

## **-: CODE OF CONDUCT :-**

### **INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

- ✚ The students must strictly follow the disciplinary rules and regulations of the Institute.
- ✚ College timings 7.30 A.M. to 12.30 P.M. Students should be punctual to their classes.
- ✚ The students should carry identity card with him / her regularly, wear them in the college. The identity cards should be produced when demanded by the authorized persons of the Institute. Students should wear their College Identity Cards in the College. Without identity cards they will not be allowed in college premises.
- ✚ 75% attendance is mandatory to appear for Internal Assessment Tests, Semester Exams. A student shall be allowed to appear in the examination only if he/ she has obtained at least 75% attendance in all the subjects.
- ✚ Ragging is strictly prohibited in the college. Strict action will be taken against students if they are found indulged in ragging, eve teasing, molestation, harassment, bullying other students etc.
- ✚ Students are strictly prohibited against any anti-institutional, anti-national, antisocial, communal, immoral activities within the Campus.
- ✚ Use of mobile phones in the College is not allowed. The students should switch off their mobile phones while in the classroom, Library etc. as per notification. Mobile phones are strictly prohibited in the exam hall during the examination.
- ✚ Absolute silence must be maintained in the classrooms, library and campus. If any student is found shouting or creating nuisance, disciplinary actions will be taken against him/her.

✚ Students should check the Notice Board regularly and upgrade themselves with the information related to examinations, fees submission, co-curricular activities, extra-curricular activities or other institutional activities/ programmes being displayed time to time on the notice board.

✚ Students should maintain Cleanliness in the class rooms and in the College.

✚ Students should visit the Library during free lectures or as and when required.

✚ Students should be dressed neatly and decently.

✚ Students should not communicate, transfer or pass on any cheating / copy / writing material to one another in any manner during the examination.

✚ Damage to the college property would attract punishment and compensation for loss caused. Students shall use the waste bins for disposing waste materials in classrooms and campus.

✚ Students have to park their vehicles in line in parking zone. One specific zone is reserved for physically disabled students. Other students are strictly prohibited to park their vehicle in that reserved area.

✚ For all Educational tours students have to take undertaking from the Parents.

✚ Visitors are not allowed to meet their wards during college hours unless or until they are permitted by the principal. Unauthorized entry of outsiders into the campus is also strictly prohibited. Without prior permission of the principal, students are not allowed to bring outsiders in the College campus.

## **INSTITUTIONAL CODE OF CONDUCT FOR TEACHERS**

- ✚ All the faculty members should abide by the rules and regulations of the Institution as circulated from time to time.
- ✚ Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere. The teachers should not leave the college campus during college hours without the prior permission of the principal.
- ✚ They should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- ✚ The teachers shall perform their duties faithfully and will not avoid any responsibility assigned to them. They should co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand. They should co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- ✚ All faculty members should work in cooperation and collaborative manner with others.
- ✚ Every staff member shall maintain the confidentiality of the College affairs and shall not divulge directly or indirectly any information of confidential nature to any outside agency.
- ✚ The teachers shall be committed to a holistic vision of education which aims at the all-round development of students.
- ✚ The faculty members should deal with all the students impartially regardless of their religion, caste, or class.
- ✚ The faculty members shall not indulge directly or indirectly in any malpractice or unfair means in teaching, examination, administration.
- ✚ Teachers are barred from using mobile phones during teaching hours and examination duties.

### **CODE OF CONDUCT FOR MENTOR AND MENTEE PROGRAMME**

- ✚ Specific number of Students shall be assigned to teaching faculty who will enact as mentor.
- ✚ The mentee shall meet the mentor regularly and will be attached to the same mentor for the entire duration of the programme of his/her study.
- ✚ The mentor shall record the outcome of the meeting conducted with the mentees. The details about each mentee will be recorded and periodically updated.
- ✚ The mentor shall also note the details of those students whose performance is below average. The mentor shall interact with the students and try to understand the cause of the lower performance. If needed the mentor can involve the parents or subject teachers for improving the performance of the students.
- ✚ The mentor shall monitor the presence of the mentees and if mentee is absent for a longer period, he shall report to the mentor. The mentor may take disciplinary action if any mentee violates the code of conduct.
- ✚ The mentor shall build confidence in students through affirmation of their skills and values.
- ✚ Mentor shall suggest effective strategies that enable students to thrive in college, leading to successful completion of their education and preparing them for future endeavours.