

Code of Conduct for Student

- It is important that the student attends the Institute from the day of opening to the last day of each semester during the academic year.
- All students are expected to be in college every day and on time for each class, as per the academic time-table, class tests & examinations
- Every student is expected to have a minimum of 75% attendance during each semester. If not the student will not be eligible to appear for the final examination.
- Students will be required to give a valid reason for absence from college or class.
- The students shall follow all the University norms, as notified from time to time.
- Carrying/using mobile phones is prohibited in the academic premises (classrooms, corridors, library, lab etc)
- Use of Internet for the purpose other than academic activities, is strictly banned and Use of Social networking sites is banned.
- Students have to wear prescribed uniforms in the institute.
- All students must carry their Institute Identity Cards. They are required to show their ID cards to the college authorities when ever demanded. Any loss of ID card should be immediately reported to the institute office.
- Ragging is a criminal offence. Ragging is prohibited under 'Anti-Ragging Act, 1999'. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary action will be taken as per orders of Court.
- Harassment, whether written, verbal, sexual, physical, is a serious offence and will be a punishable act.

Code of Conduct for Teachers

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus
- Teachers should thumb and sign the attendance register while reporting for duty.
- Teachers must be aware about their workload.
- Teachers should remain in the campus till the end of the College hours.
- Prior written permission is required from the Principal / atleast a day in advance before leave.
- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Teachers should attend the College neatly dressed, and wearing shoes.
- Teachers are banned from using cell phones while taking classes.
- Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Independence Day and Republic Day celebrations.

Code of Conduct for Non –Teaching

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.00 a.m. to 4.30 p.m.)
- Non-Teaching staff should wear proper cloths
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached
- Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m
- Non-teaching staff those are handling official activity should maintain proper register/documentation.