

Code of Conduct for Students

1. **Integrity:** All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.
2. **Accountability:** The roles and responsibilities are assigned and people are held accountable for their deeds. The Students feel their liability towards the society and their actions add values to the Institute.
3. **Responsibility:** Everybody in the Institute is expected to discharge her duties with due responsibility.
4. **Transparency:** The general records of maximum aspects of the functioning are maintained online to encourage transparency.
5. **Respect of Individual:** While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
6. **Attendance** – Attendance at every lecture is mandatory. Students are expected to attend all the classes regularly.
7. **Discipline**–Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.
8. **Honesty:** Malpractices/Copying during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.
9. **Dress Code:** Students are required to follow the dress code prescribed by the Institute, So that the students belonging to all economic strata are accommodated equally.
10. **Respect for women:** Students must take care that her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards other students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.
11. **Daily assembly:** - The day starts with Morning Prayer. Achievers are felicitated and their efforts are appreciated.
12. **Prohibition of Ragging:** Ragging is strictly prohibited by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
13. **Hostel Discipline:** Rules and regulations laid down for conduct in Hostels has to be strictly followed by each student.
14. **Drugs/ Alcohol/ Tobacco:** Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus as well as in the Hostels.
15. **Possession or use of Fire arms, Fireworks, Explosives, Weapons or Things of destruction** are prohibited.
16. **Conservation of Natural resources, Energy and Environment:** Every student and Staff are expected to be aware of natural resources and maintain the conduct accordingly.
17. **Cleanliness:** Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

Code of Conduct for Faculty

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Seek to make professional growth continuous through study and research.
3. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
4. Maintain active membership of professional organizations and strive to improve education and profession through them.
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
6. Co-operation and assistance in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation.
7. Participation in extension, co-curricular and extra-curricular activities including community service.
8. Manage their private affairs in a manner consistent with the dignity of the profession.
9. Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
10. Cell phones are prohibited in the classroom while teaching.
11. Biometric attendance of staff, leave records, salary slips etc are maintained online

Code of Conduct for Principal

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University / Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Code of Conduct for Management

1. Service to Nation is mandatory. Institute is committed for developing the skilled manpower to serve the Nation.
2. Environmental stewardship is the demand of the day. Committed in practicing green technologies for sustainable development of the Nation.
3. Transparent Administration is the core value of the management. With the help of MIS online information is maintained regarding attendance of students and conduction of classes by teachers.
4. Disciplined Conduct is required at all walks of life. Any behaviour obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.
5. Decisions and resolutions made by the Management are obligatory.
6. The members of Management shall maintain their character, transparency, mannerisms and good image.
7. No property of Trust will be used for personal benefits.
8. If any member of Management needs primary information from Institute, he/she will communicate directly to the Principal and will not have any type communication with the employee.