

## Handbook of Code of conduct

### Code of Conduct for student

It must be the responsibility of students

1. To adhere to institutional rules and regulations from college/hostel authorities to ensure the safety, health & wellbeing of student in the college/hostel.
2. To attend classes regularly. Minimum 75% attendance is compulsory to appear at university examination.
3. To not to get involved in any undesirable, anti-national & anti-social activities and maintain discipline.
4. To exhibit self-esteem and self-respect in college campus.
5. To not to damage or destroy or cause any loss to public, private or institute's property.
6. To behave in a dignified and courteous manner and show respect to the authorities, teaching, non-teaching staff, women and elders.
7. To follow decent and formal dressing manners.
8. To nurture and maintain vibrant academic, cultural and social atmosphere in campus.
9. To explore all educational opportunities and benefits available at the institute.
10. To not to indulge in ragging in any form.
11. To abstain from the use of alcohol, tobacco, drugs or any other intoxicants in the campus and hostel.
12. To follow the laws of country, human rights, cultural and social values.
13. To contribute towards the smooth functioning of the institute.
14. To follow civic sense in the institute's premises. To not to roam around aimlessly, crowd in front of offices or campus roads.
15. To refrain from using mobile phones in class room, library, computer centre and examination hall.
16. To discourage unauthorized entry of outsiders into the campus as well as hostels.
17. To obtain prior permission from authorities to exhibit any type of banners, flags, boards etc. inside campus, hostels, gate, building or compound wall.
18. To abstain from any form of procession, *dharna*, *gherao*, burning of effigy.
19. To not to bring two wheeler or four wheeler in campus.

20. Under suspension, to get prior written permission from authority, to enter in the campus or hostel.
21. To not to get involved in any case of criminal activity or violation of law and order in the institute.
22. To help in maintaining the campus neat and clean.
23. To follow all the rules and regulations of the University for appearing in any examination.
24. To restrict from any Verbal and nonverbal misconduct such as unfair comments, remarks, jokes, letters, phone calls, SMS, email. To avoid stalking in any form.
25. To develop and maintain a respectful and productive learning environment.

### **Code of Conduct for Teacher**

1. Report in time to as per the working hours of the institute and should be available in the campus. Working hours of the institute are 10.00 am to 17.00 pm.
2. Expected to arrive 10 min before arrival time and leave 10 minutes later of departure time.
3. Must sign Attendance Muster kept in office while reporting on duty.
4. To carry out academic, co-curricular and organization activities assigned.
5. To inform the authority regarding late reporting in the morning or leaving early in the evening. While late coming and early going for official or personal work, proper reason must be recorded in Late Muster or Movement Register besides logging into Biometric-Machine.
6. Is entitled for various types of leave (CL, ML and EL) as per the policy set by institution. Must obtain prior permission from higher authority at least a day in advance for availing CL, OD etc.
7. 12 days casual leave can be availed in a year.
8. Casual leave cannot be combined with any other type of leave.
9. Medical leave will be sanctioned for medical reasons only, after submitting medical certificate. Higher study leave grant is at the discretion of the management.
10. To attend college in formal uniform. Dress code for female staff members is saree with ID and for Male staff members is formal dress with 'Tie' and ID. Jeans, T-shirts, *chappals* and sandals etc. are not permitted.
11. Shall abstain from any immoral behaviour which may cause impairment to institution or management.
12. Not to involve in any form of political activity inside or outside the campus.

13. Shall not send circulars/distribute handbills to the staff, organize meetings in the campus without prior permission from the higher authority
14. Instructions issued by the higher authority through circulars must be complied with.
15. To not to use mobile while teaching in class.
16. Must attend all the meeting called by higher authority and other college functions like independence day, republic day, foundation day without fail
17. To respect learner's right and dignity without prejudice to gender, color, age, race, place of origin, language, sexual orientation, social economic background, family status religion etc.
18. To maintain honor and dignity of the profession.
19. To refrain from usage of corporal punishment, any cause of mental torture, improper manner, derogatory behavior and unfair practices towards students.
20. To not to engage in any private business and trade.
21. No discrimination against students.
22. Indulge in positive interaction and not to take advantage of students in anyway.
23. Must collaborate with administrators, fellow teachers and other employees in order to provide a safe and positive learning experience for students.

#### **Code of Conduct for non-teaching and supporting staff**

1. Report in time to as per the working hours of the institute and should be available in the campus. Working hours of the institute are 10.00 am to 17.00 pm.
2. Must sign Attendance Muster kept in office while reporting on duty.
3. To inform the authority regarding late reporting in the morning or leaving early in the evening. While late coming and early going for official or personal work, proper reason must be recorded in Late Muster or Movement Register besides logging into Biometric-Machine.
4. Is entitled for various types of leave (CL, ML, and EL) as per the policy set by institution.
5. To obtain prior permission from higher authority at least a day in advance for availing CL, OD etc.
6. 12 days casual leave can be availed in a year.
7. Casual leave cannot be combined with any other type of leave.

8. Medical leave will be sanctioned only for medical reasons, after submitting medical certificate.
9. To attend college in formal uniform. Dress code for female staff members is saree with ID and for Male staff members is formal dress with 'Tie' and ID. Jeans, T-shirts, Chappals and sandals etc. are not allowed.
10. Not to involve in any form of political activity inside or outside the campus.
11. Shall not send circulars/distribute handbills to the staff, organize meetings in the campus without prior permission from the higher authority.
12. Instructions issued by the higher authority through circulars must be complied with.
13. To respect learner's right and dignity without prejudice to gender, colour, age, race, place of origin, language, sexual orientation, social economic background, family status religion etc.
14. Non-teaching staff assigned to laboratories should keep the laboratories neat and clean.
15. Technical assistant shall report to laboratory in charge and HOD about any loss or damage to any article in the laboratory.
16. Technical assistant shall maintain separate register for articles damaged by the students.
17. Amount collected from the students towards damages shall be handed over to accounts department as per directions given by higher authority.
18. Non-teaching staff assigned to laboratories shall maintain stock register for all the articles.
19. Must carry out their duties as instructed by higher authorities.