

CODE OF CONDUCT FOR THE TEACHING FACULTY

*Principal shall develop standardized curricular, assess teaching methods, monitor student achievement, encourage parent involvement, revise policies and procedures, administer the budget, hire and evaluate staff and oversee facilities.

*A teacher shall comply with provisions of the Act, Government Resolutions, Statues, Ordinance, regulations, Rules, Circulars and other directions issued thereunder from time by time by the Department of Higher Education, the Central and the UT Government.

*Every teacher shall at all times maintain absolute integrity and devotion to duty.

*Every teacher shall devote himself diligently to his work and utilize his time to the service of the college, as the case may be, and to cause of education and give full cooperation in all academic programs and other activities conducive to the welfare of the student community and other state holders.

*Every teacher will perform the academic duties such as a preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, etc.

*A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal assessment/ examinations evaluation as the head of the institution shall allot to him from time to time.

*A teacher shall not ordinarily remain absent from work without prior permission or grant leave.

*A teacher shall devote the requisite number of teaching hours as assigned by the Head of the intuition.

* A teacher should maintain decorum both inside and outside the classroom. Even they will maintain decorum with their staff members with respect and maintain the hierarchy.

* No teacher shall discriminate against any individual on grounds of caste, creed, religion, sex, nationality or language. He shall also discourage such tendencies among his colleagues and students.

*No teacher shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the college with the intention of interfering with the performance of his duties.

* A teacher shall not neglect in correcting practical records, class work or home- work done by the students.

*A teacher shall not leave the institution during working hours without the permission of the head of the institution.

*A teacher shall do all work connected with curricular and co-curricular activities assigned to him from time to time by the Head of his institution.

CODE OF CONDUCT FOR NON- TEACHING FACULTY

- Loyalty to the college by being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with fellow students and staff members.
- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Must respect and maintain the hierarchy in the administration.
- Must not use unauthorized persons to perform official duties.
- Staff members should display the highest possible standards of professional behavior.
- All the staff members should respect for the rights and opinions of others.
- Every staff member should follow all norms and job details assigned by the administration Department, Principal from time to time with full dedication.
- All the staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/ sexuality/ age/ marital status.

CODE OF CONDUCT FOR STUDENTS

- Students are forbidden from ragging. 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.
- Students must carry the Identity card with them on all days and should produce the same as and when asked for.
- It is mandatory for every student to maintain proper discipline in the college campus. Any kind of act by the student that amounts to indiscipline will make her liable to imposition to heavy fine.
- A students shall be allowed in the examination only if she has obtained at least 75% attendance in all the subjects.
- Every student shall come to the college in proper uniform.
- Students are expected to maintain the highest standards of discipline and dignified manner of behavior 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 discipline and esteem of the college.
- A six-day working schedule from Monday to Saturday is followed classes are scheduled from 9.00 a.m. to 3.00 p.m.
- Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary action.
- Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets.

- Carefully handle the furniture, equipment, fixture and appliances of the college etc. misuse of the above could result in personal injuries or damage to the property.
- Misbehavior towards friends, use of threat or violence against members of the staff fellow students will be considered as very serious cases of misconduct.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- Students who intend to represent the college in inter collegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic pressure and competence of the students in the proposed event for participation.