



Report

7.1.10 The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conduct periodic programme in this regard.

- **The Code of conduct policy document**

1. Code of Conduct for students

Every student in the Institute is expected to be involved in activities that are likely to maintain the prestige of the Institution.

1.1 Punctuality: Plan to arrive to class on time and to stay for the entire class period because random arrivals and exits are disrespectful and distracting to teachers.

1.2 Identity Card: Every student must obtain an admission, the Identity Card which must have his/her photograph attested by the Principal and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.

1.3 Dress code: Students are required to follow the dress code prescribed by the Institution.

1.4 Personality: Character, conduct, attitude and behavior of every student is important when interacting with faculty, friends, office bearers and public.

1.5 Honesty: Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with, at the same time things like plagiarism are prohibited.

1.6 Prohibition of Ragging: Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.

1.7 Disciplined Conduct: Any behavior obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.

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1.8 Respect for women: Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behavior towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.

1.9 Hostel Discipline: Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.

1.10 Drugs/ Alcohol/ Tobacco: Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.

1.11 Possession or use of Fire arms, Fireworks, Explosives, Weapons or items of destruction are prohibited.

1.12 Conservation of Natural resources, Energy and Environment: Every student is expected to be aware of these things and maintain the conduct accordingly.

1.13 Cleanliness: Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

1.14 Academic calendar: The student should follow the academic calendar as per the instructions of the Head of the Department/Institution.

1.15 Political Activity: The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus. No student will be allowed to take active part in current politics.

1.16 Silence: Strict silence must be observed in a reading room and Library.

1.17 Free time: Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage. Students must not wait on the Institute premises while the classes are going on.

1.18 Disruptive Behavior: Talking and other disruptive behaviors are not permitted while conducting classes/presentation/demonstration/technical sessions etc, can only be permitted during Question & answers session with prior permission from teacher/organizer/coordinator etc.

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Other Issues:

- 1.19 Students shall do nothing either inside or outside the Institution that will in any way interfere with its orderly conduct and discipline.
- 1.20 If the teacher is absent, the class leader should inform the Head of the Department/class teacher alternative arrangements.
- 1.21 No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the prior permission of HOD or Principal/higher authority.
- 1.22 No student shall collect any money or contribution for picnic, trip, and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal/higher authority.
- 1.23 Prior permission from the HOD or Principal/higher authority is essential to take part in inter – collegiate competitions.
- 1.24 Students are expected to take proper care of institution property and help the institution authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished
- 1.25 Students should acquaint themselves in time with the notifications put up on the Notice Board.
- 1.26 Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
- 1.27 Students should not leave their books, valuables and other belongings in the classroom.
- 1.28 It is the responsibility of the students to read the notice boards regularly for important announcements made by the department/ institution office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- 1.29 Students must not associate themselves with any activity not authorized by the respective head of the department/Institution. Serious action will be taken of students found organizing or participating in such unauthorized activities.

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- 1.30** Bike race / motor car race or similar activities shall not be permitted inside the campus.
- 1.31** The institution is not responsible for lost property. However, student may make a claim for lost property at the respective premises, if it is deposited with prior intimation and acceptance by the respective faculty/person/officer in charge with valid and authentic document.
- 1.32** Students using unfair means at examinations will be strictly dealt with. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
- 1.33** No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
- 1.34** Students joining the Institution are bound by the rules and regulations of the Institution.
- 1.35** If a student is found guilty of indiscipline, the College reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action taken.



2. Code of Conduct for Teachers

The code of conduct for teachers normally addresses the matters to related conduct of teachers such as teaching, learning, and evaluation, relationship with the students, associated staff, management, parent's duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

- 2.1 Adhere to a responsible pattern of conduct and demeanours expected of them by the community.
- 2.2 Manage their private affairs in a manner consistent with the dignity of the profession.
- 2.3 Seek to make professional growth continuous through study and research.
- 2.4 Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- 2.5 Maintain active membership of professional organizations and strive to improve education and profession through them.
- 2.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 2.7 Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation; and
- 2.8 Participate in extension, co-curricular and extra-curricular activities including community service.
- 2.9 Manage their private affairs in a manner consistent with the dignity of the profession.
- 2.10 Staff must maintain high standards of punctuality, honesty and professional ethics.
- 2.11 They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- 2.12 Teachers must ensure that they are dressed decently, safely and appropriately for the tasks they undertake and maintain proper dress code of the institution, with formal dress and shoe along with the college Identity card.

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- 2.13 Teachers should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- 2.14 Teachers should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- 2.15 All Teachers of the college should maintain harmonious relations with other staff and students.
- 2.16 Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- 2.17 All teachers should follow the instructions and directions of the authority.
- 2.18 All teachers should constructively contribute towards the development of the college and university.
- 2.19 All teachers should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- 2.20 All teachers shall extend their services for the welfare of the community & society at large.
- 2.21 All teachers should properly maintain the records of respective portfolio.
- 2.22 All teachers should make an effort for the continuous development through training programs, workshops and research and development activities.
- 2.23 No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
- 2.24 The institution gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
- 2.25 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.

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- 2.26 Every teacher Ensure that any communication with pupils/ students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- 2.27 Teacher should play role of mentor with assigned mentee.
- 2.28 Adjust lectures and fulfil other committee responsibilities before applying for any leave.
- 2.29 Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.
- 2.30 Seek to develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgment.
- 2.31 Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development.
- 2.32 Be caring, fair and committed to the best interests of the pupils/students, entrusted to their care, and eager to motivate, inspire and celebrate effort and success.
- 2.33 Teachers should maintain peaceful and cohesive environment for fellow colleagues and students.
- 2.34 Teachers should show respect towards National Flag, National Anthem, and National Symbols etc. Teachers should exhibit and promote patriotism, nationalism, communal harmony, religious brotherhood and fellow feeling.
- 2.35 Teachers and Staffs should strictly follow the working hours of the institution. But if required shall stay beyond working hours for some definite purpose.
- 2.36 Everyone will work within the frame-work of organizational structure and hierarchy with policies and directions as may be given by the Management from time to time apart from teaching assignments.



3 Code of Conduct for Administrative staff

All the Administrative staff members should follow the rules and regulations of the Institution as prevalent from time to time.

- 3.1** Staff must be punctual, sincere and regular in their approach all staff of the Institution are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institution assets including all kinds of physical assets, movable and immovable property.
- 3.2** All staff shall devote their time and their best efforts for the progress of the Institution.
- 3.3** Staff should contribute to the vision, mission and goals of Institution through engagement of working hours.
- 3.4** Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments and Principal.
- 3.5** Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- 3.6** Every staff should maintain the confidentiality regarding the Institution affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institution staff, unless compelled to do so by the judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- 3.7** Confidential report of the department should be a part of personal file of that employee and should be kept confidential by staff members working in the concerned Department.
- 3.8** Staff should take additional responsibilities if required as assigned by the Principal.
- 3.9** Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- 3.10** Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- 3.11** Accountant should establish tables of accounts, and assign entries to proper accounts.

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- 3.12 Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- 3.13 Accountant should provide all the necessary account statements and documents for various committees of the institute.
- 3.14 Accountant should provide all necessary accounting documents and financial statements for yearly account audits.
- 3.15 Student section should ensure the eligibility of the students and prepare related documents to submit them to University.
- 3.16 Ensure the student document verification within the stipulated time.
- 3.17 Ensure timely submission of examination forms to University.
- 3.18 Provide all necessary student data to prepare various committee reports
- 3.19 Must keep the fees paid by students updated from time to time
- 3.20 Must communicate the status of the fee due to the respective mentor and department in time for follow up.
- 3.21 Must maintain the details of the students for providing required information of the student in case it is needed by any other official authorities within the institution and University.

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4. Code of Conduct for Parents

- 4.1 Students seeking admission to the institution should give an undertaking countersigned by their parents, promising to abide by the guidelines of discipline.
- 4.2 Parents have to give permission to attend offline classes and must provide all the necessary requirements to the institution and University in order to maintain statutory requirements with respect to Covid-19 related issues and guidelines.
- 4.3 Parents must interact with the respective mentor/subject faculty/departments to give the feedback about the performance, behavior, attitude or progress made from time to time for the all-round development of the student.
- 4.4 Parents must inculcate good practices by encouraging their ward to attend classes regularly, and to adhere to the rules and regulations of the Institution.
- 4.5 Parents must pay the Institution fee/examination fee/Hostel fee/university fee or any other fee related to student's education/welfare/development etc., from time to time for continuous improvement.
- 4.6 Parents must attend Parents-teacher's meeting without fail to know the status of progress made by the student in academic/Co-curricular/Extra-curricular/sports/Cultural activities etc.,
- 4.7 Parents should have good interpersonal relationship with Mentor/Subject faculty/Staff etc, and must provide authentic information about the student with respect to strengths and weaknesses so as to address the problems with good perspectives to make him a good citizen not only from the technical point of view but also from moral and ethical grounds.
- 4.8 Parents should ensure their wards are attending the classes regularly by way of interactions with mentors/class Teachers/HoD of respective department.

Principal

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