

Code Of Conduct For Students

- 1) All the students are expected, to be present in the class well-within time and late coming will have to pay fine decided by the principal. Latecomer will also result it in loss of attendance for the corresponding subject.
- 2) Students shall rise from their seats when teacher enter the class room and remain standing till the teacher text her /his seat or they are allowed by the teacher to sit.
- 3) Students should maintain the harmony of the classroom and they should keep silence in the classroom.
- 4) Students should maintain the highest standards of discipline and dignified manner of behavior inside as well as outside of the college campus.
- 5) It is compulsory for every student to remain for the whole session when there is seminar or project presentation session.
- 6) All students should leave the classes immediately after the last period of the college. No students are wonder or gather in the college campus.
- 7) Students shall come to the college in approved uniforms with formal shirts and pants
- 8) All students should carry identity card with them.
- 9) Any dress code violation notice within the campus will attract fine decided by the principal.
- 10) Students should maintain campus neat and clean do not put any waste anywhere in the Campus.
- 11) Consumption of intoxicants or psychotropic substances in any form are smoking or using chieving-gum, pan masala etc. are strictly prohibited.
- 12) Students are not permitted to arrange any unauthorized celebration and decorations of any magnitude in the campus.
- 13) Political activity in any form is not permitted in the college campus. Unauthorized meetings propaganda work, processions or found collections are forbidden within the college, hostels and outside the college.
- 14) Harassing juniors, ill treatment to other fellow students or any such a form of ragging is objectionable and liable to the treated as criminal offence.

- 15) Misbehavior towards girl students, use of threat or violence against members of the staff will be considered as there is a serious case of misconduct.
- 16) Students are not permitted to provide audio and video clipping of any activity on the campus to media without prior permission.
- 17) Students are not allowed making a video recording, audio recording, taking photographs are streaming audio or video of any person in a location where the person has a reasonable expectation of privacy without that person's knowledge and express consent.
- 18) Carrying or use of any weapon, exclusive or potential weapons, fireworks is strictly prohibited.
- 19) Parking a vehicle in parking zone in no parking zone or in area earmarked for parking other type of vehicles is not permissible.
- 20) Rash driving on the campus that may cause any inconvenience to other shall consider as misbehavior and will be liable for punishment.
- 20) Organizing meeting and processions without permission from the institute shall be considered as misconduct.
- 21) Students are expected not to interact, on behalf of the institute, with media representative or invite person on to the campus without the permission of the institute authorities.

Code of Conduct for Teachers

A Teacher is constantly under the scrutiny of his/her student and the society at large. Therefore, every teacher should see that there is a no incompatibility between his/her percepts and practice.

- 1) Teachers should handle the subject assigned by the head of the department.
- 2) Teachers should be good counselors and facilitors. They should help, guide, encourage and assist the student to ensure that the teaching learning process is effective and successful.
- 3) Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- 4) Teachers should carry out other academic co-curricular and organizational activities that may be assigned to them from time to time.
- 5) Teachers should complete the syllabus in time.
- 6) Teachers must report in time to duty as per the working hours describe and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- 7) Every teacher shall discharge his / her duty efficiently and designedly to match with the academic standards and performance norms laid down by college Principal from time to time.
- 8) It is duty of each teacher to update his /her knowledge and skill to equip himself /herself professionally for the proper discharge of duties assigned to him /her.
- 9) Each teaching faculty in the college shall conduct himself / herself with absolute dignity and decorum in his /her dealing with the senior colleague and student every time.
- 10) No teacher is allowed to remain absent himself / herself from duties at any time without prior permission from higher authority.
- 11) No any teaching faculty members from the college associated with any political party or take part in any other organizational activity.

- 12) No any teaching faculty members shall a time to bring any political or outside pressure on his /her super authority in respect of service matter.
- 13) No teacher shall participate in any strike or demonstration and or indulge in any criticism of the college governing policy.
- 14) Every teacher shall be punctual in attending to duties in the college.
- 15) It is expected that every teacher shall teach the curriculum after making through preparation for the lecturer to be delivered.
- 16) Teacher shall treat all students with love and affection and be just and I'm impartial to all irrespective of cast, creed, sex, status, religion language and place of birth.
- 17) It is the duty of teacher to guide the student in their physical, social and intellectual emotional, moral and spiritual development.
- 18) Teacher should take notice of the individual needs and differences among students in their socio-cultural background and adapt his or her teaching accordingly.
- 19) Every teacher from the college shall set a standard of dress speech and behavior worthy of example to the students.
- 20) Teacher from the college shall respect basic human dignity of students while maintain discipline.
- 21) Teaching faculty from the college shall establish cordial relations with parents or guardians of the students.
- 22) Teacher shall provide information regularly to parents regarding the attendance and shortfalls of the words.
- 23) The college faculty member should respect and be loyal to the college community state and nation.
- 24) Teacher shall respect Indian culture and develop positive attitude towards it among students.
- 25) College teacher shall works actively to strengthen national integration and spirit to togetherness and oneness.
- 26) College teaching faculty shall avoid making derogatory statements about his or her especially in the presence of student other staff, official or parents.

- 27) College teacher shall cooperative with the head of the institution and colleagues in and outside the institution in both curricular and co-curricular activities.
- 28) College teaching member shall participate in programs of professional growth like in-service education and training seminar synopsis workshop, conference etc.
- 29) College teacher shall take membership of professional organization treating it as a professional responsibility.
- 30) College teacher shall recognize the managements as the prime source of his or her sustainable development and growth.

Code of Conduct for Governing Body

The purpose of code of conduct is to provide guidance to the governing body in performing their duties as governors.

- 1) Governing body members have a responsibility to maintain and develop the ethos and reputation of the college.
- 2) All visit of governing body members should be undertaken within a framework which has been established by the governing body and agreed with the College Principal
- 3) Governing body members should express their views openly within the meeting but accept collective responsibility for all decisions.
- 4) Members of governing body should only speak on act on behalf of the governing body when they have been specially asked to do so.
- 5) In responding to criticism complaints relating to the college, governors should refer to the college and complaints procedure for the correct procedure to the followed and advice the complaint accordingly.
- 6) The governing body approves the matter proposed and passed through the college development committee. After discussion and also endorse the prescribe new course of study and syllabus and restructure and redesign the course to suit the local needs.
- 7) Governing body describes the rules for admission in consonance with the reservation policy of the state government.

8) Governing body will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.