

## Code of Conduct for Teaching and Non-teaching Staff

1. Staff shall discharge their duties efficiently and diligently to match with the academic standards and performance norms lay down by the College Management from time to time.
2. Staff shall update their knowledge and skills to equip them professionally for the proper discharge of duties assigned to them.
3. Staff shall conduct themselves with absolute dignity and decorum in dealing with the superiors, colleagues and students every time.
4. Staff shall not absent from duties at any time without prior permission from authorities concerned.
5. Staff shall not associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
6. Staff shall not attempt to bring any political or outside pressure on their superior authorities in respect of service matters.
7. Staff shall not participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
8. Staff shall not act in any manner that violates the norms of decency or morality in their conduct or behaviour inside and outside the College Campus.
9. Staff shall not incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
10. Staff shall not by act or deed degrade harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
11. Staff in the service of the College shall at all the time strive for academic excellence in the discharge of their duties and conduct themselves in the manner of a perfect role model for others to emulate.
12. The College Management may, however, at its sole discretion provide an opportunity to the staff for presenting specific case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

## Code of Conduct for Students

1. Students are expected to maintain the highest standard of discipline and dignified manner of behaviour 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 the discipline and esteem of the college.
2. All the students are expected to be present in the class well within time. Late coming will also result in loss of attendance for the corresponding hour.
3. Students should get up from their seat when the teacher enters the classroom and remain standing till the teacher takes his seat or they are allowed by the teacher to sit. Silence shall be observed during class.
4. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
5. All the students are expected to attend college functions in college uniform unless otherwise specified.
6. All the students shall wear their identity card.
7. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any programme authorized by the college beyond class hours however under normal circumstances students shall retreat to their hostel for residence by 6:00 p.m.
8. Students are expected to keep the campus neat and clean.
9. Possession and consumption of intoxicant psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
10. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
11. Students shall carefully handle the furniture, equipment, fixtures and appliance of the college and lab. Careless handling/ misuse of the above could result personal injuries or damages to property.
12. Students are not permitted to arrange any unauthorised celebrations and decorations of any magnitude in the campus.
13. Students are not permitted to disturb or display (both physical and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.

14. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
15. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester
16. During internal examinations of 1 hour and 3 hour period, students are not allowed to leave the hall within  $\frac{1}{2}$  an hour from the beginning of the examination and students have to occupy the seat 5 minutes before the commencement of the examination.
17. Political activity in any form is not permitted in the college campus. Unauthorised meetings, propaganda, processions or fund collections are forbidden within the college, hostels and outside of the college.
18. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Honourable Supreme Court of India.
19. Expulsion from the college leads to expulsion from the hostel as well.
20. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the time the misconduct and suggest one or more of the following disciplinary actions based on the nature of conduct.
21. Community service - For a specified period of time is to be extended if need to be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
22. Expulsion - Expulsion of a student from the institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residence, etc.
23. Monetary penalty - May also include suspension or forfeiture of scholarship/ fellowship for a specific time period.
24. Suspension- A student may be suspended for a specified period of time which will entail prohibition in participating the students related activities, classes,

programmes etc. Additional, the students will be forbidden to use various Institute facilities unless permission is obtained from the competent authority. Suspension may also follow by possible dismissal, along with the following additional penalties. Ineligibility to reply for admission to the institute for a period of three years and withholding the grade card or certificate for the programmes studied in the institute.

### **Code of Conduct for Administrative Officer**

1. All matters related to UGC/College to be checked corrected and make available to the Principal/ Director & Secretary.
2. Attending 6 days in a week and whenever required extend it to clear pending duties.
3. Keeping list of students having fees arrears up to date, taking appropriate follow-up as per the direction of the management.
4. All the requirements related to the college like Library/ Class room/ Staff room/ Computer Lab/ other labs of the college has to be assessed and invite quotations from different vendors and do the comparative study on price and quality before the purchase. (The quotations can be forwarded to Management for finalization and clarifications).
5. Don't involve in irrelevant discussion and maintain silence in the office and surroundings.
6. Responsibility for the overall performance and monitoring of the college developmental activities.
7. Gathering, adapting, storing and distributing information within the College.
8. Organizing, providing leadership and controlling all administrative functions in the department.
9. Rendering a service to other functions within the organization.
10. Liaison works with all Government offices like Collector (students' scholarship), Police station (any problem solving), Telephone, Electricity, Water, Panchayat, etc.
11. Monitor printing and updating documents of the organization.
12. Maintenance and supervision of all office and academic record. Efficient housekeeping & catering requirement for guest / employee.