

## **CODE OF CONDUCT OF OUR COLLEGE**

### **Code of conduct for student**

The college expects its students to conduct themselves in a disciplined and dignified manner in the college and outside. In this regard, some provisions are as follows:

1. Students shall obey all orders issued by the university or by the Principal of the college.
2. Students shall conduct themselves in a gentle manner both towards the members of the staff and towards their fellow students.
3. Students shall maintain perfect silence in the class rooms, laboratories and library room and resist from demonstration or disorderly behavior. They must not loiter in the corridors or in front of the class rooms or office rooms or library rooms and must keep as quiet as possible during college hours.
4. Students will not misappropriate, destroy, mutilate, disfigure or damage any college or university property, library books, furniture, apparatus etc.
5. No student suffering from any contagious or infectious disease will be permitted to attend the college.
6. For a break of discipline within or outside the premises of the college, the Principal of the college may: (a) impose a fine on a student and/or (b) suspend the student for definite period or (c) expel him from the college for such a period as he deems it fit.
7. The Principal may ask a student to leave the college, if he/ she consider such action necessary in the interest of the institution or may bring such matters of grave nature to the Governing Body for a decision without assigning any reason for that.
8. Ragging is strictly punishable and if found guilty maybe rusticated from the college.
9. The college is a plastic free zone so use of plastic is strictly prohibited.
10. Library hours and rules are to be strictly maintained by the student.
11. Smoking and drinking is prohibited in the college campus.
12. Use of computers, laptops and mobiles in the college campus is strictly for academic purpose.
13. Wearing identity card is mandatory in the college campus.
14. Bicycle, motorcycle, motor cars are not allowed within the main campus of the college premises. Parking is only allowed in the parking zone near the first gate of the college.

## **Code of Conduct for the Teachers**

1. Every teacher has to obey the orders of the Principal of the College.
2. Teachers must be aware that their class load is only 14 hours per week for Associate professors and 16 hours per week for Assistant professors and also they must be aware that they will be involved in any type of administrative and examination related works as and when required or guided by the principal.
3. Teachers are expected to be present on the college campus at least 30 minutes before any Examination starts in the college campus for which his/her duty is assigned.
4. The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
5. Teachers should sign the attendance register while reporting for duty.
6. Teaching staff are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
7. Any change in the class routine must be reported to the Principal in writing.
8. Teachers are expected to take up extra classes for students in the context of Career Oriented Programmes.
9. All department meetings of Teachers shall be held only after 2.30 p.m. and preferably not during class hours.
10. The College Authority expects all staff members to work as a team in institution and give full effort for upgradation of this institution.
11. Each Department should try to conduct at least one/two meeting(s) every month.
12. No teacher shall send circulars/distribute handbills to the staff or organize meetings in the campus without permission from the Principal.
13. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
14. All staffs will adhere strictly to the laws and regulations of the college.
15. Bicycle, motorcycle, motor cars are not allowed within the main campus of the college premises. Parking is only allowed in the parking zone near the first gate of the college.

### **Code of Conduct for the Non-Teaching Staffs**

1. Every staff has to obey the orders of the Principal of the College.
2. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
3. Non-Teaching staff must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
4. The prior intimation to the Principal is required (at least a day in advance) while availing any leave.
5. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.
6. Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipments properly and help the teacher during practical class.
7. Every non-teaching staff must report to duty at least 30 minutes in advance.
8. All non-teaching staff must maintain honesty, integrity, fairness in all activities.
9. All non-teaching staff must avoid social networking sites such as Facebook, WhatsApp etc during the working hours.
10. All non-teaching staff should respect and maintain the hierarchy in the Administration.
11. All non-teaching staff will exercise self-discipline and deal positively with staff, students and the general public.
12. Each staff will remain on duty during college hours.
13. All staffs will adhere strictly to the laws and regulations of the college.
14. Bicycle, motorcycle, motor cars are not allowed within the main campus of the college premises. Parking is only allowed in the parking zone near the first gate of the college.