



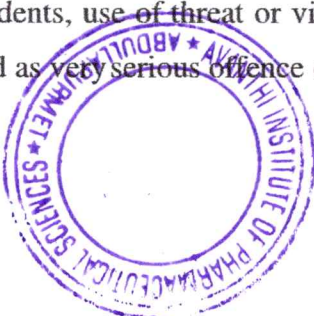
CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS:

The code of conduct for students is meant to promote professional behavior and academic integrity, leading to an effective learning environment that enables students for meaningful professionals.

Code of conduct:

- i. Students are expected to maintain the highest standards of discipline and dignified behavior inside the campus as well as outside the campus. They should follow by the rules and regulations of the College and should act in such a way that protects the dignity and integrity of the college.
- ii. Students are ensuring to strictly follow the 6-day work schedule i.e., Monday to Saturday (9AM-4.20 PM). Students must attend classes regularly as per the time table in order to achieve the academic standards.
- iii. Students must pay fees like; tuition fees, bus fees and mess bills etc. in advance to
- iv. Avoid fines.
- v. Harassment of juniors or ill treatment co students or any such form of ragging is strictly objectionable in the campus. Those students are violating this offence; they are liable to face criminal offence as per orders of the Supreme Court of India.
- vi. All students must ensure to be attending in the class within the specified time. Late comings will be punished as per the rules in order to loss of attendance, leading to shortage in attendance.
- vii. No student shall enter or leave the class room when the class work is going on. Without the prior intimation to the concerned faculty.
- viii. Students have to report to the lab directly within the stipulated time with observation book and record without fail,
- ix. Misconduct with girl students, use of threat or violence against members of the staff or co students will be treated as very serious offence of misconduct and




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Liable to face penal action.

- x. Students must ensure to be present for all the sessions in seminars/project presentations etc.
- xi. Students can leave the campus during class hours only after getting prior approval from the concerned authority.
- xii. All students shall leave the classes immediately after 4.20 p.m. No students shall wander or gather in College compound or corridors and staircase etc. However, they can spend time at the college library after the college hours.
- xiii. While travelling by the College bus, students should maintain discipline.
- xiv. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned authority. Application for medical leave should be accompanied by valid medical certificates.
- xv. Students shall come to the college in approved dress code with formal shirts tucked into trousers with belt and shoes.
- xvi. Students shall not ride bikes without helmet and avoid riding high-powered vehicles inside the campus during College hours.
- xvii. Students are expected to be maintaining discipline and decorum in the academic buildings; and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- xviii. Students are encouraged to make use of the library, common computing facilities as well as engage in professional activities or any other program authorized by the college beyond class hours.
- xix. Access to academic buildings beyond the stipulated timings and on holidays without written permission from the concerned HOD will be treated as a case of trespassing, it Ideas to disciplinary action.




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- xx. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned HODs; and the selection will be based on parameters such as academic performance, attendance, conduct of the students, etc.
- xxi. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically strong, mentally fit and socially sensitive.
- xxii. Students must keep the campus neat and clean and should not throw waste in the campus except in the dust bins provided in the campus.
- xxiii. Students are strictly advised to refrain from activities such as scribbling or writing on walls, doors or furniture which could deface the college and destroy the ambience of the college.
- xxiv. Students are advised to carefully handle the furniture, equipment, fixtures and appliances of the college and laboratory. Careless handling or misuse of the above could result personal injuries or damage to the property follow safety precautions near moving machines and electrical installations. In the event of damage to the property, the concerned students should responsible and they have to bear the cost of replacement/repair with fine.
- xxv. Any violation of the above rules they will be penalize in the form of warning, fine or complaint to parents or any course of corrective measure as found suitable by any staff member or the higher authority of the Institution.
- xxvi. In case of any instance of non-compliance to existing rules or any observed matter/behavior
- xxvii. That deviates from the vision and mission of the college, all the staff members are empowered to initiate disciplinary action by filling in a standard form, leading to the constitute of a grievance committee for further proceedings.



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CODE OF CONDUCT FOR FACULTY AND STAFF:

Every employee shall be governed by the following rules and is liable for all consequences in the Event of any breach of rules by him / her.

- a) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his/her official dealings. An employee shall be courteous and polite in his/her dealings with the Management, Principal and other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- b) An employee shall be required to observe the scheduled working hours during which he//She must be present at the place of his / her work.
- c) No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave college except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the institution.
- d) No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or any activity.
- e) No employee shall make any statement, publish or write through any media, which has an adverse impact/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary benefits or not.
- g) An employee against whom an insolvency proceeding is pending before a Court of Law shall forth with report full facts to the College.



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- h) An employee against whom any criminal proceedings are initiated in the Court of Law shall immediately inform the competent authority of the college with full details.
- i) No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the College which has been the subject matter of criticism or attach defamatory character.
- j) 'Whenever an employee wishes to put forth any claim or seeks readdress of any grievance, he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/ her application to any higher authorities unless the competent authority has rejected his/her claim or refused readdress of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or misconduct of duty or does an act detrimental to the interest of the college is subject to an enquiry or punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management is final
- l) No employee shall engage in strike or incitements, there in or similar activities such as absence from work or neglecting of duties or participate in hunger strike etc. Violation of the rules will amount to misconduct and attract quantum punishment.



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CODE OF CONDUCT FOR LIBRARY:

All library users are expected to respect the rights and property of others and to treat library resources and facilities with appropriate care and respect.


Library users will:

- Comply with library and college
- Present photo identification upon
- Leave the library at closing and limit use of the library to authorized areas

Prohibited activities:

- Behavior that infringes upon the rights of other library users or staff is prohibited. Prohibited activities and behavior include, but are not limited to, the following:
- Making noise, including loud conversations, talking on cell phones,
- Consuming food or Refusing to show ID or submit possessions for inspection to library or security staff upon Defacing or damaging library materials including underlining, highlighting, writing, using paper clips, removing pages, taking pictures, or using security
- Monopolizing, misusing, or damaging library furniture, building or
- Violating copyright or digital licensing
- Loitering, including refusing to leave the library promptly at
- Denying others access to library materials through theft or deliberate
- Using alcohol, tobacco or controlled Selling, soliciting or petitioning in the Library; posting or distributing materials without
- Exhibiting any threatening or intimidating behaviors, g., abusive language, threats of violence or harassment.
- Engaging in any sexual activities including, but not limited to: consensual touching, unwanted or inappropriate advances or touching, harassment or indecent




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