

CODE OF ETHICS AND CONDUCT

Code of conduct for Principal

- The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.
- He has to Implement the new ideas and plan to execute the vision and mission.
- Promote institution interaction and inculcate research development activities.
- Listen to the student's ideas and set a supportive tone.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and student.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.
- Empower all his staff and students to reach their maximum potential.

Code of Conduct for Students

- Students are strictly instructed to carry college I card and wear clean, neat college dress-code.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
- Students have to present minimum 75% for lectures and practical.
- Students have to park their vehicles in at parking.
- As in co-education institute both boys and girls students have to maintain the harmonious relation in college campus.
- During leisure hours, students are advised to use the library, and computer lab.
- Students are strictly instructed to come in college on time
- Students should bring prescribed textbooks to the classes every day.
- Ragging in any form is strictly prohibited in the college.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty.
- Students should stay away from any anti-social activities.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.

Code of Conduct for Teachers

- Provide an innovative and quality education to students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Help, guide, encourage and assist students in their learning.
- Be good counselors and facilitators.

Code of Conduct for Non-Teaching

- Remain on duty during college hours.
- Maintain honesty, integrity, fairness in the Administration
- Adhere strictly to the laws and regulations of the college.
- Deal properly and positively with staff, students and the parents..
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.