



The college accords utmost importance to discipline and etiquette amongst staff and students. Hence, the college has a well laid-out code of conduct to govern the appearance and behavior of the students, Staff (Teaching & Non-Teaching) and the Principal.

CODE OF CONDUCT FOR STUDENTS

Code of Conduct for students illustrated in the Hand Book Circulated among the Faculty and Students

1. Strict discipline shall be maintained at all times on the college premises.
2. No student is allowed to enter or leave class room without prior permission of the lecturer concerned. When a student is asked to leave the class by any Lecturer for whatever reason, he/she must immediately obey the instruction. Student can approach the principal either personally or through the staff members of Teacher-Ward Counselling System to obtain solutions to any of their legitimate problems pertaining to education.
3. All the students of the College are expected to behave politely towards the staff members, and maintain harmonious interpersonal relations among them. The students should keep the college campus clean and green, for a healthy environment. Any charges of misconduct by student/s in any manner on the college campus, Disciplinary Committee consisting of Teaching Staff, disciplinary action will be taken basing on its report and the information available.
4. The parent or the guardian of a student must give an Undertaking to the effect that he knows the rules and regulations of the college, and his / her ward will be regular to the College and will maintain good character and conduct during the course of his/her study in the College.
5. To inculcate a sense of discipline , unity and a bond of brotherhood among the students of the College, the following uniform is prescribed, from Monday to Saturday in every week.(except Friday)
 - **Boys-students:** Trousers-snuff (dark) colour Shirt-Cream snuff checks
 - **Girl-students:** Punjabi dress with Cream snuff checks Top and snuff coloured bottom Chunni. **Foot wear:** Shoes or Chappals

All the students must attend the college in neat and normally tailored uniform. All the boy students are expected to attend the college with neat and normal hair-cut. Students who do not come in the prescribed uniform will not be allowed to the classes. Students are permitted to attend the College in Civil dress on Friday only.

6. No student must be a member or sympathizer of any organization, which directly or indirectly affects the discipline of the college.
7. Students are not permitted to resort to strikes and demonstrations illegally, and are not permitted to participate in any such activity. Any such violation will attract punishment.
8. Use of Cell Phones by the students in the class rooms is strictly prohibited.
9. In case any student is found to have indulged in ragging in the past or/and if it is noticed later that he has indulged in ragging the admission of such student/s will be refused or such student/s will be counselled / expelled from the college (in severe cases) , if admitted.

CODE OF CONDUCT FOR MEMBERS OF FACULTY

The members of faculty shall:

- Maintain decorum both inside and outside the classroom and be role model to the students.
- Be punctual and honest in service delivery
- Dress modestly and formally
- Respect the ideals of democracy, patriotism and peace
- Treat the colleagues in the same manner as they themselves wish to be treated
- Speak respectfully and render, in all possible ways, assistance for their professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Consider the rights and dignity of the students in expressing their opinions
- Motivate students to improve their personal attributes and at the same time

contribute to community welfare

- Encourage students to participate in both curricular and co-curricular and extensional activities.
- Inculcate research aptitude among students
- Be friendly towards students and not behave in a vindictive manner with them for any reason.
- Meet students after the class hours if needed and guide them
- Help the students to understand the importance of our national heritage, national goals, & national integrity.
- Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
- Be good counselors and facilitators in guiding the students.
- Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counseling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

PROFESSIONAL ETHICS FOR THE FACULTY

The Faculty Members should

- Report for duty in time and remain in the campus during working hours.
- Report for duty on the reopening day and the last working day of each semester.
- Sign the attendance register while reporting to duty.
- Always wear identity cards while inside the college premises.
- Perform their duties conscientiously.
- Avoiding using cell phones while engaging classes.
- Help, guide, encourage and assist the student in their curricular, co-curricular and extra-curricular endeavours.

- Recognize the difference in aptitude and capabilities of the students and meet their individual needs.
- Have an understanding of national heritage and national goals.
- Continuously monitor the performance of their wards.
- Be good counselors and facilitators of the students.
- Carry out academic, co-curricular and organizational activities that may be assigned to them, from time to time.
- Involve themselves in research activities for their professional growth.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities appropriately.
- Cooperate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the profession.
- Complete the syllabus on time and be accountable for good results.
- Be accountable to students.

CODE OF CONDUCT FOR NON-TEACHING STAFF

Non-Teaching staff should

- Report duty on time and remain in the campus during the working hours.
- Sign the attendance register while reporting for duties.
- Wear identity cards inside the college premises during working hours.
- Comply with the instructions issued by the higher authorities.
- Perform duties with sincerity and confidentiality.
- Avoid using phones during working hours.
- Dress neatly and modestly.
- Be conversant with the rules and regulations and the relevant procedures.

- Have updated knowledge about computer.
- Cooperate with the members of other sections.
- Behave with dignity and decorum to others.
- Respond to students enquiries with concern and ensure all possible help.
- Treat the students impartially regardless of caste, creed & religion, political, economic and social characteristics.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal should

- Be a dynamic and democratic administrator.
- Be punctual and sincere in work.
- Monitor all activities of the college campus efficiently and effectively.
- Periodically convene staff meetings to take appropriate decisions on College campus activities.
- Oversee the maintenance of College campus properties.
- Take initiatives in introducing new programmes/ courses related to the need of the hour and in upgrading the pedagogical inputs.
- Encourage the Heads of the Departments to organize conferences, seminars, symposia, workshops and special lectures.
- Be impartial and maintain cordial relationship with the members of staff, students and other stakeholders.
- Supervise academic and administrative work efficiently and effectively
- Acknowledge the academic excellence of the staff and the stake holders
- Be accountable to all stakeholders
- Facilitate good rapport between the management and the staff
- Give a patient hearing to the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the staff & students.

- Focus on the required efforts for the placement of the students in reputed companies.
- Be a responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

CODE OF CONDUCT FOR THE HEADS OF THE DEPARTMENTS

- The Heads of the Departments shall lead, manage and develop the departments.
- Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner.
- Be responsible for ensuring the educational progress and welfare of students.
- Be responsible for ensuring the educational progress and welfare of students.
- Involve themselves and other faculty in process of curriculum development and delivery.
- To supervise the attendance of students in Classes and laboratories.
- Represent the staff & students of the department in optimal ways in the statutory bodies.