

Code of Conduct Handbook

For Students:

DO's

- Students must carry identity card and produce it to the authorities on demand.
- Students must follow college dress code (Pink coloured shirt and navy blue trouser except Thursday) during regular college hours, placement drives and examinations.
- Entry and Exit from the college should only be through designated points/gates.
- Students must follow ethical code of conduct and project their image like dignified, respectable citizens of the Country.
- Students should attend all classes regularly and participate fully in all learning and assessment activities.
- Students should regular attend Academic and co-curricular Activities.
- The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
- Submission of assignments, projects, seminar work, etc. should be done regularly and it is part of continuous evaluation leading to their term work marks.
- Students should ensure minimum 75% attendance in each subject otherwise they won't be eligible to appear for the examinations.
- Students should read the notices/circulars regularly (communicated through notice boards, emails, what's app, etc.) so as to get timely updates.

DON'Ts

- Students should not litter (throw any kind of items such as waste paper, fruit peels, tea cups, plates etc.) within the campus premises.
- Smoking/consumption of alcohol, drugs, and intoxicants is a health hazard and is strictly prohibited.
- Ragging, physical assault within the campus or outside the campus is strictly prohibited. Any form of ragging is a serious offence anywhere inside or outside the

campus and the same is punishable as per the University and Ministry of Human Resources Development's guidelines/rules.

- Use of cell phones is strictly prohibited during lecture and practical session.
- Eating and chewing tobacco is strictly prohibited in college campus.
- Use of crackers, on any occasion by students is strictly prohibited.
- Any damage to the assets of the institute is a serious concern and will be punished severely besides being penalized for the cost of damages.
- Students should not remain absent without prior approval of the Class Teachers/Teacher Guardians/Heads/Deans.

For Faculty

- Code of conduct forms an integral part of culture of the institution. Faculty should follow code of conduct strengthening duties, responsibilities towards colleagues, students, parents, government and all the stakeholders of the institution.
- Followings are the different aspects of the code of conduct for faculty:
- Working cooperatively and collaboratively with others to achieve institute and system goals
- Developing and maintaining constructive professional relationships with industries, parents and students.
- Accepting responsibility for their own professional learning and development
- Engaging in reflective practice and developing their professional knowledge and teaching skills
- Acting in a manner which promotes confidence in the integrity of the public service and the profession
- Treating students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations
- Being committed to the students, their learning and overall work culture

Teachers demonstrate a high standard in teaching and learning by:

- Working to achieve high level outcomes for all students

For Administration

The administrative professional:

- Shall act as a trusted agent in professional relations, implementing responsibilities in the most competent manner.
- Shall familiarize themselves and others with the Institute policies which are relevant to their responsibilities.
- Shall adhere to the institutional policies to the best of their ability.
- Shall maintain an unbiased and consistent professional tone in all their interactions with colleagues and stakeholders.
- Shall not promote their personal, religious, political, social, or business agendas.
- Staff must use computing and communication facilities and services only for the purposes for which they are authorized to.
- Technologies must not be used to access, use or distribute materials which are obscene or that might be perceived by others as harassment or intimidation.
- Administrative staff will abide by all copyright laws applicable in all aspects.
- Shall strive to maintain and enhance the dignity, status, competence, and standards of the profession and demonstrate courtesy and respect in all dealings with students, academic employees, and support staff
- Shall be fully conversant with all aspects of the Institute's policies and procedures
- Shall be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected from them
- Shall practice financial responsibility to ensure that all expenditures fall within sanctioned budget for the given financial year