

::Code of Conduct::

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

1. The student shall be regular in the classes and must complete his/her studies in the Institute.
2. In the event, the student is forced to discontinue studies for any legitimate reasons, he/she may be relieved from the Institution subject to the written consent of the College Authority.
3. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked. The College believes in promoting a safe and efficient climate by enforcing behavioral standards.
4. Students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.
5. Students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.
6. For any forms of misconduct, the Students should refrain from, include:
 - a. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.

- b. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
- c. Any disruptive activity in a class room or in an event sponsored by the College.
- d. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
- e. Participating in antisocial activities including
- f. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- g. Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
- h. Rash driving on the campus that may cause any inconvenience to others.
- i. Students are expected to be careful and responsible and exercise restraints while using the Social Media.
- j. Thievery or abuse of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, etc.
- k. Should not be involved in decimating any other at the college campus or premises.
- l. Students must follow the dress code and wear identity cards while moving in and out in campus.

Code of Conduct for Teaching and Non-Teaching Staff:

- 1. The staff members are expected to be at reach and report at defined time slot and be present at the work station during the working hours.
- 2. In case of any unavoidable circumstances one has to leave the work place, prior written permission should be obtained from the Principal through the Head of the Department.

3. Leave of any kind except medical must be enjoyed upon prior permission of the Principal through the Head of the Department.
4. The staff members shall not involve themselves in kind of antisocial activities or activities not conducive to their work during the working hours.
5. The staff members shall not engage themselves in offering private coaching/tuitions.
6. Staff members are always encouraged to take up assignments like consultancy/research projects etc.
7. Staff members are prohibited from accepting valuable gifts in any form from the students /parents/companies having business transactions with the college.
8. Extra ordinary performance of faculty members will be liable for receipt of awards/perks.
9. The staff members are not expected to involve in any kind of political activities.
10. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
11. Any breach/violation of any of the above conduct rules are liable for disciplinary action.

Principal:

1. He/she is the key person/ex officio having clear vision of the institution and knows the mission of its achievement.
2. Principal being a bridge between staff, institutional management and Government he/she suppose to perform his/her duty without any kind bias or ill thoughts.
3. He/she monitor/administer and conduct academic activities of the college by balancing management and other staff working under his guidance.

4. To keep track of institutional performance by means of keeping strict vigil on academic growth of students, research performance of faculties, solving issues and problems raised by students and other stakeholders including staff members too.
5. He/she has to regularly conduct meetings/motivate faculty members for enhancement in their performances from time to time.
6. To conduct the induction program for newly recruited faculty members, newly admitted students so as to make them aware about the institutional hierarchy and rule and regulations etc
7. He/she has to judge the capabilities of faculty members so as to assign new task for the development of institution.
8. To maintain good rapport with the stakeholders, university authorities, government officials and other public.

Head of Department (HoD):

1. To follow the academic time table for the department development
2. To monitor and conduct academic activities of the department as per suggestions given by Principal.
3. To collect the department faculty feedback from students about syllabus and take the remedial actions.
4. To plan and take the necessary actions for improvement of department results and academic performance.
5. To coordinate term work assessment and conduction of practical/oral examinations as per University/institute rules and regulations.
6. To maintain discipline and enforce rules as laid down by the institute.
7. To maintain necessary academic records.
8. To monitor the day to day activities of the department.

9. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
10. To conduct regular meetings with teaching, non teaching staff and students of the department.
11. Solve the quarries of staff working under his/her control and students arising from time to time.
12. To prepare, submit and take follow up of department requirements and budget needed.
13. To execute any other work assigned by the Principal.

Teacher:

Teacher includes all cadre categories as Associate Professor and Assistant Professor, he/she will bear the responsibilities:

1. To follow time schedule for teaching and learning process, conduct regular classes, test assignment and monitor the development of students.
2. To follow all rules and regulations as laid down by the college which includes working time, signing of the muster, updating leaves, submission of various documents, etc.
3. To work sincerely to execute all duties towards academics like teaching planning, conduction of lectures, practical's, seminars, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
4. To use innovative teaching aids and adopt innovative teaching learning methodologies.
5. To counsel students and conduct extra lectures/bridge course/remedial course/counseling classes for students subject understanding.

6. To organize/co-ordinate/attend various faculty development programs like seminars/workshops/conferences etc.
7. To participate proactively in any research and development activities conducted in the department/institute.
8. To complete the work assigned to him/her in time.
9. To perform other academic/administrative duties assigned by Head of the Department, Principal from time to time.

Librarian:

1. To implement all library rules as defined by the institutional administration and management from time to time.
2. To ensure that documented library management system is followed at various stages of library processes.
3. To develop and make lucid and efficient work system for functioning of the library.
4. To pursue the receipt of book requirements from every department and place it in library committee meetings.
5. To recommend for procurement of recommended books, daily newspapers, journals, magazines, other online resources as suggested by faculty members and students.
6. To display all technical articles, literature and new arrivals.
7. To circulate and distribute magazines, literature etc. to faculties, students and maintain its proper records.
8. To penalize for misuse and improper handling of books or at library by any one by any mean.
9. To follow all service rules and regulations laid down by University, institute and execute any other work assigned by the Principal.

Non-teaching staff:

Non-teaching technical staff includes office superintendent, clerk, laboratory technicians, laboratory assistants, laboratory attendance etc:

1. To prepare the laboratories for smooth conduction of laboratory practical sessions.
2. To assist faculty and students during laboratory sessions.
3. To maintain stock register, instrument issue register and utility record.
4. To conduct installation of new equipments and maintenance of existing equipments.
5. To ensure continuous electric supply/water supply during assigned hours.
6. To support and follow works assigned by teacher, head of the department, principal from time to time.
7. To provide secretarial support to the college administration and management.
8. To maintain general discipline, safety, cleanliness of premises, hostels, etc.
9. To handle the student section, stores and purchase section, maintenance related activities.
10. To ensure that documented office management system is followed at various stages of administrative processes.
11. To execute the admission process and examination process of students.
12. To follow all rules and regulation laid down by University/institution from time to time for all staff members.
13. To maintain the records of students i.e. admission, examination etc in a very classified and systematic manner.
14. To maintain the record of faculty members i.e. academic, research and other developments.
15. To keep record of all financial transactions of institute which includes fees collections, salary disbursement, other payment release etc

16. To communicate the authorities about various administrative requirements and fulfillments.
17. To correlate the work culture between teaching and non teaching staff members.

Coordinators of academic committees

Essential and necessary academic committees that play important role in academic, student's development coordinated by faculty members must follow:

1. To maintain record of students/faculty academic developments
2. To collect data from office, department about students, faculty members and provide them an opportunity to perform well by organizing various events.
3. To organize regular meetings with students and faculty members to understand their issues and problems.
4. Counsel all such stake holders through proper ways and maintain its record
5. Conduct activities where one should learn about rule, regulations, rights and responsibilities.
6. Allow industry academic interactions so as to learn about updating and understanding different schemes.
7. Appraise the faculty members/students for their outstanding performance.