

CODE OF CONDUCT

All the Staff of the institution must maintain high standards of punctuality, honesty and professional ethics.

1. They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
2. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
3. Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
4. Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
5. All staff of the college should maintain harmonious relations with other staff and students.
6. Staff should maintain confidentiality in conduct of examination and any other information, unless asked to reveal by the institutional authority.
7. All staff should follow the instructions and directions of the authority.
8. All staff should constructively contribute toward the development of the college and university.
9. All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
10. All staff shall extend their services for the welfare of the community & society at large.
11. All staff should properly maintain the records of respective portfolio.
12. All staff should make an effort for the continuous development through training programs, workshops and research and development activities
13. The Staff shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College.
14. The Staff shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.
15. The teacher or his near relative shall neither bid directly or indirectly, at any auction of any College property nor submit any tender for any supply to the college.
The Staff or his relative shall not use the College property for personal benefit such as conducting coaching classes, tuition, and occupation or for any other purpose.
16. The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
17. The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
18. The Staff shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.
19. Every employee shall provide his e-mail Id and Mobile Number to the Principal and Postal address for the purpose of Communication on any Official matters. Communication sent by WhatsApp, e-mail and Letters on Registered Address shall be treated similarly and shall have same meaning and interpretation. Any disciplinary action and related results / decision shall be communicated by above mode of communication.

