

14. Policy for Code of Conduct

Introduction:

The basic purpose of education is to create knowledge, skill and awareness of our national heritage and the achievements of human civilization, possessing a scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism, peace and the principles enunciated in the preamble of our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. In order to achieve this the institute aims to inculcate ethical principles and practices among the staff and students.

Objective:

- To define, implement and monitor the code of ethics among staff and students.

Scope:

- This policy covers code of conduct to be adopted by students and staff.

Implementation:

Code of Conduct for Students

The students:

- Should maintain discipline in the college.
- Should put a minimum of 75% of attendance to appear for the examination as per the university norm.
- Should participate in curricular, co-curricular and extra-curricular activities organized by the college.
- Should prepare thoroughly for examinations and should not indulge in any kind of malpractice.
- Not allowed to use mobiles in the classroom and library.
- Should not involve in any Ragging and indisciplinary activities that violate the rules of the college.
- Resident students should abide by the rules prescribed by the Hostel authorities and utilize all available facilities effectively.
- Should not involve in any unofficial activities outside the college.
- Should maintain cleanliness in the campus.
- Should utilize property of the college properly.
- Should foster ideals and doctrines of the college.
- Should adhere to human, ethical and moral values in and outside the college.

Code of Conduct for Teachers

The teachers:

- Should maintain dignity and decorum of the post.
- Should prepare teaching plan of the allotted courses.
- Should motivate the students to participate in co-curricular and extracurricular activities.

- Should perform his/her duty honestly.
- Should be available for consultation to students.
- Should inculcate patriotism and discipline among students.
- Should not indulge in any prejudice of caste, creed or religion.
- Should work towards betterment and growth of the Institution.
- Should not engage in any unofficial activities in and outside the college.

Code of Conduct for Administrative Staff

The administrative staff:

- Should look after student's admission and examination.
- Should be well versed in e-administration.
- Should perform all professional activities through proper channels.
- Should develop co-operative and friendly relationship with faculty members, parents/guardians.
- Should not involve in unethical practices.
- Should not involve directly or indirectly in any activities that will bring down the fame of the college.

Code of Conduct for Supporting Staff

The supporting staff:

- Should give importance to cleanliness of the institution.
- Should not involve in unethical practices.
- Should not involve directly or indirectly in any trade or business.



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