

Code of Conduct for Students

1. Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
2. Regular & punctual attendance is compulsory for every student. The student has attended not less than 75% of the number of working days of the academic year.
3. No student of a college shall get herself involved in any political activity by him or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
4. Each student should carry his/her identity card inside the college which should be exhibited on demand. In case of loss of Identity Card Rs.200/- will be charged for issuing the duplicate Card.
5. No outsider is to be entertained inside the college premises without the prior permission from authority/teachers/staff.
6. The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
7. Students should not gather or loiter unnecessarily in the corridors.
8. Lights and fans have to be switched off before leaving the classroom to save energy.
9. It is the responsibility of each student to look up the notice board regularly to remain updated. Ignorance about the notices cannot be an excuse in any case.
10. No student shall shout slogans inside the class room, office or any other place inside the campus and obstruct or cause disturbance to everyday functioning of the institution.
11. For long and repeated absence on medical ground, students have to submit the prescription and certificate of a Registered Physician.
12. Students must be present in the class within the scheduled time.
13. Students must seek permission from the concerned teacher before entering or leaving during the lecture sessions.
14. Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009).
15. Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
16. The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
17. Consumption of tobacco in any form is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
18. Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
19. Students must dress themselves in a simple and decent manner.
20. Students must carry the Library cards with him or her to get the books issued / return.
21. Students are not permitted to use anyone else's Library & College ID cards.
22. All celebrations in the campus should be with prior sanction from the Head of the Institution.
23. There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students/officials/faculty members.

Code of Conduct for Teaching Staff

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties. The teaching staffs are expected to:

1. Maintain punctuality by reporting to college on time
2. Ensure the all-round development and well-being of the students by having a caring approach towards them
3. Be respectful towards their colleagues and other staff members
4. Follow the leave-taking rules of the college
5. Display due diligence in the performance of duty
6. Not to be engaged in any harassment of any employees of the college.

Code of Conduct for Non-Teaching Staff

The non-teaching staffs are supposed to assist and support the academic and administrative departments of the college and are expected to:

1. Maintain punctuality by reporting to college on time
2. Must follow regulations pertaining to attendance and discipline and report about late coming or leaving college early to Principal in advance
3. Be respectful towards their colleagues and other staff members
4. Follow the leave-taking rules of the college
5. Display due diligence in the performance of duty
6. Not to be engaged in any harassment of any employees of the college