

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.
- * Come in proper Top knot.

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.
- * Not loiter in the campus during class hours.
- * Not walk on the lawn.

- * Cover the library books which they access to borrow from the library.
- * Not pluck any herbal plants.
- * Not ride the motorbike without Helmet & License.
- * Maintain the campus litter free.

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.