

CODE OF CONDUCT FOR STUDENTS

1. Official working hours of the college will be between 9.00AM to 4.30PM on all days from Monday to Saturday, except Second Saturday and Govt. notified public holidays.
2. Presently classes will commence at 9.00AM and end at 4.10PM. Classes will be conducted as per the Academic schedule published from time to time.
3. Students shall be present in their classrooms before the commencement of each period and shall not be permitted to leave the class during the class hours. However, on specific request from the Principal/Competent authorities, teachers may permit a student or students to leave the class as requested.
4. Students are not permitted to leave the campus between 9.00AM and 4.10PM without prior permission from the Principal/HOD.
5. Students are required to be regular in attending classes and doing the work assigned to them by the faculty.
6. Previous sanction from the HOD, through a proper leave letter, should be obtained for all absence from the class. For absence of more than TWO days, the leave letter must be endorsed by the Parents/ Guardian. Leave on medical grounds should be supported by proper medical certificates. Unauthorized absence will be viewed seriously and are liable for disciplinary actions.
7. Abstaining from classes altogether will be considered as a serious offence and will invite suitable actions.
8. Students who happen to have free hours shall not loiter in the verandahs during class hours or disturb other classes.
9. Students are expected to adhere to the dress code prescribed by the institution (Details will be provided during the commencement of classes). The ID cards should be displayed whenever they are inside the College Campus.

10. Every student shall bring his/her own textbooks, notebook, drawing instruments and such other accessories and articles required for regular class room/laboratory work.
11. College properties should be handled with maximum care and everything possible should be done to preserve the building, furniture and premises neat, tidy and fit. College will be forced to impose fine on willful damages to the buildings, fittings, furniture or equipments.
12. Students are not allowed to bring mobile phones to the Campus. If Students are found to be in possession of mobile phone while inside the campus, the same will be confiscated and will not be returned.
13. However for urgent communication with parents/ guardian land phone facilities available in the College campus and hostels may be used.
14. Student's vehicle should be parked at the space allowed near the entrance of the Campus.
15. Students are directed to go through the law related to Prevention of Ragging in the educational institutions. Ragging in any form and in any place is totally prohibited. Not only those who are engaged in actual act of Ragging but also those who are found to be assisting or supporting shall be considered to be associated with ragging and are liable to be punishable as per law.
16. Any incident of ragging should be reported to the Principal/ Director for subsequent report to the Police.
17. Organizing meetings or assembling of students within the campus for purpose other than academic, is strictly prohibited. Prior permission of Principal shall be obtained for such gatherings.
18. Possession and consumption of Alcoholic beverages, Tobacco products, toxic matter (Pan masala etc.) are strictly prohibited in the College and Hostel Campus.

19. Cordial relationship shall be maintained with members of the staff working in the college and co-operation extended to them in serving you better. Students shall not enter into any kind of arguments or disputes with the staff. Complaints, if any, shall be brought to the attention of the Principal/Director.
20. Students are not allowed to entertain visitors inside the college during working hours. However visitors may contact the students at the area near the reception with the permission of the Principal.
21. All are expected to actively participate in the co-curricular/ extra-curricular activities organized at the college.
22. All students should conduct themselves in a dignified manner with a high degree of discipline at all times, at all places so as to prepare themselves to take up positions of responsibilities in future.
23. These rules and regulations may be modified or may be added as deemed necessary.
24. Principal's/ Director's decisions in all matters regarding the functioning of the college shall be final.

CODE OF CONDUCT AND DISCIPLINE FOR STAFF

1. Each staff employed in the College shall be available during all the working hours and serve the welfare of the students and institution.
2. Every member of the staff of the College shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to her/him by the authorities.
3. The staff members of the College shall abide the rules and regulations formulated/modified by the college from time to time.
4. Members of the staff are expected to know the vision, mission and the guidelines of AICTE, UGC and Affiliated University.
5. All the members of the staff shall be neatly dressed, observing the dress code of the College besides wearing the identity card.
6. They shall not absent themselves from their duties except when very necessary and with prior permission from the higher authorities.
7. The members of the staff shall perform additional duties assigned for the welfare of the students and institution either before or after working hours or on holidays.
8. All staff members shall keep high level of morality and ethics in their words and deeds as they are the role models of the society.
9. They shall not take get bribe from students or parents or guardian or from any other agencies.
10. The members of the staff should not involve in political activity within the College campus.
11. No member of the staff shall be involved either directly or indirectly in any criminal activities.

12. Any member, convicted in a court of law on criminal charges, shall have his/her services terminated.
13. Every staff is expected to handle the property of the College with great care and shall not damage the property.
14. Grievances if any shall be made to the management only through proper channel.
15. The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during the parent-teacher interaction meeting or through other means whenever it is needed.