

## **Code of Conduct for students**

1. The Student undertakes to maintain high standards of discipline and good behavior
2. The Student will not cause any damage to the College property. Any damage caused by me to the property is punishable individually or collectively.
3. The Student will not collect money from any one for any purpose without the permission o the Principal.
4. The Student will not organize or attend any meeting within the college or circulate among the students any notice or literature pertaining to any activity which does not have the sanction of the administration.
5. If the Student absents from the classes for two weeks or more at a stretch without information to the class-teacher OR the Principal it can be deemed that he has left the college.
6. The Student must understand that performance in the tests / examinations assignments will be counted for deciding internal assessment marks along with attendance.
7. The Student will understand that the college will not provide parking facility for four wheelers.
8. The Student should understand that possession of mobile phones of any variety on the campus is prohibited. If found in his/her possession, the instrument may be confiscated.
9. The Student will abide by all other rules and regulations laid down by the college.

10. The Student will not indulge in ragging. If found guilty the college may expel him/her besides initiating criminal proceedings against me.
11. He/she shall be regular and must complete his/her studies in the Institute.
12. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Principal
  - a. As a result of such relieving, the student shall be required to clear pending Library dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
13. All students must uphold academic integrity, respect all persons and their rights, property and safety of others.
14. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
  - a. Any disruptive activity in a class room or in an event sponsored by the Institute
  - b. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
15. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institution authorities.
16. Students are not permitted to provide either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission to any person.
17. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

18. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
19. Theft or abuse of the Institution computers and other electronic resources such as computer and electronic communications facilities, systems, and services which include unauthorized entry, use, tamper, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computer networks, and other restricted facilities and interference with the work of others is punishable.

# Code of Conduct for Teachers

1. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals.
2. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.
3. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
4. Manage their private affairs in a manner consistent with the dignity of the profession.
5. Seek to make professional growth continuous through study and research;
6. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
7. Maintain active membership of professional organizations and strive to improve education and profession through them;
8. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
9. 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 counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
10. Participate in extension, co-curricular and extra-curricular activities including community service.

11. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
12. Aid students to develop and understanding of our national heritage and national goals;