

Code of Conduct and Ethics for Students, Teachers and Non- teaching staff

The purpose of Code of Conduct and Ethics is to provide a clear framework within which students, teaching and non –teaching staff are expected to conduct themselves. Institute strives hard to maintain a harmonious and healthy work environment with honesty, integrity, and respect at all levels. Individuals can use these guidelines in their everyday working. These guidelines are not exhaustive and are subject amendments from time to time.

Code of Conduct & Ethics for Faculty:-

1. Faculty are expected to fulfil their academic responsibilities as specified by the university and directed by the authorities of the college.
2. Prompt, regular and timely presence in class/laboratories during the scheduled class/laboratory hours is mandatory for every faculty.
3. For the quality teaching the faculty requires the continual, dedicated and diligent efforts. So every faculty must update his/ her subject knowledge.
4. In case of leave, illness or any other similar situation, the faculty shall arrange the alternative for his/her lectures or practical and inform to H.O.D./ Academic Dean / Principal.
5. Faculty members should respect the rights and academic freedom of students.
6. Faculty members are not permitted to conduct any private coaching or tuitions during or after the duty hours. However extra classes (beyond academic and laboratory hours) are permitted with the prior written approval of the competent authorities in campus **only for the benefit of the students and without any extra charges.**
7. Faculty members should not do any sort of discrimination with students on the basis of cast / race / religion.
8. Faculty members are strictly instructed to keep away themselves from any type of fraud or corruption.
9. Faculty must evaluate the student impartially without any bias for gender, race, caste, religion, etc.

10. Mentoring to students is a part of duties and responsibilities of any faculty member.
 11. Its mandatory for all faculty members to follow the college timing, dress code, rules and regulations, etc framed by the management and the competent authorities of the college.
 12. It is the duty of each faculty to make our campus healthy for education and ragging free for every student.
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Code of Conduct and Ethics for Students:-

1. All students are bound to follow the schedule decided by the competent authorities of the college.
 2. All students shall follow dress code except Wednesday.
 3. All students shall follow the college schedule and reach the college before 10 minutes of the commencement of the first lecture / practical .
 4. It is mandatory for all students to attend all the lectures and practical on time.
 5. In case of illness or any emergency students shall inform and submit leave application to H.O.D. through class teacher,
 6. It is strictly instructed that no student should take part in ragging or any other similar activity.
 7. It is mandatory for all students to pay the college fees and examination fees as decided by the **Shikshan Shulka Samiti** or State Government and affiliating university respectively.
 8. Each student shall maintain discipline in the classrooms, laboratories and library.
 9. All students shall complete their academic work on time and follow the rules of continuous assessment for the evaluation of class work/ home assignments / tests / tutorials / practical.
 10. Students shall not be involved in any destructive action in the college campus.
 11. Every student must behave properly while interacting with each other or with teaching and Non- teaching staff.
 12. Students must also participate in co-curricular activities / Social activities/ field trips / Industrial visitsetc.
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Code of Conduct and Ethics for Non- Teaching Staff :-

1. All non – teaching staff shall attend the college as per their schedule.
 2. The peons shall open the class rooms / laboratories before the arrival of the faculty and students.
 3. The sweepers shall clean the college toilets, washrooms and college campus regularly.
 4. The peons shall close all the departments properly after the college timing.
 5. Non teaching staff shall support faculty members in examination work.
 6. The office staff shall maintain the updated record of students' admission, their fees and scholarships...etc.
 7. The office staff shall keep the updated record of faculty members such as appointment orders, approvals, salary, professional tax, provident fund, income tax, etc.
 8. The librarian shall maintain the record related to library such as accession register, issue register, bills of books and journals, etc..
 9. The hardware in-charge shall maintain the record of all software and hardware available in the college.
 10. All non teaching staff is bound to help the faculty and students as a supporting staff.
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