Code of conduct

Principal

Staff

Students

Non - Teaching Staff

Technical Staff

Code of conduct

The Principal should

* Be a dynamic & democratic administrator.
* Be prompt, sincere and painstaking in administration.
* Be an effective and efficient monitor.
* Muster and hold all meetings periodically regarding college activities.
* Have zeal to introduce new courses according to the need of the hour.
* Motivate the departments to organize seminars, workshops and conferences.
* Be unprejudiced and uphold cordial relationship with the staff members.
* Treat the staff with courtesy and dignity.
* Promote good rapport between management and staff.
* Redress the grievances of the staff, students and parents then and there.
* Insist discipline, sincerity, loyalty, punctuality and accountability of the students and staff.
* Persuade the efforts for placement of the students.
* Work within the frame work of relevant legislations and regulations of the Management.
* Create an environment where students become an active agent in the learning process and develop lifelong learning skills.

The staff members should

* Be a role model to students.

* Be dressed modestly, neatly and maintain decorum inside and outside the premises.

* Must treat the students with courtesy and dignity.

* Maintain cordial relationship with the colleagues.

* Keep away from the consideration of caste, creed in the professional endeavors.

* Motivate the students in curricular and co-curricular activities.

* Treat the students impartially devoid of creed, religion and social characteristics.

* Be a good counselor and mentor.

* Provide better assistance to the students after class hours if needed.

* Co-operate and support the institution in academic and non-academic and in co-curricular activities.

Students must

* Obey the rules and regulations of the college.

* Respect and support the college in all activities.

* Wear ID card inside the campus.

* Present inside the class on time.

* Attend Inter religious prayer (General Assembly) without fail.

* Give attendance in the beginning of every hour.

* Maintain discipline inside the class and the premises.

* Not scribble on the walls, door and do not damage the properties of the college.

* Not bring cell phone to the college.

* Not rag the juniors inside the campus

* Dress modestly and avoid wearing leggings, jeans and short chudidhar to the college

* Pay penalty, if they are late to college

* Pedestrian's, Private Vehicle users must get prior out pass to go outside and use their transport.

Non-Teaching Staff should

➢ Report to duty in time and remain in the campus during the working hours.

➢ Sign the attendance register while reporting to duty.

➢ Comply with the instructions issued by the higher authorities.

➢ Perform duties with sincerity and confidentiality.

➢ Avoid using cell phones during working hours.

➢ Be conversant with the rules and regulations and the relevant procedures.

➢ Have updated knowledge about computer.

➢ Cooperate with the members of other sections.

➢ Behave with dignity and decorum to others.

Technical Staff should

➢ Be present in the laboratory during working hours.

➢ Keep the equipment and the laboratory neat and tidy.

➢ Maintain the machinery and equipment regularly.

➢ Maintain the stock registers properly.

➢ Be thorough with all the experiments conducted in the laboratory.

➢ Support the staff-in-charge while conducting practical classes.

➢ Switch off fans and lights and lock the doors after the classes are over.

➢ Help the staff members during stock verification.

➢ Respond to students' enquiries with concern and ensure all possible help.