All EMRSs, for circulation among staff members.
2. IT Division, NESTS, to upload on the website.
3. PS to Commissioner, NESTS, for information.

Encl.: As above.

CONDUCT GUIDELINES FOR EMRS EMPLOYEES

The profession of teaching is a vocation that demands high personal standards of ethics, responsibility, and accountability. A teacher must lead by example, as their conduct within the school environment significantly influences students. As responsible, educated adults, teachers are expected to adhere to the following norms:

EMRSs are co-educational residential schools where both staff and their families reside within the same premises as students. This unique setup calls for teachers and all staff members to exhibit exemplary conduct at all times, maintaining a professional, respectful, and disciplined environment suitable for communal living.

The provisions of the CCS (Conduct) Rules, 1964 shall apply *mutatis mutandis* to all employees of Eklavya Model Residential Schools (EMRSs). In addition, the following Conduct Guidelines shall be applicable to Principals, teachers, and all non-teaching staff. Violation of any of these provisions shall render an employee liable for action under the CCS (CCA) Rules, 1965.

1. All Staff shall uphold the dignity of the teaching profession at all times, act as a role model for students, maintain the highest standards of honesty, integrity, and ethical behaviour, and refrain from any action that could bring disrepute to the school or the profession.
2. All Staff shall, by precept and example, instil in students a love for the motherland, respect for law and order, tolerance for all religions, and promote universal brotherhood.
3. No Staff shall be a member of any political party or carry on activities, either openly or covertly, in support of any such party. They shall not associate with any organization whose activities run counter to the aims and objectives of NESTS.
4. No Staff shall be a member of the State or Central Legislature. They must resign from service before contesting elections.
5. Every Staff member shall take a stand against unhealthy and undesirable customs and practices in society and promote cooperation and social service among students.
6. Staff shall work in collaboration with others to improve the moral, mental, and physical well-being of pupils.
7. Every teacher shall treat all students impartially, be particularly sympathetic and helpful to slow bloomers, and regard each individual student as capable of unique development.
8. Every teacher shall commit to lifelong learning and plan their professional work systematically and diligently.

9. Every staff must exhibit temperance and sobriety in their habits and avoid smoking, chewing betel leaves, or engaging in any undesirable behaviour in the school premises.
10. Every staff must maintain exemplary moral character and avoid any inappropriate interaction with members of the opposite sex that could bring discredit to themselves or the institution.
11. Every staff shall promote the dignity and solidarity of their profession and advocate for freedom of thought, expression, and scientific temper.
12. EMRS staff shall not indulge in or encourage any form of malpractice related to examinations or school activities.
13. Confidential matters relating to the institution shall not be disclosed by any staff member.
14. No teacher shall undertake private tuition, employment, or any business engagement without prior approval.
15. All staff must present themselves in a clean, neat, and dignified manner, particularly while on residential school duty.
16. Punctuality and teamwork shall be maintained by all Staff in carrying out academic and administrative responsibilities.
17. All Staff shall abide by school rules, respect authority, and diligently carry out duties assigned by the Principal or higher authorities.
18. EMRSs staff must avoid all monetary transactions with students or parents and refrain from exploiting their influence for personal gain.
19. No staff shall prepare, publish, or use textbooks, keys, or other educational material without prior approval from NESTS.
20. Staff shall not engage in canvassing or act as agents for any commercial enterprise.
21. All staff shall route applications for external assignments through proper channels and shall not apply directly.
22. Grievances must be submitted through proper channels without canvassing for external support.
23. School property and funds must be treated with care and diligence as though personally entrusted.
24. All Staff members shall not accept or permit their family members to accept gifts from students, parents, or others associated with their professional role, except as allowed under Rule 13 of CCS (Conduct) Rules, 1964.

25. No Staff member shall make public statements or publish documents adverse to the policies or actions of the Government without prior approval.
26. No Staff member shall solicit or collect contributions or donations without prior sanction from competent authority.
27. It shall be the duty of every teacher to:
- Respect the National Flag and National Anthem;
 - Promote harmony and brotherhood transcending diversities;
 - Renounce practices derogatory to the dignity of women;
 - Develop scientific temper, humanism, and spirit of reform;
 - Safeguard public property and abjure violence;
 - Strive for excellence in all spheres of individual and collective endeavor.
28. All staff must report any arrest or conviction by a Court of Law to their immediate superior at the earliest opportunity.
29. All staff shall at all times:
- Maintain absolute integrity;
 - Maintain devotion to duty;
 - Refrain from acts unbecoming of an employee of NESTS.

However, this does not prevent teachers from:

- Appearing for examinations to improve qualifications;
 - Being members of literary, scientific, or professional organizations;
 - Making respectful representations for genuine grievances.
30. Teachers shall not use mobile phones in classrooms to ensure an undisturbed teaching-learning process.
31. Every staff must ensure the safety and security of students, especially during excursions, tours, NCC Camps, cultural & Sports Meets, etc.
32. A teacher is described as a role model, a guru from time immemorial and must maintain moral and ethical values and set an example to the children. He/ She must not demonstrate unethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge in unwelcome 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.
33. No teacher shall knowingly or willfully neglect duties or excuse themselves from scheduled classes without valid reasons.
34. Discrimination against any student based on caste, creed, religion, sex, economic status, disability, language, place of origin, or background is strictly prohibited.
35. Neglect in correcting students' classwork or homework is not permissible.
36. Leave must be sanctioned prior to absence. Absence without sanction or leaving the country without prior approval is strictly prohibited. Leave is not a right and may be denied based on exigencies of service.
37. Teachers shall maintain academic records including Class Attendance Registers, Plan Books, Daily Diaries, and Examination Registers. Responsibility for their upkeep lies solely with the teacher. Teachers must adapt their teaching to the individual needs of students
38. Teachers must get their Plan Book signed fortnightly and Daily Diary signed weekly.
39. All EMRS staff must refrain from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment. Corporal punishment is strictly prohibited and will be viewed seriously.
40. All EMRS staff shall foster a relationship of trust with parents and guardians to support the holistic development of students. They must refrain from any action that may undermine the dignity of children or their parents/guardians, and must actively promote respect for India's rich and diverse cultural heritage among students.

These Guidelines are binding on all Principals, teaching and non- teaching staff of EMRSs and is intended to uphold the values, integrity, and discipline essential to a model residential education system.