

## **General Code of Conduct For Students**

Rules and regulations at our institutes are set to provide students with guidelines of expected behavior. These guidelines are set not only to teach children to respect themselves, but also to respect others. When a child misbehaves or acts inappropriately, redirection, distraction and/or firm limit setting is used in the first hand. Calming downtime is used if the misbehavior continues. We practice a positive approach to discipline.

- The students should strictly obey the instructions given by the Principal and Teacher from time to time.
- The students should carry an identity card with them regularly and it should be produced if demanded by the authority of the college.
- Students should be regular and punctual in attending the classes and practical's.
- The students are required to submit their assignments in the time failing which they shall be subjected to disciplinary action.
- The college expects 100% attendance for the theory & practical sessions. Some relaxation is possible to extend by 20 % on valid grounds and with prior permission of the principal. However, in no case, the attendance should be less than 75% separately for theory and practicals otherwise they shall be detained from appearing for university exams.
- The students will not be allowed to appear for I & II sessional examinations if they fail to maintain 75% attendance in each theory & practical separately. This attendance will be calculated from day one i.e. opening date of the college. No excuses of any sort will be entertained. The attendance for all sessionals of theory & practical's conducted by the college is compulsory.
- Ragging in any form within or outside the college and hostels is totally banned. When brought to the notice, that defaulter will be summarily expelled from the college.
- If the students are found weak in certain subjects they will have to attend extra classes as notified and make the required progress to come at par with the other students.
- The students should read the notice displayed on the notice board regularly and the college will not be responsible for the loss of any advantage due to the negligence of reading the notice by the students.
- Smoking or chewing gum, gutkha, and pan masala in the premises is strictly prohibited.

- The use of electronic communication devices like mobile phone, pager are strictly prohibited during theory & practical hours.
- The students should not be involved in any such activity which may cause damage to the college property. It will be viewed seriously and is likely to result in the recovery of the cost of damage. Students are bound by rules and regulations framed by the college from time to time. Any violation of the rules shall result in disciplinary action which may lead to dismissal from the college.
- The above rules of discipline are subjected to changes or modifications. These modifications can be done whenever the Principal deems it fit & proper.
- The decision of the Principal shall be final and binding on the students.
- Notice boards and the institutional website are the only authorized media of communication with the students and others.

#### **Code of Conduct for Teaching Staff -**

Teaching staff shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.

- Every member of the teaching staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the teaching staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general. Every member of the teaching staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example. • All members of the teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- Teaching staff who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.

- All the members of the teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the teaching staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should not handover to the students or any unauthorized persons without prior permission of the Management / Principal / Competent Authority.
- The behavior of the faculties with male and female students and with co-employees shall be modest.
- Faculties shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal / Admin office in writing.
- Teaching staff shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty. Teaching staff shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Management / Principal / Competent Authority and shall not refuse an order of transfer from one job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- Teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct. • Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those

pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.

- When teaching staff is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his / her help is required in absence of another staff he/she must be willing to accept the task given by the Principal. • In addition to ordinary Institute work, teaching staff will be required to participate in cocurricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- Teaching staff shall report for duty when leave has been refused or when leave has been cancelled.
- The teaching staff shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- Faculties shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- Faculties, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- Faculties shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal/Competent Authority or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.

- Faculties shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal/Competent Authority to be prejudicial to the academic and administrative interests of the Institute.
- The teaching staff without the express sanction of the Management/Principal/Competent Authority, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- Teaching staff shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- Teaching staff shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The teaching staff shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- A teacher shall perform his / her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.
- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reasons of an arbitrary or personal nature and shall not incite students / teachers against other students or other teachers, colleagues or administration / Governing Body of the Institute.
- A teacher shall have freedom of thought and expression. He / She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work. • A teacher shall not refuse to carry out the academic and administrative decisions taken by the Management/Principal/Competent authority.
- A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize students on any grounds.

- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He / She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion. Failure to conform to the above mentioned norms shall be construed as misconduct.

#### **Code of Conduct for Non-Teaching Staff –**

- Non-teaching staff shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.
- Every member of the non-teaching staff must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the non-teaching staff should be keenly interested in the all-round development of the institute, without undue interference.
- All members of the non-teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- Non-teaching staff who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- All the members of the non-teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the non-teaching staff shall not carry out of the Institute documents, tools, equipment's and materials belonging to the Institute, or should not handover to the students or any unauthorized persons without prior permission of the Management/Principal.
- The behavior of the non-teaching staff with male and female co-employees shall be modest. Non-teaching staff shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal/Admin office in writing.

Non-teaching staff shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.

- Non-teaching staff shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Management/Principal/Competent Authority and shall not refuse an order of transfer from one job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the colleagues or criticizing any decision of the Principal or any other authority in front of the other staff, will be treated as breach of code of conduct. Non-teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct. Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- In addition to ordinary Institute work, non-teaching staff will be required to cooperate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- Non-teaching staff shall report for duty when leave has been refused or when leave has been cancelled.
- The non-teaching staff shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He /

She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.

- Non-teaching staff shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- Non-teaching staff, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- Non-teaching staff shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal/Competent Authority or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof.
- No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- The non-teaching staff without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise. Non-teaching staff shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- Non-teaching staff shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The non-teaching staff shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.