

CODE OF CONDUCT AND PROFESSIONAL ETHICS

TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate in students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

I. Teachers should:

- (i) Adhere to responsible pattern of conduct and demeanor expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) See to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as : assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should :

- (i) Respect the right and dignity of the student in expressing his/her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop and understanding of our national heritage and national goals and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should :

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
- (iv) Refrain from allowing considerations of caste, creed religion, race or sex in their professional endeavor.
- (v)

IV. TEACHERS AND AUTHORITIES :

Teachers should :

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operating in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give the expect due notice before a change of position is made and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF :

Teachers should :

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution and
- (ii) Teachers should help in the function of joint staff-councils converting both teachers and the non-teaching staff

VI. TEACHERS AND GUARDIANS

Teachers should :

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings conveyed for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should :

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- (ii) Work to improve quality of education in the community and strengthen the community's moral and intellectual life :
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- (v) Retrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT FOR NON-TEACHING STAFF MEMBERS:

- a. The staff members are expected to be at their work place during the prescribed working hours.
- b. If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal through their HOD.
- c. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern, etc.
- d. The staff members shall not involve themselves in activities not conducive to their work during working hours.
- e. The staff members shall not engage in offering private tuitions..
- f. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
- g. No staff member shall indulge in any act of sexual harassment of any woman at any work place.
- h. The staff members shall not involve in political activities.
- i. Staff member shall not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- j. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
- k. No staff member shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.
- l. No staff member shall, except with the previous sanction of the management, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- m. No staff member shall, except in accordance with any general or special order of the management or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any staff member or any other person to whom he is not authorized to communicate such document or classified information.
- n. The Staff members should follow the dress code of the college.
- o. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination of services.
- p. If a staff member wishes to apply for a job in any other government institutions and organizations "No Objection Certificate" shall be obtained well in advance for the same from the Principal who in turn will have consultation with the management and then only he/she will be permitted to do so.

Code of Conduct for Students

- College working hours are: 08.30 am to 04.30 pm
- The College bell is given 10 minutes prior to the start of the morning and evening sessions. Late comers are not allowed to enter class without a note from the Principal. Without the lecturer's permission students are not permitted to leave class.
- The students are required to wear college Identity Card on all college working days. Failure to wear the college identity card will be treated as misconduct and such students will be barred from entering the campus and class room.
- As per university regulations, 75% attendance is compulsory. Otherwise, students cannot appear for the University Examinations. Absence from class must be justified with the concerned head of department. Absence for more than three days for reasons of health requires a medical certificate. Producing a medical certificate however does not entitle a student to get attendance.
- Participation in co-curricular or extra-curricular activities inside or outside the campus is not counted as absence from class. Attendance will be counted only when a copy of the participation certificate or a note from the concerned teacher is produced immediately before the HOD or an Officer authorised by him.
- Internal assessment is part of the evaluation. Please check the marks displayed on the notice board and bring any discrepancy to the notice of the Principal or HOD immediately. Change is not possible later.
- It is necessary to score a minimum of 40% to pass in any subject in the semester examination
- As per the university curriculum two internal examinations are conducted in every semester. Absence in these two such tests, even with medical certificate, cannot be considered and mark as present in these tests.
- The college takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits or obscenity which are punishable by fine, suspension or dismissal. The College is declared an alcohol-smoke-drug-free area and offenders face dismissal.
- Misbehavior outside the College, besides affecting the reputation of the College, has an impact on the student's community. The College reserves the right to take such action and make such rules are necessary in the interest of the general student community to deal with such misbehavior.
- Use of mobile phones is forbidden inside the academic blocks.
- The students are warned they must follow all the safety regulations while conducting practicals in the laboratories and the management is not responsible for any physical damage or mishap that might occur out of students negligence.
- Students are not allowed to misuse the internet facilities.
- Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited. Furniture in the class rooms should not be moved or displaced.
- Students vehicles may be parked and locked in the allotted place only. However, the College is not responsible for their safety.
- No Function shall be arranged by the students in the college campus without prior permission from the principal.
- College fees are to be paid within time which is display on the Notice Board. Students are requested to see the Notice Board regularly. A late fee of attracted those who will not pay time. Tuition and other fees refund rules are applicable as per the norms of admission authority. However Change of permanent address, refund of deposit may be claimed as per the Government rules from time to time.
- Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.

Rules and Regulations for Library

- Silence must be observed in the Library.
- Personal belongings are not allowed inside the Library.
- Every student of the college is eligible for membership of the Library,
- The Library can be utilized by the students and staff from 8 A.M. to 8 P.M. on working days.
- All students should sign the entry register of the Library, before entering.
- Every student of college can borrow only three books all together at a time.
- Principal is empowered to increase additional issue of books to whomever he feels necessary.
- Borrower's Cards are not transferable.
- Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
- Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition. Any damage should be reported immediately to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
- Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
- The borrowed book should be returned on or before due date, If not, overdue charge of Rs.2. per day for students will be collected.
- If the due date falls on holidays, return can be done on the following working day without fine.
- Misbehaviour in the library will lead to cancellation of membership and serious disciplinary action.
- A member who has lost borrower's card shall make a written report to the librarian, then original or duplicate library card will be issued on payment of Rs. 50/-
- The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's card.
- All final year students should return their library Card and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.

RULES AND REGULATIONS FOR INTERNET LAB

- Access to the Internet is a privilege, not a right.
- Students should enter the log-in and log-out time in the log note without fail.
- Students must produce Identity Card when demanded, to utilize the lab resources.
- Do not wear foot wears inside the lab.
- Students are not allowed to download pictures, music, videos or files without the permission of a staff.
- Log-on with your username and password for your use only. Never share your username and password.
- Food or drinks are not allowed to bring inside the computer lab.
- Do not install software's without permission.
- Do not remove or disconnect parts, cables, or labels.
- Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.
- Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.
- No Internet/Intranet gaming activities allowed.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
- Ask permission to print.
- Maintain silence inside the lab.
- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.