




CODE OF CONDUCT FOR STUDENTS

All Students/ trainees must abide by the following-


1. Maintain punctuality, attend regular classes.
2. Help to keep the campus clean.
3. Take part in different co-curricular activities organized by the Institution.
4. Attend all College functions and activities during the entire session.
5. Maintain academic integrity.
6. Never make unauthorized use of the college campus.
7. Refrain from mishandling and tempering with library books or college computer system.
8. Respect in relation to gender, race, nationality, disability and religion.
9. Maintain peace inside and around the college campus.
10. Turn off all electrical equipments before leaving the class room.
11. Violent or threatening behavior is strictly prohibited.


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CODE OF CONDUCT FOR TEACHER EDUCATOR


1. To be punctual in relation to the working hours.
2. Remain in the campus till the end of the college hours.
3. Maintain honesty, integrity and fairness in all the activities.
4. Sign the attendance register and give bio-metric at the time of reporting and departure.
5. Exercise self-discipline and restrain at all times while dealing with other faculty members, students and staff.
6. Maintain decorum both inside and outside the classroom and set a good example to the students.
7. Willing to execute qualitative and quantitative work for the welfare of the college.
8. Don't divulge any official secret.
9. Expected to Volunteer, to take up extra classes for remedial teaching and other career oriented programmers as per latest information.
10. Continuous absence from duty should not exceed ten days.


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CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Remain in the college office during the college hours.
2. Report in time as per the working hours.
3. Maintain honesty, integrity and fairness in all activities.
4. Maintain decorum inside the campus.
5. Willing to be punctual and well mannered.
6. Avoid unethical practices.
7. Work closely with the faculty of the college in day to day activities.
8. Keep the labs clean assigned to laboratories.
9. Perform all assigned exam duties.



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CODE OF CONDUCT FOR ADMINISTRATORS

All Administrators must comply with the following-

1. Supervise all the administrative affairs of the Institution.
2. Constructively contribute towards the development of the Institution and student.
3. Maintain sensitivity of academic environment.
4. Must be completely conservant with the policies, rules and regulations of the Institution and should be prepared to implement them.
5. Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skill of the employees.
6. Provide inspirational and motivational value based academic and executive leadership to the institution.


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