

Code of Conduct for Students, Teachers and Non-teaching Staff

1) Code of Conduct for Students :

Students should :

- 1) Take prior written permission from subject teacher or Principal about absence in the class due to any reason.
- 2) Appear for various examinations/tests/tutorials/terminal examination ,etc and complete home work within time .
- 3) Maintain discipline in the classroom and on the college campus.
- 4) Use library and gymnasium hall if there is any off period.
- 5) Behave in discipline ,not to lagging on college campus.
- 6) Not disturb on college campus by shouting and by using mobile phones.
- 7) Abide Principal's decision for any misbehavior on the college campus.
- 8) Avail parents on call by Principal.
- 9) Not chew tobacco and spitting on the college campus.

2) Teachers and their responsibilities:

- 1) Adhere to a responsible pattern of conduct and demeanour expected of them by the community .
- 2) Manage their private affairs in a manner consistent with the dignity of the profession .
- 3) Seek to make professional growth continues through study and research.
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences ,etc. towards the contribution of knowledge .
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them.

- 6) Perform their duties in the form of teaching ,tutorial ,practical, seminar and research work conscientiously and with dedication.
- 7) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and university such as assisting in appraising applications for admission ,advising and counseling students as well as assisting the conduct of university and college examinations including supervision ,invigilation and evaluation.
- 8) Participate in extension ,co –curricular and extra curricular activities including community service.

3) Teachers and the Students

Teacher should:

- 1 .Respect the right and dignity of the student in expressing opinion.
2. Deal justly and impartially with students regardless of their religion, caste ,political ,economical, social and physical characteristics .
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments ,develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy ,patriotism and peace.
- 6.Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the merit
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward .
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students ,colleagues or administration .

4) Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully to other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Teachers should :

- 1) Discharge their professional responsibilities according to the 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 determinant to the professional interest.
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such office may demand.
- 4) Co –operate through their organizations in the formulation of policies of the other institution and accept offices.
- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity of the profession.
- 6) Should adhere to the conditions of contract.
- 7) Give and expect due notice before a change of position is made.
- 8) Refrain from availing themselves of leave expecton unavoidable grounds and as far as practicable with prior information keeping in view their particular responsibility completion of academic schedule.

5) Teachers and Non teaching staff:

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