

## **COLLEGE CODE OF CONDUCT**

This Code of Conduct is going to be a guide and a help to all college staff and students. It sets out standards of conduct which staff and students are expected to follow when within, or representing the college. This code is not exhaustive but is written to assist staff and students. The underlying purpose is to ensure that the college provides a high quality service to its pupils and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of the college. It has been drafted to comply with college Policies and Procedures. Staff and students are requested to read this Code carefully and consider the issues which it raises. The Principal should also ensure that all staff are aware of the Code's contents and are fully conversant on its implications.

### **CODE OF CONDUCT FOR STAFF**

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.

- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority. All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

## **CODE OF CODUCT FOR STUDENTS**

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College
- It is mandatory to attend the prayer.
- All students are expected to remain present in the class within the time as late coming highlights the poor administration of college.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.

- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students shall come to the college in approved uniforms and wear their identity cards.
- Students are expected to maintain silence in the academic buildings to maintain the decorum.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the dustbins kept.
- Consumption of tobacco in any form and smoking are strictly prohibited.
- It is strongly advised to refrain from activities such as scribble or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- Carefully handle the furniture, equipments, fixtures and appliances of the college.
- Political activity in any form is not permitted in the College campus.
- ragging is objectionable and liable to be treated as criminal offence.
- Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- Students are not permitted to use mobile phones within the class rooms.