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**CODE OF CONDUCT
2017-18**



Code of conduct for Principal

- I. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities and Government.
- II. Principal ensure that teaching staff and students follows the rules properly.
- III. With regard to the disciplinary measures, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
- IV. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College
- V. The principal has authority to take all the necessary actions as and when required to maintain discipline in the college.
- VI. The principal should form various college level committees which are necessary for the development of the college
- VII. Must thrust moral and ethical values while dealing with some sensitive issues, and avoid careless decisions that may result in violations of law.
- VIII. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them properly

Code of conduct for Teachers

- I. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere
- II. Teachers should sign the attendance register while reporting for duty.

- III. Teachers should remain in the campus till the end of the College hours
- IV. Prior written permission is required from the principal at least a day in advance while availing OD.
- V. Medical Leave will be sanctioned only for medical reasons. Medical Certificate must be submitted along with such leave.
- VI. Teachers should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
- VII. Teachers should handle the subjects assigned by the Head of the Department.
- VIII. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same
- IX. Teachers should be good councillors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- X. Acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development.
- XI. Teachers are barred from using cell phones while taking classes.
- XII. Be impartial, fair and committed to the best interests of students and nurture equality.

- XIII. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical and electronic appliances) must be reported to the principal in writing immediately. It is their duty to extract work from the non-teaching staff in keeping the Department clean & tidy

Code of conduct for students

- I. All Students of this college should possess Identity Cards duly signed by the concerned head of the department and Principal.
- II. Students of the institution are expected to conduct themselves in the best standards of etiquette within and outside the College.
- III. The minimum attendance stipulated by the University is seventy five percent of the total number of working days of the academic year. Exemption from shortage of attendance (subject to the maximum of 20 days) can be granted by the Syndicate on the recommendation of Principal, provided, leave is applied for and granted for such absence on satisfactory grounds.
- IV. Students are not permitted to take leave without permission for the whole or part of a day. Absence without prior leave permission for part of a day will entail forfeiture of attendance for the whole days.
- V. Students absent from the college for more than fifteen consecutive working days without satisfactory explanation are liable to have his/her name removed from the rolls. A student seeking re-admission after such removal should pay the prescribed re-admission fee of Rs.10.
- VI. The maximum period for which duty leave can be granted to a student for sports and athletic activities is limited to 10% of the total number of working days.
- VII. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Head of the Department and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

- VIII. All the students are expected to be present in the class well - within time and late coming will also result in loss of attendance for the corresponding hour. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- IX. Students are expected to maintain the highest standards 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 highlights the discipline and esteem of the College.
- X. Students should maintain adequate silence in the college premises during class hours.
- XI. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- XII. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair
- XIII. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. 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 Hon'ble Supreme Court of India.
- XIV. Students are forbidden to organize or attend any meeting in the College or to collect money for any purpose or to circulate any pamphlet without the permission of the principal.
- XV. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

- XVI. As per the Govt. order, students shall not bring powered vehicles inside the campus
- XVII. Smoking, use of alcohol and drugs are strictly prohibited in college premises.
- XVIII. Use of mobile phone is strictly prohibited during class hour.
- XIX. Students are expected to read all the circulars put up on the Notice Board, and act accordingly.