

Code of conduct for the Teaching Staff of the institute

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university. • All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of the academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolios.

Code of Conduct for the Teaching Staff

- The teachers should uphold the vision and mission of the College, and work for the holistic development of the students.
- The teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Director.
- They should maintain the documentation in the Attendance Register kept at the Reception.
- They should maintain a personal contact with the students, and have greater responsibility in the well-being of the students of their respective classes.
- Members of the teaching staff may borrow books from the College library, and they can keep text books with them for the whole academic year
- All the teachers should keep the Code or Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time.

Teachers and their Responsibilities

- Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practices.
- They should adhere to a responsible pattern of conduct and demeanours expected of them by the community.
- They should manage their private affairs in a manner consistent with the dignity of the profession.
- They should seek to make professional growth continuous through study and research.
- They should express free and frank opinions by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- They should maintain active membership of professional organizations and strive to improve education and profession through them.
- They should perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication
- They should cooperate and assist in carrying out functions relating to the educational responsibilities of the College and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and College examinations, including supervision, invigilation and evaluation.
- They should participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and Students

- Teachers should respect the right and dignity of the student in expressing his/her opinion.
- They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- They should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- They should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- They should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- They should pay attention to only the attainment of the student in the assessment of merit.
- They should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- They should refrain from inciting and instigating students against other students, colleagues or administration.

Teachers and Colleagues

- They should treat members of the profession in the same manner as they themselves wish to be treated.
- They should speak respectfully of other teachers and render assistance for professional betterment.
- They should refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- They should refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavors.

Teachers and Authorities

- Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- They should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- They should cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- They should cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
- They should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- They should adhere to the conditions of appointment.
- They should give and expect due notice before a change of position is made. 1
- They should refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Non-Teaching Staff

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

Teachers and Guardians

- Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

- Teachers should recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- They should work to improve education in the community and strengthen the community's moral and intellectual life.
- They should be aware of social problems and take part in such activities that would be conducive to the progress of society and hence the country as a whole.
- They should perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- They should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Code of Conduct for the Non-Teaching Staff

- Every staff member has to obey the orders of the Director of the College.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- The prior intimation to the Director/Principal is required (at least a day in advance) while availing any leave.
- Non-Teaching staff shall not leave the College premises without permission.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean, maintain the equipment properly and help the teacher during practical class.
- Every non-teaching Report to duty at least 30 minutes in advance.
- All non-teaching staff must maintain honesty, integrity, and fairness in all activities.
- All non-teaching staff will avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.
- All non-teaching staff will respect and maintain the hierarchy in the Administration.

- All non-teaching staff will exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Each staff member will remain on duty during college hours.
- All staff will adhere strictly to the laws and regulations of the college.