



CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal shall chalk out a policy and plan to execute the vision and mission of the college;
- The Principal shall remain fair in his disciplinary actions towards all the members of faculty, non-teaching staff and students;
- The Principal shall always encourage all his/her staff and students to reach their maximum potential;
- The Principal shall monitor and manage to take remedial measures/actions based on stakeholders' feedback;
- The Principal shall ensure all his staff members and students to remain aware of rules, policies and procedures laid down by the college;
- The Principal shall recommend and forward communication to the Chairman of the college;
- The Principal shall take necessary action to execute qualitative and quantitative work for the welfare of the institution.



CODE OF CONDUCT FOR TEACHING STAFF

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college;
- All faculty members should prepare the Course File, well in advance, before commencement of the classes;
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Head of the Institution;
- No member of the teaching staff shall engage in any political activity within the college campus;
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events;
- All teaching staff must sign regularly in the attendance register every day which will be maintained by the head of the institution;
- The duties assigned to teachers consist of lectures/ practical/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities, as and when required;
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them;
- Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them;
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity;
- No faculty members shall act in any manner that violates the decorum or morality within the campus;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;



- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule;
- Seek to make professional growth continuously through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Refrain from inciting students against other students, colleagues or administration;
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students;
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors of the college. The college has a zero-tolerance policy towards sexual harassment.



Code of Conduct for Non-Teaching/Administrative Staff

- The normal working period for those in the category of non-teaching staff shall be from 8.30 a.m. to 4.30 p.m. with one-hour lunch break on all working days;
- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work;
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters;
- All Staff members must refrain from any form of unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students;
- All members of the staff shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.