



## **CODE OF CONDUCT FOR STUDENS**

### **ATTENDACE**

- Students should regularly attend all classes during the academic year.
- At least 75% attendance is mandatory to appear in the examinations.
- The student should complete the theory assignments, internship practice teaching, lesson plan and other activities as specified in the curriculum before the given time.

### **DISCIPLINE**

- Students are advised to maintain decorum during their stay in the campus.
- Students are not allowed to invite any outside person without the prior written permission of college authorities.
- Students are encouraged to be a part of College initiatives and adopt green practices like maintaining the college premises clean, avoid plastic items, etc.
- Students are prohibited from indulging in any anti-institutional, anti-national, anti-social activities within the campus and hostel.
- Students are advised not to indulge themselves in ragging, harassment and any other untoward incidents, in any such case indiscipline action will be initiated against the student involved thereof.
- Damage to the college property due to negligence/lack of care would result punishment and compensation for loss caused.

### **I-CARD & LIBRARY CARD**

- The student must carry the college I-card with him/her in the college and any other college related activity.
- A library card will be issued to students to avail library card facilities.
- In the case of loss of I-card or library card, it should be informed immediately to HOD and librarian.

### **MOBILE PHONE**

- The student should switch off their mobile phones while in the classroom and the library.
- Students are not allowed to carry mobile phone in the examination hall.



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### **CODE OF CONDUCT FOR TEACHERS**

- Teachers are expected to conduct themselves in accordance with the ideal of the profession.
- Teachers should express their free and frank opinion in the meetings for the betterment and upliftment of the organization.
- Teachers should perform their duties with the full honesty and dedication, as given by the principal or head of the institute.
- Apart from the regular duties like teaching, tutorials, practical; teachers should work for their professional development by attending seminars/conferences and conduct research work.
- Teachers must maintain a cordial relation with their colleagues.
- Teachers should participate in extension, co-curricular activities and community services.
- Teachers shall communicate with students impartially regardless their religion, caste or economic characteristics.
- Teachers should motivate students to improve their academic and professional achievements.
- Teachers should refrain from availing leave except on unavoidable grounds, and as far as possible take leave with prior intimation, permission and adjustment of their responsibility.
- Cooperation of teachers is expected towards the college's green initiatives by adopting sustainable practices like switch off the light/fan when not require, communicate via e-mails, take print when it is very important, use both sides of papers etc.



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### **CODE OF CONDUCT FOR OTHER STAFF**

- Staff members should be fully conversant with all aspects of the college's policies and procedures and will be prepared to implement them.
- Every staff member of the college abides by the rules of the college.
- Establish and maintain co-operative and congenial relationships with other administrative staff members.
- Staff should discharge their duties with full dedication.
- Staff should work diligently to ensure that the college provides faculty and staff with the necessary items to perform their assigned work.
- Staff should act promptly to solve the problems like classroom problems as and when faced by the faculty or other staff of the college.
- Staff should use the college funds judiciously.
- The grievance of students for matters related to admission, examination or any other matter related thereof should be taken care of immediately.
- A confidential report of the institute should be part of the personal file of that employee and should be kept confidential by staff members working with this institute.
- The supportive staff of the college should report half an hour before the college time and maintain cleanliness in the college.
- Supportive staff should do all the work assigned by the Principal and other staff members.