



This Code of Conduct is intended to provide guidance and support to the students and staff. It sets out standards of conduct which staff and students are expected to follow both within the College or when representing the College in any capacity. The purpose of this Code is to ensure that the College continues to provide a high quality service to its students and stakeholders in accordance with its Vision and Mission Statements and to promote and maintain public confidence in the integrity of the College. It acknowledges the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the College, staff, students and families. It has been drafted to comply with all College policies and procedures. Students and Staff are therefore requested to read it carefully and to consider the issues which it raises.

INSTITUTIONAL CODE OF CONDUCT FOR THE STUDENTS

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

1. The student must observe and strictly follow the disciplinary rules and regulations of the Institution.
2. The student should follow the academic calendar.
3. Any act of indiscipline or misbehavior by any student will attract severe punishment.

4. Damage to Institution & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. 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.
6. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
7. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
8. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
9. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of them.
10. Unauthorized entry of outsiders into the campus as well as day-scholars into the hostel is strictly prohibited.
11. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
12. Every student must carry with her college I-card every day while attending lectures and appearing for the examinations.
13. The student should take her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
14. The student should carry identity card with her regularly and the identity card should be produced when demanded by the authorized persons of the Institution.

15. If student has lost library card or I-card, it should be reported immediately to the HOD and the librarian with an application.
16. Be scrupulously honest in all academic activities and with all the stakeholders of the institution.
17. Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
18. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
19. Students are expected to wear formal dress while on College campus.
20. The student should not bring their mobile phones to the College.
21. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.
22. Ragging is prohibited and action to be taken against students indulging and abetting in ragging.
23. Student should be regular in attendance for all sessions during the day.
24. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
25. If the student is found irregular in attendance, disciplinary action will be taken.
26. The student coming late shall not be allowed to enter the class without obtaining permission.
27. The student must report about the sickness to their ward.
28. On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the University or continuous assessment conducted by the College. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

29. The student should complete the entire Practical and Term – work such as Assignments and Projects.
30. Candidates must appear at the examination hall half an hour before the commencement of the examination.
31. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
32. 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.
33. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
34. Expected to spend their free time in the Library/Reading Room.
35. Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.
36. Students must see the information displayed on the Notice Board regularly.

INSTITUTIONAL CODE OF CONDUCT FOR THE TEACHING STAFF

The teachers shall,

1. Always be punctual in attending to duties in the College
2. Always teach the curriculum after making thorough preparation for the lessons to be taught.
3. Treat all students with love and affection and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth.
4. Guide the students in their physical, social, intellectual, emotional, moral and spiritual development.

5. Take notice of the individual needs and differences among students in their socio-cultural background and adapt her teaching accordingly.
6. Refrain from divulging confidential information about students except to those who are legitimately entitled to it.
7. Refrain from inciting students against other students, teachers or administration.
8. Set a standard of dress, speech and behaviour worthy of example to the students.
9. Respect basic human dignity of children while maintaining discipline in the College.
10. Seek to establish cordial relations with parents/ guardians
11. Provide information regularly to parents regarding the attainments and shortfalls of the wards.
12. Refrain from doing anything which may undermine students' confidence in their parents or guardians.
13. Treat other members of the profession in the same manner as she wishes to be treated.
14. Refrain from lodging unsubstantiated allegations against colleagues or higher authorities.
15. Participate in programmes of professional growth like in-service education and training, seminars, symposia workshops, conferences, self study etc.
16. Avoid making derogatory statements about colleagues especially in the presence of pupils, other teachers, official or parents.
17. Cooperate with the Head of the institution and colleagues in and outside the Institution.

18. Accept the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the Institution.
19. Always function within the framework of the Constitution of the organization concerned.
20. Take responsible action to maintain educational ambience.
21. Tutor-Ward (Mentor-Mentee) system must be effectively implemented. Teachers shall take care of the mentees.
22. Prior written permission is required from the Principal at least a day in advance while availing any kind of leave. In case of emergency, the Principal may be informed by a phone call/SMS/email.
23. Everyone must report for duty on the reopening day and the last working day of each semester.
24. Teachers should attend departmental meetings, academic association meetings, seminars etc. and functions like College Annual Day, Independence Day and Republic Day without fail.
25. Teachers should volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes and do remedial teaching as and when required.

INSTITUTIONAL CODE OF CONDUCT FOR THE SUPPORT STAFF

1. Loyalty to college by being punctual and reliable in all duties.
2. Treat students with care and kindness.
3. Be supportive and cooperate with staff members.
4. Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff.

5. Refrain from passing any information pertaining to college to any individual or agency.
6. Exercise self discipline and restrain at all times and deal politely with staff, students and general public.
7. Must not remain absent from duty without official approval.
8. Avoid unethical practices and not to do anything that will tarnish the image of college.
9. Notify to the principal immediately if there is reasonable cause to suspect that student is likely to be harmed.
10. Non teaching staff working in laboratory and library should maintain stock register.
11. Non-Teaching Staff assigned to Laboratories should keep the laboratories clean.