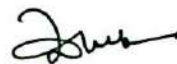


**Dev Samaj College of Education
Sector 36 B, Chandigarh**

**AFFILIATED TO
Panjab University, Chandigarh**

CODE OF CONDUCT



**Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.**

INDEX

CHAPTER-I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

- 1.1 DISCIPLINE
- 1.2 I-CARD
- 1.3 VALUES
- 1.4 DRESS CODE
- 1.5 MOBILE PHONE
- 1.6 RAGGING
- 1.7 ATTENDANCE
- 1.8 EXAMINATION
- 1.9 GENERAL

CHAPTER-II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF

- 2.1 DISCIPLINE
- 2.2 LEAVE SANCTION RULES

CHAPTER III: CODE OF CONDUCT FOR TEACHING-STAFF


- 3.1 DISCIPLINE
- 3.2 LEAVE SANCTION RULES
- 3.3 CONTINUOUS ASSESSMENT
 - 3.3.1 CLASSROOM TEACHING
 - 3.3.2 TEST/ ASSIGNMENTS/MID-TERM/UNIVERSITY EXAMINATIONS
 - 3.3.3 APPRAISAL REPORT

CHAPTER IV: CODE OF CONDUCT FOR SUPPORTING STAFF

- 4.1 ADMINISTRATIVE STAFF
- 4.2 SUPPORTING STAFF

CHAPTER VI: CODE OF CONDUCT FOR PRINCIPAL

CHAPTER VIII: PROFESSIONAL ETHICS


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- ✓ The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- ✓ The student should follow the academic calendar as per the instructions of Principal and DSW.
- ✓ Any act of indiscipline or misbehavior by any student will attract punishment.
- ✓ Damage to Institute & campus property due to negligence/lack of care would attract punishment.
- ✓ Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- ✓ Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- ✓ Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- ✓ All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents, Guardian of the students.
- ✓ Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.




Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

1.2 I-CARD

- ✓ Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- ✓ I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- ✓ The student should collect his / her I- Card within 15 days from the date of admission.
- ✓ The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- ✓ At the time of issuing a book, the Identity Card must be presented along with the library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- ✓ If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

1.3 VALUES

- ✓ Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- ✓ Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- ✓ Believe in loving, sharing and caring.
- ✓ Be respectful to the values enunciated in Dev Samaj Philosophy.


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

1.4 DRESS CODE

- ✓ We believe in inculcating a sense of discipline, belongingness, and commitment of the students by observing a dress code.
- ✓ Students are expected to wear college uniform on Mondays and on specific days as per instructions of the principal.
- ✓ Students are expected to wear descent/ formal dress while on college campus.

1.5 MOBILE PHONE


- ✓ The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- ✓ Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

- ✓ Action To Be Taken Against Students Indulging and Abetting In Ragging as per the Directions of Hon'ble Supreme court of India.

1.7 ATTENDANCE

- ✓ Student should be regular in attendance for all sessions during the day.
- ✓ Student should have at least 80% attendance in the Lectures of every subject and 100% overall performance.
- ✓ If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
- ✓ The student must report about the sickness/ medical certificate to the Institute.
- ✓ On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

student.

- ✓ The student should complete all the Practical and Term - work such as seminar presentations, Assignments and Projects.

1.8 EXAMINATION

- ✓ Candidates must appear at the examination hall half an hour before the commencement of the examination.
- ✓ Mobile phone is strictly prohibited in the exam hall during the examination
- ✓ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- ✓ A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- ✓ All students should follow the rules of university published by university examination department.

1.9 GENERAL

- ✓ Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- ✓ Expected to spend their free time in the Library/Reading Room and recreation room.




Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

CHAPTER-II

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- ✓ All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- ✓ All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- ✓ All staff shall devote their time and their best efforts for the progress of the Institute.
- ✓ Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- ✓ Staff must be punctual, sincere and regular in their approach.
- ✓ Staff must attend all functions of the college as per the instructions of the Principal.
- ✓ Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- ✓ Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- ✓ Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

unless instructed to do so by a superior officer in the discharge of his/her duties.

- ✓ The Faculty Member should show no partiality to any segment / individual student.

2.2 LEAVE SANCTION RULES

- ✓ Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of Panjab University and Director Higher Education Office, U.T. Administration, Chandigarh.



Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE


- ✓ The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- ✓ The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Institution.

3.2 LEAVE SANCTION RULES

- ✓ Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the principal or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- ✓ Once the subject is allotted the staff should maintain 'Teachers Planner regularly.'
- ✓ The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- ✓ The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- ✓ The staff should get the feedback from students and act / adjust the teaching appropriately.
- ✓ The staff should interact with the Principal and DSW or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- ✓ Every Faculty Member should maintain academic record book/ Attendance registers.



Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

3.3.1 CLASSROOM TEACHING

- ✓ The staff should engage the full 40 minutes lecture and should not leave the class early.
- ✓ The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- ✓ The staff should encourage students asking doubts / questions.
- ✓ The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- ✓ The staff should take remedial and enrichment classes to facilitate teaching learning process.
- ✓ The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- ✓ Every teaching staff demonstrate a high standard in teaching and learning by engaging students in their learning, maintaining records to manage, monitor, assess and improve student learning, using research and student achievement data to inform professional practice and engaging in reflective practice and developing their professional knowledge and teaching skills.
- ✓ The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.2 TEST/ASSIGNMENTS/MID-TERM tests


- ✓ Regular tutorials have to be conducted and good rapport between Mentor and mentee is must.
- ✓ The Tutorial problems to be provided to the students a week prior to the actual class.


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

- ✓ Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar. Remedial and Enrichment classes must be organized for under achievers and bright students.

3.3.3 APPRAISAL REPORT

- ✓ Faculty Members are expected to update their knowledge by attending seminars workshops/conference, after obtaining necessary permission from the principal.
- ✓ Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines, and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- ✓ Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra- curricular activities.
- ✓ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by the principal in academic, co-curricular or extra-curricular activities.


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- ✓ Confidential reports and other information in personal file of any employee should be kept confidential by other staff members.
- ✓ Administrative Staff should take additional responsibilities if required as assigned by Principal.

4.2 CLERK

- ✓ Clerk should maintain service book of all staff of the Institute.
- ✓ Clerk should maintain college level/department level all document files.

4.3 SUPPORTING STAFF

- ✓ Supporting Staff should report the college half an hour before the college time. Supporting Staff should maintain cleanliness of laboratories, class and staff rooms.
- ✓ Supporting Staff should do all the work assign by the principal of the college.
- ✓ Supporting Staff should not leave the office until and unless the higher authority permits.




Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.


CHAPTER VI

CODE OF CONDUCT FOR PRINCIPAL

- ✓ The principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ✓ The principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- ✓ The principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ✓ The principal should form various college level committees which are necessary for the development of the Institute.
- ✓ The principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- ✓ The principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- ✓ The principal should provide leadership, direction and co-ordination within the Institute.
- ✓ The principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- ✓ The Principal is responsible for the development of academic programmes of the Institute.
- ✓ The principal should convene meetings of any of the authorities, bodies or committees, as and when required.


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.


- ✓ The principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- ✓ The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- ✓ The principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- ✓ The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- ✓ The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

CHAPTER VIII

PROFESSIONAL ETHICS


- ✓ Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- ✓ Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- ✓ Staff must respect the person, privacy of students and other staff members of the Institute.
- ✓ Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- ✓ Staff should respect the dignity, rights and opinions of colleagues and students.
- ✓ Staff should respect cultural, ethnic and religious differences of colleagues and students.


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

**RULES AND REGULATIONS
FOR
THE MANAGEMENT OF DEV SAMAJ
EDUCATIONAL INSTITUTIONS
AND
MEMORANDUM OF ASSOCIATION
OF THE DEV SAMAJ**



**Head Office :
Dev Samaj Bhawan
Sector 36-B, Chandigarh 160036**


Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

**RULES AND REGULATIONS
FOR
THE MANAGEMENT OF DEV SAMAJ
EDUCATIONAL INSTITUTIONS
AND
MEMORANDUM OF ASSOCIATION
OF THE DEV SAMAJ**



Jaspreet
Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh.

**Head Office :
Dev Samaj Bhawan
Sector 36-B, Chandigarh 160036**

RULES AND REGULATIONS FOR THE MANAGEMENT OF DEV SAMAJ EDUCATIONAL INSTITUTIONS

(Passed by the Dev Samaj Pratinidhi Sabha)

POWERS OF DEV SAMAJ MANAGING COUNCIL

1. Dev Samaj is a registered society under Act XXI of 1860. The memoranda of Association containing aims and objectives of the Society is given in the Appendix. All Dev Samaj Institutions are established for the realization of these aims and objectives.
2. The Dev Samaj Managing Council is the sole authority for establishing and managing the educational institutions of Dev Samaj.
 - (a) The Secretary, Dev Samaj, is the executive authority of the Dev Samaj Managing Council, and he shall have the authority to interfere in any institution for its welfare.
 - (b) The Dev Samaj Managing Council will every year constitute the Dev Samaj Central Board of Education, which will exercise the general supervision, and will control all Dev Samaj Educational institutions. The meeting of the Board will be held at least twice a year.
3. The registered office of the Society is at Sector 36-B Chandigarh.
4. Dev Samaj Managing Council will constitute every year Local Managing Committees for its institutions. All the members will be nominated by the Managing Council. Teachers, Parent Representatives, etc, as required by the Education Department/ University, will

also be nominated on these Local Committees. It will also appoint the Managers, Presidents and other office bearers of the Committees, as required.

5. The Managing Council shall have the authority to change the office bearers or the members during the year if necessitated for the welfare of the institution.
6. Dev Samaj Managing Council has the full authority to close any institution.
7. Dev Samaj Council will appoint Head Master, Principal or Head Mistress of Dev Samaj Institutions and can also transfer them from one School or College to another. It will also have the right to remove any Head Master, Principal or Head Mistress. The Head of the Dev Samaj Institution will always be a member of the Dev Samaj.

The teachers working in various schools and colleges under the Dev Samaj Managing Council can be transferred from one institution to another.

8. All appointments of the teaching staff by the local Managing Committees will have to be got approved by the Dev samaj Managing Council. Unapproved personnel will not be kept on the staff for more than three months without prior written permission of the Dev Samaj Managing Council.
9. All confirmations, increments and revisions of grades will be sanctioned by the Dev Samaj Managing Council.
10. It will be binding upon all the local managing committees to carry out all instructions and directives from the Dev Samaj Managing Council.
11. All Heads of Institutions will send copies of the proceedings of the local managing committees to the In-charge, Education Department, Dev Samaj, within a week of the meeting.

12. Monthly salary bills of Dev Samaj Institutions must reach the In-charge, Education regularly for approval by the last day of the running month.

13. All Heads of Dev Samaj Institutions will send monthly reports of their income and expenditure, and the balance sheet to Dev Samaj H.O., without fail, by the end of each month giving the number of students on roll in each class.
14. All the Heads of Dev Samaj Institutions will send to the Secretary, Dev Samaj, class-wisemonthly reports, of the work of moral instructions done in their institutions.
15. No local committee or its member or Manager or Head of any institution run by Dev Samaj will have the right to incur any debt or pay any amount for the institution, or sell or mortgage or give in charity any movable or immovable property of the institution, without the prior written permission of Dev Samaj Managing Council. If any local committee or its member, Manager/ President or Office bearer or Head of the Institution incurs any debt on behalf of the Institution without the prior written permission of Dev Samaj Managing Council, the Dev Samaj or that institution will not be responsible for the payment of any such amount.
16. Dev Samaj Managing Council will be the owner of all property, movable or immovable, or other cash assets of Dev Samaj institutions, and all transactions will be made in the name of that Dev Samaj Managing Council or in the name of that institution on a written permission of exercising these powers accorded by the Dev Samaj Managing Council. No Manager/ President or any member of the Committee or Principal, Headmaster or Headmistress etc. will purchase in his/her

personal name any property of/for the Dev Samaj institutions, nor will any money belonging to that institution be deposited or invested in his/her personal name.

17. Dev Samaj Managing Council has the sole right to sell or purchase any property of Dev Samaj Institutions and it will also take up the cases in the courts of law in case of any dispute or litigation regarding any property or money of these institutions.

FINANCE AND ACCOUNTS

1. All accounts will be opened with any scheduled Bank only with the permission of the Dev Samaj Managing Council which may authorize any person, Manager or Head of the Institution to operate that account.
2. All endorsements on the Bank receipts, government securities, shares in companies etc. shall be made on behalf of the Dev Samaj Managing Council by the person/persons authorized by the Council.
3. The expenditure shall be incurred by the Bills submitted for various categories, checked and passed by the Accountant/ Bursar and sanctioned by the Principal within the estimates of the Budget for the year.
4. For all Bills so passed, cheques shall be issued under the signature of person/persons authorised by Dev Samaj Managing Council, and entries be made in the Cash Book, under the signature of the Accountant/Bursar.

BUDGET

1. All the Heads of Institutions under the control of Dev Samaj Managing Council shall submit in the month

of December, every year, an estimate of the income and expenditure of the Institutions under them for the next financial year.

2. The estimates for each institution so prepared will be first considered by the local Managing Committee concerned, and will be submitted with its recommendations to the Dev Samaj Managing Council for sanction.
3. No expenditure in excess of the budgeted provision shall be incurred by the Head of Institution, without prior sanction of the Managing Council.

AUDIT

1. The accounts of institutions under the control of Dev Samaj Managing Council shall be audited by the Auditor appointed by the Managing Council, according to its discretion, at least once a year.
2. The Heads of the Institutions shall send the Auditor's Report on the state of accounts to the Secretary, Dev Samaj Managing Council, who will lay it before the next meeting of the Managing Council.
3. The following registers shall be maintained by every institution under the control of Dev Samaj Managing Council:-
 - (a) A Cash Book, Showing receipts and expenditure.
 - (b) A ledger, showing various Heads of income and expenditure, according to the entries in the Cash Book.
 - (c) Register of Investments (Other than Bank Deposits)
 - (d) A register of Advances and Refunds.
 - (e) A register of Fixed Deposits

[Signature]
Dr. (Mrs.) Agnese Dhillon
Principal,
Dev Samaj College of Education
Sector 36-B, Chandigarh

(f) A property register showing furniture and other articles belonging to the institution concerned.

(g) Any other register required by the Managing Council, from time to time.

4. The Cash Book, at the end of each month, shall be signed by the Accountant/ Bursar.

LOCAL COMMITTEE

1. The management and control of all institutions maintained or managed by the Dev Samaj shall vest in the Dev Samaj Managing Council and in all the places where such institutions exist, the Managing Council will constitute local Committees and nominate their members from time to time. The members elected to represent the teaching staff shall be nominated on local managing committee.

2. The resolutions of the local committee will require approval of the Managing Council.

3. The local committee is empowered to consider all matters relating to management, efficiency, discipline, improvement and general welfare of the local institution, and, in particular, to make recommendations to the Managing Council regarding the following:-

(a) Granting leave in accordance with the rules laid down by the Managing Council.

(b) Granting increments within the sanctioned grade.

(c) Sanctioning list of holidays.

(d) The annual budget estimates and supplementary demands made by the Head of the institution.

(e) Appointments where the basic salary does not exceed Rs. 150/-

(f) Promoting, punishing, suspending, and dismissing members of the staff.

4. Each new investment made by local committee, except a Bank deposit, shall be reported to the Managing Council immediately after the investment, and no investment shall be made in this connection without prior approval of the Managing Council.

5. The local committee shall not have the power to make any investment in immovable property without the previous sanction of the Managing Council, and the local committee shall not have the power to sell any immovable property without the previous sanction of the Managing Council.

6. Financial responsibility for running the institution shall vest in the local committee of the institution.

7. Entire property (movable as well as immovable) standing in the name of institution or acquired by it at any time, shall vest in the Dev Samaj Managing Council. Funds of the institution shall be deposited in such Bank or Banks or invested in such other manner as is allowed by the Dev Samaj Managing Council.

8. The Constitutional powers and the duties of the local Committee will be defined by the Dev Samaj Managing Council.

9. In the case of any dispute arising regarding interpretation of any rules or regulations made by the Managing Council or the right claimed by any person under the rules and Regulations, the issue will be decided by the Dev Samaj Managing Council, whose decision shall be final.

Note: Necessary changes can be done in rules regarding educational setup according to the new rules of the government and the university.

MEMORANDUM OF ASSOCIATION

A-1 The name of the Society is "The Dev Samaj"

B-2 Dev Samaj Head Office Sector 36-B Chandigarh.

C-3 The Fundamental objects of the Society are as under:-

Bhagwan Dev Atma has founded the Dev Samaj with the object that it may, in accordance with the Law of Evolution, prove as far as possible, helpful and serviceable to His Supreme Life Mission. Hence the only true and Fundamental object of the Dev Samaj is to become more and more capable, to the extent possible, of promoting the cause of His Life-Mission To accomplish this, following four objects of the Dev Samaj are laid down :

FIRST OBJECT

1. To propagate among all classes of people outside the Dev Samaj irrespective of any consideration of their country, creed caste or colour through its capable and as far as possible its certified workers, all and every one of the truths concerning the fundamental formulae of the Dev Samaj relating to Bhagwan Dev Atma i.e. propagating truths relating to the unique manifestation of Bhawan Dev Atma, His unique Dev Shaktis and their resultant DEV JYOTI (i.e. unique Psychic light) and DEV TEJ (i.e. Unique Psychic Power) and declaring this all important truth that because of His unique DEV SHAKTIS, Bhagwan Dev Atma is the true Satya Dev and He is the only true Worshipful Being for all fit persons of the whole world, and none else is a SATYA Dev or True Worshipful Being.
2. Liberating fit persons from the beliefs and worship of all kinds of the so-called deities, gods or goddesses, and all other worshipful beings devoid of the above mentioned DEV SHAKTIS.

3. Imparting to all fit persons the true knowledge relating to DHARMA based on the teachings of the latest edition of the Dev Shashtra written by Bhagwan Dev Atma, and making this great truth definitely clear to them that:-

- (a) All knowledge relating to the nature and organism of soul.
 - (b) Its degradation.
 - (c) The causes and most harmful consequences of such degradation.
 - (d) The true method of liberation therefrom.
 - (e) The need of growth and development of higher life-producing forces or feelings, in one's soul and the true laws for evolving such feelings, constitute the knowledge of true Dharma, and save and except this true Dharma all the teachings that go under the name of religions, anywhere and in any form, among mankind are fiction-grounded and false.
4. Liberating fit persons from at least all such sins, freedom and refraining from which, can alone qualify a man for admission in Dev Samaj as its member, and admitting into the Dev Samaj as its members, such of the persons from amongst them who may be able to fulfil the necessary conditions of membership of the Dev Samaj, and who may consider admission therein as their supreme privilege. And admitting such persons as sympathisers of the Dev Samaj who may be desirous of becoming its sympathisers, after fulfilling the necessary conditions thereof.
 5. Exposing the falsity of the fiction-grounded and false teachings in vogue among mankind in the

name of religion by inculcating in the hearts of fit persons the DEV JYOTI (highest psychic light) of Bhagwan Dev Atma and demolishing by means of pen and tongue in polite language all kinds of false beliefs and faiths that go under the name of religion, and liberating fit persons from their grip.

6. Enabling such persons from amongst the regularly initiated sympathisers of Dev Samaj who may be fit to attain the higher privilege of its membership, to become its members.
7. Endeavour to enrol into the Dev Samaj as members or sympathisers such of the relatives of the regular members of the Dev Samaj who can become so.
8. Exposing thoroughly, by means of pen and tongue or by both, all such falsehoods as have been or may be circulated by hostile persons, against the Life-Mission of Bhagwan Dev Atma, His unique teachings of true Dharma and His unique Dev Samaj, and whereby they may create or have created false notions amongst people, and thus commit or have committed the most heinous sins of creating hatred in their hearts against Bhagwan Dev Atma, and further liberating mankind and protecting them as far as possible from the obnoxious and most sinful actions and their influences.

SECOND OBJECT

From amongst those who have been initiated into Dev Samaj:-

1. To endeavour to eradicate from their hearts, as far as possible, such egoistic forces as vanity, hatred, self-will and selfishness and to impress upon their mind the necessity of living in and growing higher and nobler, through such life promoting atmosphere of the Dev Samaj as is charged with DEV PRABHAVAS of Bhagwan Dev Atma and to create

and develop in them a strong desire for the same.

2. To evolve in fit persons from amongst them as far as possible any of these altruistic feelings as faith, reverence gratitude etc, whereby they can establish spiritual union with Bhagwan Dev Atma and perform His true worship and thereby creating in them as far as possible, habit or disposition to perform His true spiritual worship.
3. To impart to fit persons from amongst them, according to their capacity, knowledge of every part of the latest edition of the Dev Shastra written by Bhagwan Dev Atma.
4. So far as their capacities admit :-
 - (a) To awaken and develop in them true sense of consciousness in relation to various other sins and repulsion for them, and to liberate and purify their souls by growing in them the sense of true reparation in relation to the impurities of their past sin or sins.
 - (b) To liberate them from all sinful and mythical ANUSHTHANS (rites and ceremonies), and to enable them to accept and perform beneficial ceremonies according to the Dev Samaj rites.
 - (c) To liberate them from wearing the symbols of all false faiths.
 - (d) To liberate them from the bondage of all kinds of prevalent false caste distinctions, and all sinful and false customs such as undue PARDA by women, undue restrictions to the remarriage of widows, extravagant expenses on the occasion of marriage and ill or excessive mourning on occasion of death etc.
 - (e) To create in fit persons from amongst them consciousness against various kinds of acts of

intemperance and to make them temperate by liberating from their grip.

- (f) To create in fit persons from amongst them the most essential feelings of due respect for others, and thereby liberate them from the life of bad manners and make them well behaved persons.
- (g) To grow, in fit persons from amongst them, higher feelings of (a) cleanliness (b) orderliness (c) beauty (d) punctuality in one's daily working (e) dutifulness and discipline (f) love of organisation (g) self-respect (h) self-help (i) self-reliance (i) social service and thereby to create and develop in them higher character, and to make them trustworthy persons and men of higher stratum by such development.
- (h) To develop as far as possible, in fit persons, feelings of selfless service of human, animal, vegetable and mineral kingdoms.

THIRD OBJECT

In order to preserve and promote the existing benevolent Institutions of the Dev Samaj and to found other similar institutions.


1. To substantially and appreciably improve the conditions of various funds of the Dev Samaj every year.
2. To make such Institutions of the Dev Samaj good centres for propagation of true religion or Dev Dharma and to enable fit persons from these institutions to become members or sympathisers of the Dev Samaj.
3. To find out and train such duty and progress loving persons as are needed for the progress of all kinds of institutions of the Dev Samaj.

4. To appoint for the efficient working of these institutions, as far as possible, only such persons as possess sense of duty and love for progress.

FOURTH OBJECT

For due progress of all the benevolent activities of the Dev Samaj.

- A-1 To Start and organise, as necessity arises, such paper or journals, and in such language as are considered necessary for the Dev Samaj.
 - 2 To train capable and fit persons out of Dev Samaj to compile, write or edit all such various books in various languages as are required for the Dev Samaj.
 - 3 To lay the foundation of such necessary institutions as can turn out self-sacrificing and self-surrendering workers for the promotion of the heart changing department of the Dev Samaj.
 - 4 To devise and carry out all such various kinds of right means and ways as are incidental to the promotion of the above object.
- B- All these four fundamental objects of the Dev Samaj have received the sanction of the Most Worshipful Founder President of Dev Samaj, and they have also been entered in the preceding book of the Dev Samaj Managing Council.
- C- A printed copy of the rules and regulations of the Society in Hindi is attached together with its English rendering.
- D- Shri Pt. Satya Nand Agnihotri is the Founder President of the Dev Samaj and is the Supreme authority.


Dr. (Mrs.) Agnese
Principal,
Dev Samaj College
Sector 10, Gurgaon, Haryana

**ENGLISH RENDERING OF MOOLNIYAMS
OR
THE FUNDAMENTAL RULES OF THE DEV SAMAJ**

1. The Foundation and the Name of The Dev Samaj.

Bhagwan Dev Atma founded The Dev Samaj on the 16th February 1887 with a few of his admirers, whose lives had undergone higher changes by the influences of His Highest Psychic Powers i.e. HIS DEV SHAKTIES. Afterwards hundreds of other men and women joined it on undergoing higher changes in their lives by and by through the same unique influences of Dev Atma. This Dev Samaj is a unique religious Society. This religious Society owes its birth to Dev Atma or SATYA DEV. Hence it has been named by Him as "The Dev Samaj". This name of the Society (i.e. The Dev Samaj) is not subject to change at any time.

2. The rights of the Founder in relation to Dev Samaj.

Bhagwan Dev Atma has founded the Dev Samaj with the object that it may as far as possible, prove helpful and serviceable to the realisation of His Supreme life vow. It is He, who has, from time to time, made its constitution better and higher. It is He, who has been from the time of its birth onward, introducing various kinds of changes for the betterment of its constitution whenever considered necessary and proper, and he shall continue to exercise His absolute authority, so long as He is alive on this earth.

(a) To make any kind of changes in its organisation and in all the rules and bye rules of its constitution.

(b) To veto any resolution of the Dev Samaj Managing Council or the Dev Samaj Pratinidhi

Sabha (Representative Body) on any special occasion.

- (c) To effect any changes in all other matters concerning the Dev Samaj whenever and whatever He deems necessary.
- (d) To purchase, sell or to dispose of the Dev Samaj property on necessity arising.
- (e) To remove any person connected with the Dev Samaj from it or
- (f) To appoint any person to do any kind of service etc. for the Dev Samaj.

And again, whatever fundamental objects of the Dev Samaj, and whatever fundamental rules relating to the constitution of the Dev Samaj, He leaves behind on the death of this gross body, shall ever and always remain the accepted fundamental objects and fundamental rules for the entire Dev Samaj and it shall not be open at all to anyone or more individuals of the Dev Samaj, to affect any changes whatsoever in them at any time. But it shall be in the hands of the Dev Samaj people to bring about any change when deemed necessary into Bye-Laws of the Dev Samaj according to the fundamental rules laid down by Him.

3. Rules relating to the admission into membership of Dev Samaj and continuance there in as its member.

Those persons only would be considered qualified to be admitted into the Dev Samaj as its members who :-

1. IN RELATION TO BHAGWAN DEV ATMA

Abjure all beliefs in and worship of all and every kind of the false worshipful beings, and accept and believe in the truths of the following MUL VAKYA or the fundamental formulae of the Dev Samaj.

एको ही देवात्मा सत्य देवः
स देवज्योतिर्तिजश्च सूर्य
स एव एकः सद्धर्म शिक्षकः,
सर्वानि आत्मिक कल्याण कर्ता।

Translation :- Dev Atma is the one and the only true Dev or Worshipful Being. True spiritual Sun, emitting the highest psychic Jyoti (Light) and the highest psychic Tej (Power), the One true Teacher of Satya Dharam and the One true and Highest Benefactor of all fit souls.

2. IN RELATION TO SINFUL ACTS

Have given up the following eight sins at least for the last three months and pledge to refrain from them in future.

EIGHT SPECIFIED SINS

1. Use, for the purpose of intoxication, of any intoxicants viz, spirituous liquors, opium, Bhang, Tobcco, Charas, Chandu, Cocaine, etc., or giving any of these intoxicants to others directly or through any other person.
2. Taking flesh and eggs or anything made of them or giving them to others for the same purpose directly or through any other person.
3. Gambling or abetting others to gamble.
4. Theft or its abetment.
5. Bribe taking.
6. Suppressing debts or deposits or refusing to return them, when able to do so, refusing to pay any promised subscription or donation to a good cause, when one is able to pay it and refusing to pay the stipulated price of anything purchased.
7. Adultery or its abetment or marrying again during the life time on this earth, of a husband or a wife.

8. Killing any sentient being, except when obliged to do so in case of self-preservation or self-defence.

3. IN RELATION TO GOOD CONDUCT

Knowing it as a fact that man grows higher and better by doing good deeds shall pledge to do the following good deeds -

- [a] Attending as far as possible the Birthday Anniversary of Bhagwan Dev Atma.
- [b] Showing due respect to Bhagwan Dev Atma and all other elders i.e. to bow before them, to mention their name with due regard, and to talk about anything relating to them with due respect and inculcate the same feeling in the hearts of their family members.
- [c] Attending as far as possible all such meetings of the Dev Samaj, in which they are required to do so.
- [d] Taking as far as possible their family members also to the meetings of the Dev Samaj, so that they too, may as far as they can, profit by the higher influences of such meetings.

4. IN RELATION TO NIYAT DAN OR ANNUAL SUBSCRIPTION

Shall take the following pledge relating to NIYAT DAN etc. (fixed annual subscription etc.)

- [a] To pay or least Rs. 5/- and in special cases Rs. one as their NIYAT DAN or fixed annual subscription for the promotion of various benevolent activities of the Dev Samaj.
- [b] To pay this subscription as early as possible, but in any case within that year.
- [c] To pay as early as possible or at least within that year any other subscription or donation promised in aid of any other fund of the Dev Samaj.

- [d] Paying in advance the subscription of any paper of the Dev Samaj- to which they may subscribe as early as possible but in any case within the year concerned.

The persons thus admitted as members will continue to be as such so long as they do not violate any of the above pledges or do not commit any such improper act in relation to Bhagwan Dev Atma and the Dev Samaj which, in the opinion of the Founder of Dev Samaj or the Dev Samaj Managing Council disqualifies them from being and remaining as members of the Dev Samaj.

SYMPATHISERS OF THE DEV SAMAJ

Besides the members, those persons :-

- [1] Who believe in Bhagwan Dev Atma as the only true worshipful being according to the MulVakya. (Fundamental Fourmulae) of the Dev Samaj.
- [2] Who show some desire to profit by the higher SANGAT (Influences of the Dev Samaj)
- [3] Who are free and pledge to remain free, in future also from the sins of flesh taking, drinking, adultery and theft.
- [4] Who pledge to pay at least Rs. 3/- per annum and in special cases Rs. 1/- to the Dev Samaj

Will be qualified to be enrolled as second (or higher) grade sympathisers of the Dev Samaj.

And those who besides fulfilling the above first two conditions pledge to refrain from theft and adultery and undertake to contribute Rs. 2/- per annum and in special cases rupee one to the Dev Samaj will be qualified to be enrolled as sympathisers of the first or lower grade.

5. THE CONSTITUTION OF THE DEV SAMAJ

The constitution of the Dev Samaj, like a human organism shall consist of various inter-related organs. As major organs of various kinds exist and function for keeping alive and protecting and developing human body, in the same way various departments of the Dev Samaj, and in order to efficiently manage them various office bearers and the workers of the Dev Samaj shall, besides the Dev Samaj Managing Council and the representative body, from various functioning parts of its entire constitution.

THE DEV SAMAJ PRATINIDHI SABHA

1. A big representative body called the Dev SamajPratinidhi Sabha would exist, whose members:-

- (a) May make interpellations from the Dev Samaj Managing Council in connection with the periodical reports of the work of the various departments of the Dev Samaj and various other matters concerning to the Dev Samaj.
- (b) May propose with a view to do real good to Dev Samaj, any resolution on the basis of any periodical reports of the Dev Samaj or on their own accord, in order to remove any defect in any of the institutions of the Dev Samaj, or to save it from any harm, or to bring about any betterment therein.
- (c) May purpose any resolution concerning any such act of any office bearer of the Dev Samaj, which may have been or may be doing material harm to the Dev Samaj.
- (d) May propose and pass any resolution (keeping in view the real benefit of the Dev Samaj) to

bring about any change in the existing rules or bye rules of the Dev Samaj or to introduce any new Rule or bye Rule and recommend the same for necessary sanction to the Founder-President of the Dev Samaj.

2. The minimum number of the members of this body would be 24 and maximum 40 only. The election of the members would take place in accordance with the Bye rules of the Dev Samaj.
3. At least three sessions of this Sabha would be held in a year, the time and place for which, would be determined by the Dev Samaj Managing Council.
4. The proceedings of any session of this body would only be valid when at least half of its members are present in it. All the decisions of this body would be arrived at unanimously or by majority of votes, the chairman having the right of a casting vote when necessary.

THE DEV SAMAJ MANAGING COUNCIL

1. In order to manage the various matters relating to Dev Samaj, there would exist a body called the DEV SAMAJPRABANDH KARINI PRISHAD or the Dev Samaj Managing Council.
2. The Dev Samaj Managing Council shall have the right of proposing to delete any existing rule or Bye rule of the Dev Samaj or to amend it when necessary or to add any new rule or by rule. The Dev Samaj Managing Council shall however place all such proposed changes or innovations before the Dev SamajPratinidhi Sabha and when after mature deliberation, the Pritinidhi Sabha, passes them in whatever form it chooses, they shall be placed

before the Founder President of the Dev Samaj. And on his according the necessary sanction thereto they shall come into operation in the Dev Samaj.

3. The Dev Samaj Managing Council shall have the full power to disallow any question or resolution of any of the members of the representative body which it considers prejudicial to the interests of the Dev Samaj or calculated to do more harm than good to it. But it shall have not right whatsoever to disallow any question or resolution which has been submitted by at least one third of the total number of the members of Dev Samaj Pritinidhi Sabha.
4. The minimum number of the members of the Dev Samaj Managing Council would be five and maximum seven and all of them shall be nominated by the Founder-President of the Dev Samaj.
5. The Dev Samaj Managing Council shall elect a chairman for every one of its meetings from amongst its members. No proceedings of any of its meetings would be valid, so long the quorm of 3 members out of its total strength of five or six members, and quorm of four out of the total strength of seven members is not complete. All decisions shall be arrived at either unanimously or by majority of votes the chairman having the right of a casting vote.
6. The Dev Samaj Managing Council shall make necessary arrangement for the conduct of all such suits or legal cases as relate to the Dev Samaj and it shall also possess the right of selling any existing property of the Dev Samaj and of purchasing any new property for the Dev Samaj with the sanction of the Founder – President of the Dev Samaj.

7. If the Founder President of the Dev Samaj before his demise, has not or could not have appointed any person as Pradhan Praichalak (supreme worker) of the Dev Samaj, or in the event of no such capable person being available. He has not or could not have appointed any person as Pradhan Karmachari (Chief Worker) of the Dev Samaj (The Rule relating to their respective powers in connection with the working of the Dev Samaj have separately been laid down), the then existing members of the Dev Samaj Managing Council nominated by Him shall continue to be its members after his demise as well.
8. If after the demise of the Founder-President of the Dev Samaj any member from among the then existing members of the Dev Samaj Managing Council dies or resigns the membership of the Managing Council or is on account of any reason, considered unfit to hold that post in the opinion of the rest of the members of the council shall select any other capable man from amongst the members of the Dev Samaj "to fill up the vacancy; the Council would then place the name of this selected person of theirs before the Pratinidhi Sabha for approval in its next session. If the members of this Sabha approve of the proposal in that case that person shall be confirmed as the member of the Dev Samaj Managing Council and this procedure will continue in future.

All these MUL NIYAMS (Fundamental Rules) of the Dev Samaj have received the sanction of the most Worshipful Founder – President of the Dev Samaj– and they have also entered in the proceeding book of the Dev Samaj Managing Council.