

CODE OF CONDUCT FOR STUDENTS

1. The college timing spreads between 9.30 a.m. and 4.15 p.m. All the students are expected to be inside the campus by 9.20 a.m. in the morning and 1.20 p.m. in the afternoon. The main gate will be closed and students will not allowed to go outside the campus during the college hours.
2. Strict discipline should be observed inside the campus.
3. Students should not use mobile phone inside the campus.
4. Books and note books should not be kept in the class rooms after the classes are over.
5. The students should adhere to the dress code of the college and must maintain decorum.

BOYS:

- ❖ All students are expected to wear formal pants with half/full sleeve collared shirts.
- ❖ T-Shirts, short Shirts and Fashionable pants are strictly not allowed
- ❖ Proper hair dressing and well shaven face is expected.

GIRLS:

- ❖ All students are expected to wear Traditional Churidhr/ Salwar Kameez with Sleeves.
- ❖ Wearing of Shawl/ Dupatta is must.
- ❖ No deep neckline and slit above the hipline in the Kameez is not permitted.
- ❖ Wearing short kurthas, Cholis, Sherara, Jeans, Leggins, Shorts, Mini-Skirts, T-Shirts etc., are not permitted.

Both boys and girls are not allowed to bleach and colour their hair.

FRIDAY DRESS CODE : All the students are expected to follow the best practice of our college “FRIDAY DRESS CODE” strictly.

CODE OF CONDUCT FOR FACULTY MEMEBRS

1. College working hours for the faculty members is from 9.20 AM to 4.25 PM.
2. All the faculty members have to be in the college during the working hours and they should follow the prescribed dress code.
3. Faculty members have to handle the theory, laboratory and other classes for full duration.
4. Faculty members those who want to avail leave can do so, by obtaining permission from the HOD after making alternative arrangements.
5. Internal / End Semester Examination works are mandatory for all faculty members.
6. Phone requests for leave will be entertained only in the case of emergency.
7. The faculty can avail one hour permission twice a month. However such a facility is to be used only for essential needs. Permission in the first hour will be granted only when the faculty concerned does not have any class.
8. The faculty shall not involve themselves in activities not related to their work, during working hours.
9. Faculty members are encouraged to take up consultancy services after obtaining necessary permission from the Management.
10. The details of performance appraisal reports given by the superiors shall be treated as confidential.
11. All correspondence to the Management has to be routed through proper channel.
12. All the Faculty members should take active part in co-curricular and extra –curricular activities and maintaining discipline in the campus.
13. Faculty members should involve in conducting need based Value Added Courses to enhance job skills of the students.

14. Faculty members should constantly update their knowledge by using the library resources.
15. Faculty members should attend Orientation Programmes, Refresher Course, Seminars and Workshops at regular intervals.
16. The Ph.D holders should undertake funded projects.
17. The Faculty members who have not completed NET/SET/Ph.D., should complete it within the stipulated time.
18. The Faculty members should put efforts to publish research articles in referred journals.
19. Confidentiality should be maintained in all official matters.
20. The Faculty members with less than one year experience in our institution are not allowed to take up any external examination works except the duties assigned by the University.
21. The Faculty members with less than one year experience in our institution are not allowed for semester vacation.
22. The Faculty members have to abide by the rules and regulations of the institution framed from time to time for the effective functioning of the college.

CODE OF CONDUCT FOR ADMINISTRATORS:

- 1) Accept and support students / Faculty of all backgrounds /castes / races / gender to help them fulfill all their academic goals without any discrimination. Ensure that discrimination of any kind is discouraged.
- 2) Give prominence for blending academic learning with self-development as a central part of the college mission. Ensure that events are organized to meet this objective.
- 3) Encourage research in all academic areas. Promote and encourage these research activities support nearby villages.
- 4) Make every effort to support the development of labs and space for research activities.

- 5) Encourage and support collaborative activities within the institution and with other outside institutions of repute.
- 6) Endorse the concept of interdisciplinary studies in all areas.
- 7) Maintain and develop associations with alumni as a life-long relationship of mutual support.
- 8) Initiate and develop institute-industry collaborations to help faculty and students understand how knowledge is applied
- 9) Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
- 10) Be open to student issues, needs and complaints and set up mechanisms to address them
- 11) Be receptive to Faculty requirements and grievances and have means to address them.
- 12) Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development.
- 13) Afford support to students, faculty and staff for recreational activities.

GOVERNING COUNCIL

- 1) Governing body will meet twice a year to take up the college agenda.
- 2) Ensure that administrative head is fully supported in promoting the vision and mission of the college and given the tools and resources to do so.
- 3) Ensure that the college is meeting the needs of society by designing its academic programs so as to stay relevant and so as to train students to address current problems and challenges.
- 4) Ensure that there is academic and research excellence in the campus.
- 5) Administer the preparation of the College annual report.
- 6) Facilitate decentralized decision making at the departmental level.
- 7) Assume annuity responsibility for the college and provide budgetary allocations to departments to speed up implementation of projects.
- 8) Approve and comply in the matters proposed and passed through the Academic Council of the college after discussions and also endorse the prescribed new courses of study and syllabi, and restructure and redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirements.
- 9) Prescribe the rules for admission in consonance with the reservation policy of the state govt /national policy.

- 10) Evolve methods of assessment of student's performance, the conduct of examinations and notification of results.
- 11) Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
- 12) Constitute Academic Council and Boards of Studies
- 13) Have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
- 14) Institute scholarships, medals, prizes and certificates.
- 15) Perform such other functions and institute committees, as may be necessary.

APPEAL

- 1) If a student / faculty / administrator / staff is aggrieved on the charges laid on them by the committee, he / she may appeal to HOD / Principal.
- 2) The appeal may be to lower the level of charges or the penalties imposed.
- 3) In any case, Principal's decision is final.