

## **CODE OF CONDUCT**

### **CODE OF CONDUCT FOR PRINCIPAL, TEACHERS AND STUDENTS**

#### **Code of Ethics for Principal**

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

#### **Code of Ethics for Teachers**

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.
  - **SPECIFIC DUTIES OF HOD:**
    - Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
    - Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
    - Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table. • Should convene meetings of Faculty to review activities of the Department.
    - Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge.
    - Should monitor students' development and problems through feedback and counseling.

#### **DUTIES OF LAB-TECHNICIAN:**

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.

- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab. • Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

The following traits are expected from the Non-teaching staff. He / She must

- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.

### **Code of Conduct for students**

1. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus.

3. The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
4. During leisure hours, students are advised to use the library.
5. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
6. Late comers are forbidden from entering the classrooms.
7. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
8. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
9. Defacing the blackboards of walls will be severely dealt with.
10. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
11. Students should stay away from any anti social activities.
12. Students should stay wear their identity cards inside the campus daily.
13. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
14. Ragging in any form is a serious offence and it will be dealt with severely.
15. Visitors are not allowed to meet the students in the classrooms.
16. Students should take care of their belongings. The institution will not be responsible for any loss.