

Code Of Conduct

CodeOf Conduct for Teachers, Governing Body and Administration

- The college Management follows the UGC/DPI/PUP norms in all administrative affairs viz. appointmentofteachers,grant ofvarious typeof leave,promotions etc.
- The college Management holds regular meeting for addressing the various issues such as annual budget, promotions of teachers, and for reviewing teacher’s performance in view of the probation period etc.

All employees regardless of employment agreement or rank must follow this code of conduct as detailed below:

- **Mutual Respect at work**
All colleagues must be respected. The institution doesn’t allow any kind of discriminatory behavior or harassment of any employee. Equal opportunity policy is strictly observed vis- a- vis work, recruitment and performance evaluation.
- **Proper Care and Protection of Institution’s Property**
All employees should treat the Institution’s property, whether material or intangible, with respect and care.
- **Employees are expected to:**
 - a. Refrain from misusing equipment belonging to the Institution
 - b. Show respect to all kinds of incorporeal property including copyright and other property (information, reports etc.) .These must be used only to complete the job assigned to them.
 - c. Protect facilities and material property (e.g. Institution cars) from damage and vandalism.
- **Job duties and authority**
Job duties must be fulfilled with integrity and respect toward stakeholders in particular and the community in general. Team members are expected to follow supervisor’s, Principal, HOD’s guidelines for timely and effective task- completion.
- **Punctuality**
The institution expects employees to be punctual, both when coming to and leaving from work. Schedules must be strictly adhered to.
- **Conflict of interest**

Employees must avoid any personal, financial or other interests to hinder their capability or willingness to perform their job duties.

- **Communication**

All employees are expected to be open to communication with their colleagues, seniors and juniors.

- **Compliance to Law**

All employees are expected to be ethical and responsible when dealing with the Institution's finances, products, partnerships and public image. Further, they should comply with environmental safety and fair dealing laws.

- **Professionalism**

Integrity and professionalism in the workplace is a must.

- **Personal appearance**

Personal appearance guidelines must be adhered to.

- **Leave Rules**

It is mandatory for the staff to seek prior permission from the Principal office in case of short leave. In case of emergency they can telephonically inform to the office. Prior sanctioning from the management through proper channel is necessary in case of long leave.

- Teacher should be a friend, philosopher and guide to the students but at the same time should keep reasonable distance from the students for the maintenance of discipline.

Code of Conduct and Discipline for Students:

The College does not aim at merely stuffing the minds of the scholars with facts and figures. Its objective, on the other hand is to mould them into fine and disciplined citizens of the motherland. Therefore the college lays exceptional emphasis in the maintenance of discipline. The students are advised to make it a habit to lead a life of discipline in the college and at the home; this will ensure the success and distinction in their future career.

1. The students should be courteous in their dealing with one another and with the employees of the college. Let your love, thought and action embrace fellow beings. They should use dignified language while taking or addressing others.
2. The students should attend the college classes regularly and be punctual on all college functions. Punctuality is to success what roots are to a tree.
3. Students reaching the college earlier should not gather in front of the class rooms or in verandas. They should avoid making noise near the classroom or college office.
4. Movements from one class to another should invariably be orderly,

disciplined and dignified. At the end of a period the students going to a class room should stand quietly in queue on the side of the entrance till the students already occupying the room completely vacate it.

5. In vacant periods, the students should go to the reading room or library and utilize their time in the study of magazines, periodicals and newspapers. They should not stand near the class room or in the verandas and create unnecessary noise. It disturbs the teaching work in nearby class rooms.

6. Inside the classes perfect discipline and order must be maintained and the instructions of the teacher should be strictly carried out, for he is your superior and well-wisher. Any misbehavior in the class room is tantamount to misconduct and the students must maintain the sanctity and decorum expected of good scholars.

7. The students should show proper respect to the Principal and the teachers in and outside the classrooms and should carry out their instructions with sincerity.

8. The students shall get off from their cycles/scooters at the main gate and place the cycle scooters properly with the caretaker.

9. The students should not blow scooter/ motorcycle horns in the college campus.

10. Smoking/playing cards/drinking alcohol and use of any other intoxicant is not permitted on the college campus.

11. The student should cultivate the queue habit while they go to see the principal, or to pay dues in account office, to get the books issued from the library, etc.

12. The college property should in no way be tampered with or disfigured as this property belongs to you. The defacing of walls with pencil marks or ink is strictly prohibited. Theft, forgery, vandalism, or damage of any type of college property shall not be permitted under any circumstances and the student involved shall be severely punished.

13. Quarrels and disputes with fellow students are to be avoided. In case of a dispute, the students should not take the law in their own hands but they should report it to the principal/tutor immediately.

14. The students are expected to come to college dressed in simple clothes. Tight clothes, sleeveless shirts, ornaments or use of cosmetics are not permitted. A student is liable to disciplinary action if he/she is having hippie, mushroom haircuts, trimming beards, ear rings and any other ornaments and is not participating in celebration of social religious functions.

15. The student found guilty of infringement of the above rules and misconduct shall be punished in the form of heavy fines or even expulsion from the college depending on the nature of the guilt. All concessions and stipends granted to such defaulters shall be withdrawn automatically.

16. The students are not allowed to collect money from their fellow student/staff for any purpose what so ever. They are also not allowed to hold any meeting/function of any kind without the prior permission from the principal. Any violation to this effect will lead to immediate expulsion from the college and other drastic action.

17. All the students are advised not to travel by Truck/Tractor-Trolley and other unauthorized vehicles. It may be dangerous for life.

18. Use of mobile phone for non-academic activities is strictly prohibited in the campus.

19. Listening music / watching videos & movies / using whatsapp and facebook / taking selfies / doing photography etc. are strictly prohibited in college campus during college working hours.

20. Roaming / wandering aimlessly in the corridors / departments are also prohibited.

21. Entry in the college campus without identity card is restricted.

Upload:

- Code of ethics policy document