

CODE OF CONDUCT FOR TEACHERS

The faculty members must abide by the code of conduct of the institute. • Every teacher shall discharge his/her duty efficiently and conscientiously as per the institutional guidelines/ given by the principal/management. • Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for proper discharge of duties assigned to him/her. • They must be punctual in their respective classes. • They must maintain attendance registers, mentor registers and other official records like records of presentations, sessional tasks (assignments, Charts/Models, PPT presentations, Unit Tests & Pre-University exams etc.). • They should also maintain syllabus completion status and other reports from time to time. • Teachers must maintain proper dress code in the premises. No casual dress is allowed. • They must ensure the participation of students in extracurricular activities being organized in the institute according to their interest. • They must maintain the dignity and confidentiality of students and counseling must be done with full honesty and commitment. • They must maintain a professional attitude and integrity at all times. • Teachers must treat all students equally and must not be biased on the basis of religion, caste or region. • Treat your colleagues with courtesy and as professional equals regardless of their status. • They must maintain transparency of evaluation of students. • Teachers should not take part in any political activity without the prior permission from authority. • They must be innovative and provide quality education to students. • Teachers must not use cell phones while taking classes. • Teachers must be available (24/7) for urgent duty for college • Teachers must not use institutional or professional privileges for personal advantage • No teacher shall act in any manner that violates the norms of decency or morality. • Teachers must not collect any money from the students unless specifically authorized for any fund raising programme. • They must maintain the honour and dignity of the noble profession-teaching. • Must take prior approval of any leave.

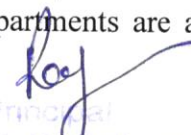
CODE OF CONDUCT FOR STUDENTS

Participation of students in all the activities / functions organized by the college is compulsory. • Ragging is strictly banned in the college as well as in the hostel. Those who violate this rule shall be strictly dealt with. • Use of Mobile phones for non-academic activities like Listening

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music / watching videos & movies / using whatsapp and facebook / taking selfies / doing photography etc. are strictly prohibited in college campus during college working hours. • Smoking, drinking and taking up of any type of intoxicants are forbidden in the college premises • Pupil-teachers should wear simple, neat and clean teacher like dresses. • It is a moral duty of all the students to protect the college property. • No relative is allowed to meet the girls without the prior permission of the Principal. • No student is allowed to celebrate birthdays, anniversaries, etc in the college campus or in the hostel. Defaulters will be severely dealt with. • No Students will be allowed to accept any employment during the courses of training. • The students should follow practices of personal hygiene and help in keeping the college campus clean and green. • Students should exhibit desirable behavior which will count for assessment in C.C.E. • During the college timing, the students cannot leave their classes to attend the guests. • The boys are not allowed to enter the girl's common room. • In vacant periods, the students should go to the reading room or library and utilize their time in the study of magazines, periodicals and newspapers. They should not stand near the class room or in the verandas and create unnecessary noise. It disturbs the teaching work in nearby class rooms. • The student should cultivate the queue habit while they go to see the principal, or to pay dues in account office, to get the books issued from the library, etc. • The college property should in no way be tampered with or disfigured as this property belongs to you. • The defacing of walls with pencil marks or ink is strictly prohibited. • Theft, forgery, vandalism, or damage of any type of college property shall not be permitted under any circumstances and the student involved shall be severely punished. • Roaming / wandering aimlessly in the corridors / departments are also prohibited.

CODE OF PROFESSIONAL ETHICS AS PRESCRIBED BY UGC,


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The code of professional ethics for teaching profession is as follows:

Teachers and their responsibilities • A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the University pertaining to his/her sphere of responsibility/duties. • Seek to make professional growth continuous through study and research. • Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge. • Maintain active membership of professional organizations and strive to improve education and profession through them. •

Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication. • Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation. Teachers and the Students • Teachers should respect the right and dignity of the student in expressing his/her opinion. • Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics. • Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs. • Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare. • Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace. • Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. • Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward. • Help students to develop an understanding of our national heritage and national goals. • Refrain from inciting students against other students, colleagues or administration. Teachers and Colleagues Teachers should: • Treat other members of the profession in the same manner as they themselves wish to be treated. • Speak respectfully of other teachers and render assistance for professional betterment. • Refrain from lodging unsubstantiated allegations against colleagues to higher authorities. • Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor. 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. • Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities • Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession. • Give and expect due notice before a change of position is made and 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