

Code of conduct for principal, faculties, administrative staff and students of the college

(A) The Principal.

- The principal is the head of the institution and work as head of both administrative and academic responsibilities.
- The behavior, punctuality, administration, leadership and personality of the principal should be ideal to others.
- It is the responsibility of the principal to maintain harmony and the discipline in the campus.
- The principal should be guide all the stakeholders and should improve academic and administrative level of the college.
- The principal should be encouraging the staff members to participate in faculty development programmes.
- It is the responsibility of the principal to develop and maintain good relations with the citizens, government officers and officers of university and RUSA
- It is the responsibility of the principal to get sanction available grants and scholarships to the students and institution.
- The principal should check out plan for the overall development of the college in consultation with the members of management.
- The principal should try to make optimal use of the college infrastructure for academic purposes in consultation with stakeholders.
- The principal should intimate the concerned member of the management before leaving the campus for a day or more should assign his duties to the senior faculty member of the college.

(B) Faculties:

- The behavior, dress, punctuality and teaching of a teacher should be ideal.
- The teacher should work as an advisor of the student in their social and psychological problems.
- Teacher's attitude towards students should be amicable, impartial and should get updated in their content.

- It is expected from teachers to co – relate Indian values with their teaching process.
- A teacher should constantly touch with latest academic journals and current trends of their subjects.
- A teacher should make teaching plan in consultation with the head of the department and should complete his / her syllabus in due course of time.
- A teacher cannot use mobile during class -room teaching.
- Along with teaching a teacher should shoulder the responsibility of the administration and co-curricular activities additionally assigned to him/ her by the principal.
- A teacher should be available in the campus during college hours.
- A teacher should seek prior permission of the principal for leaves.
- A teacher should have an I-card of the college during college hours.
- A teacher should perform extra duties impartially and transparently.
- A teacher should furnish his / her report of activities to the In-charge teacher of student’s council.
- A teacher cannot publicize information of the college publically without permission of the principal.
- A teacher cannot participate in political activities during college hours.
- A teacher can not involve himself / herself in private tuition or professional coaching.

(C) Administrative Staff:

- An employee of the college cannot engage himself/herself in monetary activities except his / her job in the college.
- The behavior of an employee should be polite towards principal, faculties, parents, students and colleagues.
- An employee cannot engage himself / herself in any political activities during college hours.
- An employee cannot publicize information of the college without prior permission of the principal.
- An employee should update himself / herself with latest technology in administration.
- All the employees of the non- teaching staff should perform their duties in time assigned to them.

- The employees of class - 4 (Four) should maintain cleanliness of the campus and college building regularly and should help administrative staff as guide lined by the principal.
- The employees of class four should remain in the college before half-an-hour of actual college time.
- The employees of class four should be in dress-code fixed by the college.
- All the employees of non-teaching staff should keep their I-card during college hours.
- The employees should take the prior permission of the principal before taking leaves and should hand over their charge to another employee.
- The conduct of the employees should be polite to one another.
- Consumption of tobacco strictly prohibited in the college campus.
- In addition of these, code of conduct implemented by the university and the state government are applicable to them into too.

(D) Students:

- The students must carry on identity - card in the campus.
- Students must attend all the lectures regularly and not to roam in the campus.
- Students should use college library or reading- room during free lectures and girl student should use library or girls-room.
- The students should not move in the lobbies while the lectures are going on.
- Consumption of tobacco in any form is strictly prohibited.
- students are instructed not to damage the property of the college
- Harassment and ragging id strictly banned and is a punishable offence. The college has grievance, redressal cell and women cell keep watch on them.
- Use of mobile is not allowed in the college campus, except academic necessity.
- Students should maintain discipline and behave politely in the campus.
- Internal exams are mandatory and absence in exam is the sole responsibility of the student.
- Students are not allowed to work professionally anywhere during college hours. After college hours, they are allowed but with the following prior permission of the head of the institution. The students should furnish certificate of the employer.
- If the students do not adhere to the code of conduct for them, the principal can take disciplinary actions against them which will be acceptable to them.

- The students should strictly follow the rules and regulations laid by the university and the college.
- The parents or the guardians should give written consent that their wards will attend classes regularly and obey the rules and regulations of the institution.
- It is mandatory to follow the above mentioned rules and violation of them may result in the punishment or cancellation of the admission immediately.