

## **CODE OF CONDUCT FOR STUDENTS**

1. A student should carry his / her identity card while in the campus and produce it wherever he is asked to be any teaching or non teaching staff member of college.
2. A student must be present in the class at least 75 percent of the college instructional days.
3. Any misuse damage or loss of college property by a student shall be considered a serious offence and it will stand a legal punishment.
4. Any indecent behavior by male students towards female students is a serious offence and shall be dealt with legal action.
5. Any indecent and rash behavior towards college staff members shall be considered a punishable offence.
6. It is obligatory on the part of every student to abide by the rule and regulation made time-to-time.
7. A student should place his/her difficulties, complaints and damage through prescribed channel and manner.
8. A student must never provide any wrong information to the college. Any such attempt shall be legally persecuted.
9. Disrupting normal functioning of the college by any sort of fund raising or social, political demonstration on the campus will be dealt with legal action.
10. Ragging is a serious crime on the college campus and it shall be legally dealt as per government rules and regulations.

## **CODE OF CONDUCT FOR PRINCIPAL**

1. Principal should conduct the meeting of the committees duly constituted by him for the development of the college.
2. Coordination and motivation to the faculty and administrative authorities may be the mandatory role of Principal.
3. Principal shall also ensure quality assurance and he/she should be assisted by the Director, IQAC.
4. The Principal should promote industry institute interface for better employability of the students.
5. Principal should involve faculty members at different levels for various institutional activities.
6. Principal should closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charge.
7. Responsibilities to observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
8. Principal should hold meetings of Heads of Departments to analyze the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
9. Efforts to improve the overall well-being of staffs and students.

## **CODE OF CONDUCT FOR TEACHERS**

1. Teachers should handle the subject assigned by the HOD and complete the syllabus in proper as well as produce good results.
2. Mentor-Mentee system must be implemented effectively. Teachers shall monitor the respective group of students who are attached to them.
3. Assignment topics for each course must to be given in time to the students.
4. Teachers must be good counselors and facilitator and have responsibility to guides encourage and assist the students.
5. Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time-to-time.
7. Teachers are expected to be present in the college campus at least 10 minutes before the college beginning time.
8. Teachers should remain in the college as per the guidelines of UGC.
9. Teachers should sign the attendance register while reporting for duty.