

## **CODE OF CONDUCT FOR FACULTY AND ADMINISTRATION**

1. Maintain decorum both inside and outside the classroom and set a good example to the students.
2. Should act with integrity, comply with laws. Maintain a professional work environment and comply with institution policies.
3. Welcome and support people of all backgrounds and identities irrespective of race, ethnicity, culture, national origin, social economic class and educational level as well as colour immigration status, sex, age, size, family status, political belief, religion and mental and physical ability.
4. Be kind to others. Do not insult or put down others. Treat others as you would like to be treated. Harassment and exclusionary behavior are to be avoided.
5. It is essential that one should avoid relationships and activities that hurt, or appears to hurt others.
6. Protect institution assets, including physical, intellectual and electronic or digital properties.
7. To be regular and punctual in attendance. This means, being in the college as and when required, ready to take up responsibility. Absenteeism and tardiness burden others and the institution.
8. As per the rules of the institution, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave as far as practicable.
9. The Institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or picture of an insulting or degrading sexual nature.
10. Being under the influence of illegal drugs, alcohol or substances of abuse is prohibited.
11. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards in campus.
12. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his/her official dealings. A teacher shall, at all times, be well-mannered in his/her dealings with the management, with other members of staff, students and with members of the public.
13. A teacher shall be required to maintain the scheduled hours of work (7 hours each working day) during which he/she must be present at the place of his/her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, he/she should obtain permission of the competent authority.
14. No teacher shall take part in politics, or be associated with any political party or organization nor shall subscribe, aid or assist in any manner any political movement or activity.
15. No teacher shall make any statement, publish anything which has effect of an adverse criticism of any policy or action of the Institution.
16. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.

17. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Principal.
18. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press/media for/against any official act of the Institution.
19. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case through the proper channel to the competent authority.
20. No teacher shall engage in strike or in similar activities such as 'cease work'. This will amount to misconduct and will attract deterrent punishment
21. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the College and maintain strict discipline.
22. The institution takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by suspension or dismissal. The institution is declared an alcohol-smoke-drug free area and offenders face dismissal.
23. Respect the organization goals and help to achieve them.
24. . Staff members shall follow the directions and instructions properly given by the Principal and HODs.
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29. Do not ask for personal favours from your subordinates.
30. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
31. In any working situation, you are perceived as more capable, more professional and more intelligent if you are familiar with proper code of conduct for the workplace.
32. All teachers shall be assigned classes as per norm one every working day of a week.
33. The classes must be held only in the respective rooms as per time scheduled in the time table.
34. Lesson plan as per the syllabus shall be prepared by each teacher for the papers/units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the teacher meant for theory portion. Separate progress register shall be maintained for each laboratory to record the progress of practical courses.
35. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" The progress register shall be signed by the concern HOD on the last working day of every week and by the Principal on last working day of every month.
36. Students attendance shall be maintained by each teacher in each class and put his/her full signature with date.
37. The common practice of maintaining students' attendance should be followed.
38. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc.
39. Subject wise question bank may be made available to students. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.

40. Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table.
41. The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.
42. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defence Programme for girls students should be organized as per Govt. notification.
43. All the teaching staff of the college shall be assigned co-curricular and extracurricular duties in different teams headed by senior most of the team and others as members on rotation basis.
44. The work of such teams shall be reviewed by the Principal in frequent intervals.
45. In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments etc.
46. No teacher can engage him/herself in private tuition/coaching or insist/compel the students for the same. No No-teaching staff also can run pvt. Coaching/Tuition institution or insist/compel the students for the same.
47. Common staff attendance/Biometric attendance for all Teaching/NonTeaching staff should be maintained and placed near the Principal's chamber to put their signature/biometric attendance to ensure the presence of such staff in the college, even there is no class/specific administrative work.

## **CODE OF CONDUCT FOR STUDENTS**

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person 10 whenever he/she is in the college premises and present it for inspection on demand.
2. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
3. Treat teachers, administrators, officers, employees, guests and visitors and other students of the institution with respect, dignity, impartiality, courtesy and sensitivity.
4. Academic honesty and punctuality are mandatory in the completion of the assignment taken as an individual and /or a peer group.
5. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
6. Ragging is banned in the college campus. Anyone found guilty of ragging and/or abetting ragging is liable and will be dealt with seriously. The culprits will be dismissed from the institution and a case will be filed with local police authorities.
7. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
8. Students shall compulsorily wear the prescribed college uniform on all working days. Uniform symbolizes unity and uniformity, not diversity. It also indicates quality and a sense of belonging to the institution. Uniform provides a special identity. Hence, it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
9. Strict silence must be observed in the reading room and Library.
10. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
11. The institution prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.
12. Talking and other disruptive behaviors are not permitted while classes are in session.
13. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
14. Smoking and consumption of alcohol on the college premises or entering the college premises, after consuming alcoholic drinks is strictly prohibited.
15. Students shall do nothing either inside or outside the institution that will in any way interfere with its orderly conduct and discipline.
16. No Society or Association shall be formed in the Institution and no person will be invited to address a meeting without the HOD's or Principal's prior permission.
17. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
18. No student will be allowed to take active part in current politics.

- 19.** Prior permission from the Principal is essential to take part in inter- college competitions.
- 20.** No student shall communicate any information or write about matters dealing with the administration of the institution to the Press.
- 21.** Students are expected to take proper care of the institution property and held the authorities in keeping the premises clean. Damaging property of the institution e.g. disfiguring walls, doors, fittings or breaking furniture, 12 misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished
- 22.** . Student should not leave their books, valuables and other belongings in the classroom.
- 23.** The College is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the College office.
- 24.** Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the college office. Students should not bring any paper directly to the Principal for his/her signature.
- 25.** Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
- 26.** Students receiving Government or college Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the college and University Examinations.
- 27.** All activities of the institution are organized under the guidance and supervision of the Principal and Professor In-Charge.
- 28.** Students must not associate themselves with any activity not authorized by the Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
- 29.** Student using unfair means at examinations will not be given chance to appear in the exam to the Institution. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
- 30.** It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. 13 They will not be excused or given any concession on grounds of ignorance or not reading notices.
- 31.** Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
- 32.** Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Authority is not responsible for the safety (including damage and/or theft/loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
- 33.** Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
- 34.** Bike race/motor car race or similar activities shall not be permitted inside the campus.
- 35.** No type of vehicles shall be used during celebrations inside the institute campus.
- 36.** Students joining the institution are bound by the rules and regulations of the Institution.
- 37.** The Principal is the ultimate disciplinary authority in the college.

- 38.** Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.
- 39.** Stealing, misusing, destroying, defacing or damaging college property or personal property of other is prohibited.
- 40.** Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
- 41.** Posting derogatory comments about individuals of the Institution on the social media or indulging in any such related activities having grave consequences on the reputation of the Institute is prohibited.
- 42.** Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
- 43.** College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination.
- 44.** Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table. 48. The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.