



7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1.The Code of Conduct is displayed on the website

Code of Conduct

Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. 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, other regulatory bodies, from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. 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.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

Code of Conduct for Teacher and other Persons Employed in a College

- (1) Every teacher or other person employed in a college shall discharge his duties efficiently and diligently and shall conform to the rules and regulations. It shall be the duty of a teacher or other person employed in college to do any work in connection with an examination conducted by the University.
- (2) No teacher or other person employed in a college shall absent himself from his duties without prior permission, In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- (3) A teacher or other person employed in a college, when involved in criminal proceedings, shall inform the principal of such proceedings.
- (4) No teacher or other person employed in a college shall engage himself in any political activity. He shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement. .
- (5) No teacher or other person employed in a college shall contest or participate in or canvas for any election. Such restriction will not, however, apply to the teachers in respect of elections to the teachers' constituencies.
- (6) No teacher or other person employed in a college shall bring or attempt to bring any political or other influence on his superior authority in respect of his individual service interests.
- (7) No teacher or other person employed in a college shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India and the security of States.
- (8) No teacher or other person employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities, which brings disrepute to the Government.

Professional Ethics for Teaching Staff in the Colleges

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He shall be strictly honest and impartial in his official dealings.
2. Every teachers shall be present at the place of his duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every whole-time teacher of the College may be called upon to perform such duties as may be assigned to him beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration
4. Every teacher shall devote himself diligently to his work and utilize his time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
5. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and assessment/examination/valuation work assigned to him by the College/University authorities.
6. No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.
7. Every teacher shall help the College/University authorities in enforcing and maintaining discipline among students.
8. No teacher shall incite students against other students, teacher or College/University authorities. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.
9. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College/university with the intention of interfering with the performance of his duties.
10. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College/university.
11. No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.
12. A teacher who gets involved in some criminal proceedings shall immediately inform the College/University irrespective of the fact whether he has been released on bail or not.
13. A teacher who is detained in Police custody whether on criminal charge or otherwise for a period of longer than forty eight hours shall not join his duty unless he gets written permission from the College/ University be deemed to have been suspended from the date on which he was taken to Police custody.
14. No teacher shall except with the previous sanction of the College/University have recourse to any Court of law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attach of defamatory Character.

Code of Conduct for Students

WARNING AGAINST RAGGING

Students are forbidden from ragging. Affected students must report all instances of ragging. They shall write a complaint or complain to Anti Ragging Cell. Ragging is a serious criminal offence that involves severe punishment in the form of dismissal from the College and police action that can result in imprisonment.

DO NOT RAG AND GET RAGGED

Rules Regarding Attendance and Leave of Absence

1. It shall be the duty of every student to attend classes regularly and punctually.
2. Students, both boys and girls, should come to the College decently dressed up. They should adhere to the cultural values and ethos of the College.
3. Students are expected to be punctual to classes. Latecomers will be admitted only in exceptional cases and with the permission of the Principal.
4. A student must attend at least 75% of the working days to earn his/her term certificate.
5. A student's attendance, his/her academic progress and conduct as assessed by the staff and the Principal will be the only consideration for promotion to the next academic year or selection for the University Examinations.
6. Use of cell phones by students inside the classrooms, whether the classes are on or not, is strictly prohibited. Cell phones would be confiscated, if students are found using them inside the classroom.
7. Students are warned that smoking and drinking are injurious to health and therefore, involving in these practices anywhere and at any time is dangerous. Use of tobacco, alcohol and drugs inside the College campus is strictly forbidden.
8. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like, NSS etc will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.
9. Students shall not involve in any form of ragging inside or outside the College campus.
10. Great care must be taken in handling equipment/apparatus in the laboratories. All breakages, losses and damages must be reported at once to the concern Faculty.
11. Use of tobacco, alcohol and drugs inside the College campus is strictly prohibited. Students found in possession or using them would be summarily dismissed from the College.
12. Every student should possess Identity Card with his/her photo affixed on it duly attested by the Principal. Students are expected to kept their identity cards inside and outside the class, college office, library and while participating in inter-collegiate events.