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1. CODE OF CONDUCT / PROFESSIONAL ETHICS FOR TEACHING FACULTY


A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

a. Teachers and their Responsibilities

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organizations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

b. Teachers and the Students

- i. Respect the right and dignity of the student in expressing his/her opinion;

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- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

c. Teachers and Colleagues

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

d. Teachers and Authorities

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

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- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

e. Teachers and Non-Teaching Staff


- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

f. Teachers and Guardians

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

g. Teachers and Society

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

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- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

2. CODE OF CONDUCT FOR NON-TEACHING STAFF AND ADMINISTRATORS

a. Non-Teaching Staff, Administrators and Authorities

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

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b. Non-Teaching Staff, Administrators and Colleagues


- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

c. Non-Teaching Staff, Administrators and their Responsibilities

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Perform their duties conscientiously and with dedication; and
- iv. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation;

e. Non-Teaching Staff, Administrators and the Students

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- iv. Pay attention to only the attainment of the student in the assessment of merit;
- v. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- vi. Aid students to develop an understanding of our national heritage and national goals; and
- vii. Refrain from inciting students against other students, colleagues or administrators.

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3. CODE OF CONDUCT FOR STUDENTS

a. Rules and Regulations for all Students

- i. The classes for all students start at 9.00 AM. All students must be present in the college by 8.50 AM.
- ii. All students should always wear lanyard with their ID cards when inside the college premises.
- iii. The stipulated dress code must be strictly adhered to by all students while in the college. Clothes which are distractive and disruptive must not be worn.
Boys Dress Code: Full trousers with tucked-in shirts. Black belt with plain buckles and black leather shoes.
Girls Dress Code: Chudidhar / Salwar Kameez with properly worn Dupatta.
- iv. Jeans, T-shirts, shirts and trousers with letters and pictures are not allowed.
- v. Dress code shall be strictly followed scrupulously while enter into the college premises at all times.
- vi. Students who are absent for any reason from the class must bring a leave letter from their parents stating the reason for their absence. A letter should be given to the counselors concerned. In case of leave on medical grounds for a long period of time, it must be intimated to the college within a week's time.
- vii. Students are not allowed to leave the college during the working time without proper permission from the Principal.
- viii. No student is permitted to use mobile phones in the Academic Block. If found, the instrument will be immediately confiscated.
- ix. Undue relationship between a boy student and girl student is discouraged and may lead to disciplinary action including expulsion from the College.
- x. Eatables are not allowed inside the classrooms, laboratories, library and in the corridor.
- xi. Students should intimate any change in address or contact cell number of their parents to the counselors at the earliest.
- xii. Belligerence, provoking fight and intimidation amongst students will lead to disciplinary action.



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- xiii. Books and other materials connected with academics only are to be brought to the class by the students.
- xiv. Misuse of the Internet will invite severe disciplinary action.
- xv. If a student is caught or found involved in damaging college property, he/she will be made to pay the cost of the damage.
- xvi. The institution reserves the right to remove students from the roll if found guilty by the enquiry committee on charges of misbehavior or blatant disregard for the rules of the College.
- xvii. Over coats must be worn by the students when they are in the Laboratory or Work shop.
- xviii. Alcohol consumption and smoking is strictly prohibited in the college and in the hostel.
- xix. Students should take care of their valuables and belongings. The college will not be responsible for any loss.
- xx. College authorities and office personnel can be contacted over the phone between 8.30 am and 6.00 p.m. only.
- xxi. Students must return to the college promptly after the holidays.
- xxii. Requisition for any kind of certificate should be submitted during the lunch time one day in advance.
- xxiii. Students should pay their fees on time.
- xxiv. Visitors will not be entertained during college working time except with the permission of the Principal. Students will be allowed to meet only those visitors whose names have already been recommended by the parents.
- xxv. Railway journey concessions will be issued only for vacations. Application for railway concession should be submitted to the college office at least seven days in advance. Railway concession will only be issued to the students who are eligible for it as per the rules of Railways given below:
 - a. Native place of the student or
 - b. The place where the parents or the guardians of the student normally reside or
 - c. The place where either of parents or the guardians of the students are residing.

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b. Rules and Regulations for Hostel Students

- i. Students are not allowed to stay in their rooms during class hours genuine reasons any to stay, prior permission from the Warden is mandatory.
- ii. Students are not allowed to bring their vehicle inside the campus.
- iii. Girl students should reach their rooms before 6.30 PM while returning from their houses.
- iv. Students will not be allowed to enter the college after 8.30 PM. In case of exigencies, they will have to inform the Warden about it.
- v. Smoking / consuming liquor / using drugs are strictly prohibited, and persons found indulging in these activities will be expelled unconditionally from the college.
- vi. No relative of the students is allowed to stay in the hostel.
- vii. The TV room will be opened only between 5.30 pm and 9.00 pm every day.
- viii. Written permission from the Principal and Dy. Warden is obligatory when leaving the hostel for vacation or any other reason (such as illness).
- ix. No power – consuming devices are to used in the hostel room, without the written permission of the Principal / Dy. Warden.
- x. Charges for any loss / damages to properties in the hostel will be levied, and collected along with mess charges.
- xi. Management will not be responsible for any theft in the rooms. Students must keep their possessions under lock and key.
- xii. Management is not responsible for the loss of mobile phones and cash kept in an unsecured manner.
- xiii. No cooking is allowed inside the hostel.
- xiv. No meeting or gathering is permitted inside the hostel without the written permission of the Principal.
- xv. Students can keep Laptop Computer with the written permission of the Principal.
- xvi. Students are required to come to the hostel mess in a proper dress.
- xvii. Boys will not leave the hostel with lungi or half pant.
- xviii. Moving the hostel property from the room is not allowed.
- xix. Silence should be maintained between 9.00 PM and 6.00 AM and during this period the students will remain inside their respective rooms.