

Code of Conduct for students:

- ❖ All common areas of the college, including the library are under 24x7 CC-TV surveillance.
- ❖ Any damage to college property shall invite disciplinary action.
- ❖ Students must not congregate in the corridors, or speak loudly near the classrooms and office area.
- ❖ Students should not receive personal visitors in the College during college hours. In cases of extreme urgency, the Principal may be contacted for permission.
- ❖ The office telephones may be used by students only in cases of emergency.

Students are expected to attend all department events and other College functions

- ❖ The College office is open to students for transacting business on all working days between stipulated hours. However, students are advised to consult college notice boards/website for routine information.
- ❖ Students are responsible for their personal belongings including mobiles, handbags, books etc. The college is not responsible for the loss of personal property.
- ❖ Any change in the residential address of a student should be immediately communicated to the College.
- ❖ Students suffering from any contagious diseases are advised not to attend College.
- ❖ Ignorance of any rule will not be accepted as an excuse.

Code of Conduct for Faculty

1. Faculty members should adhere to the service rules and norms of the institution. Faculty members are expected to work honestly in all aspects of assigned work.
2. Faculty members are instructed to comply with college policies and procedures which aim to promote student education and welfare.
3. Faculty members should be kind enough, caring, fair and committed to the best interests of the students. Faculty members should treat all students equally without considering gender, family status and religion.
4. Faculty members should acknowledge the uniqueness, individuality and specific needs of students. Faculty members should not misguide or de-motivate the students under any circumstances.
5. Faculty members are expected to report incidents or matters that affect students' welfare immediately to the competent authority.
6. Faculty members should communicate with students and parents in a professional manner. They should not use unparliamentary words under any circumstances.
7. Faculty members are expected to develop cordial relationships with stake holders such as students, Colleagues, Parents, Alumni, Employer, and Management.
8. Faculty members should respect the privacy of others especially with opposite gender and also are expected to help their colleagues in their work.
9. Faculty members should maintain punctuality in coming to the college, class engagement and in attending academic activities.
10. Faculty member should wear formal dress. They should act as a role model to the students in maintaining personality.
11. Any instructions in the form of circulars / electronic media issued by the Principal time to time must be complied with.
12. Faculty members are barred from using mobile phones while taking classes, attending meetings and exam duty.
13. Any lapses from the assigned work by the faculty members, not obeying their higher authorities will lead to an enquiry for a disciplinary action.

14. For making any representation to the Principal, it should be sent through proper channel.
15. Faculty members are not to engage in political movement or activity at the college.
16. Faculty members should not involve in any communal / religious activities inside or outside the campus.
17. No representation to any government authority / University in the name of the college should be made by any members of faculty without the Principal's permission.
18. Any faculty member who commits a mistake or offence which affects the reputation of college shall be punishable by the competent authority.
19. Faculty member should not send any anonymous letter degrading others to higher authorities of the institution or any higher bodies.
20. Faculty members should not indulge in any kind of illegal activities.
21. Faculty members should not upload any derogatory comments / pictures / videos in the social media.
22. Faculty members are instructed not to involve in plagiarism while presenting research papers / thesis / project.
23. Faculty members should not engage in private tuition, part time work for any monetary gain.