

CODE OF CONDUCT FOR TEACHERS

- Every faculty member should adhere to the college's vision and objectives by following institutional norms and procedures.
- Each faculty member should prepare a lesson/teaching plan well in advance of the start of classes.
- All teaching staff members must be on time for class and follow the rules, the dates and times of various activities and events.
- Every faculty member must treat students fairly regardless of their academic standing.
- No faculty member shall act in a manner that offends the campus's decorum or morality.
- Seek continuous professional growth through study and research.
- Express free and frank opinion by participating in professional meetings, seminars, conferences, and other opportunities to contribute knowledge.
- Respect the right and dignity of the student in expressing his or her opinion.
- Instill in students a scientific outlook, respect for physical labour, and ideals of democracy, patriotism, and peace.
- In their interactions with colleagues, teaching staff, and students, all staff members must avoid any type of unlawful discrimination based on gender, sexuality, age, or marital status.

CODE OF CONDUCT FOR NON-TEACHING/ADMINISTRATIVE STAFF

- Non-teaching staff members' usual working hours are from 9.30 a.m. to 4.30 p.m., with a one-hour lunch break on all working days.
- All employees should conduct themselves in the most professional manner possible. They must be on time and disciplined in their task.
- Every member of the staff must maintain acceptable levels of confidentiality while dealing with student and staff records, as well as other sensitive information.

- In their interactions with colleagues, teaching staff, and students, all staff members must avoid any type of unlawful discrimination based on gender, sexuality, age, or marital status.
- In their dealings with students, other college personnel, and guests, all members of the staff must refrain from sexually explicit verbal, nonverbal, and/or physical misconduct.

CODE OF CONDUCT FOR STUDENTS

- Students are expected to attend lectures, tutorials, practical, and other extracurricular events according to the schedule.
- Students must get permission from the Campus prior to the University examination based on their attendance record and participation in college activities.
- Students who miss more than four weeks of classes must notify the Principal/Teacher in Charge in writing, otherwise their names may be removed from the College's rolls.
- A written request for leave must be presented to the principal in advance. In the event of illness, an application for leave should be filed along with a medical certificate (issued by a Registered Medical Practitioner) signed by a parent and countersigned by concerned teachers within "one week" of returning to school.
- Inside the campus, students must have their ID card.
- Students must assist in keeping the campus tidy.
- Mobile phone use is strictly prohibited during lectures. Any infraction will result in disciplinary action.
- Students must read notices and circulars posted on the bulletin board.
- Spitting, smoking, and strewing paper around the premises should be avoided.
- Students are not permitted to misuse or make unlawful use of college property or facilities.

- Students should not engage in any form of ragging or actions that result in harassment of other students.