

Code of Conduct for Teachers:

1. Treat students, other employees and college users with courtesy and respect.
2. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
3. Commit to the highest level of ethical behaviour and refrain from conflict of interest or the perception thereof.
4. Comply with reasonable requirements or instructions given by college management.
5. Familiarise with and adhere to the college's policies and procedures.
6. Carry out duties with integrity, care and diligence.
7. Promote and protect the good reputation of the college
8. Continue to develop effective contribution by participating in the college's training and development programme.
9. Not act in a way which is discriminatory towards individuals or groups for reasons of age, disability, sexual orientation, class, ethnicity, race, colour, faith, marital status or gender.
10. Take reasonable steps to ensure the health, safety and welfare of teachers, other employees, students and college users.
11. Avoid inappropriate physical contact unless in an emergency situation.
12. Refrain from using offensive language
13. Not attend work or carry out duties whilst under the influence of alcohol, illegal drugs or other substances which prevent them from doing so competently.

Code of Conduct for Students:

1. Students should possess identity card daily on the campus.
2. Every student should attend theory classes regularly.
3. The student should take leave prior permission of the class teacher.

4. Students should complete assignments allotted to them during stipulated time.
5. Students should attend all tests, tutorials conducted by the subject teacher.
6. Students should take the active part in the departmental activities like seminar, group discussion, project work etc.
7. Students should not loiter in the veranda during recess.
8. The overall performance of the student should be satisfactory otherwise it would be communicated to their parents.
9. Students should be punctual in the submission of the practical journals.
10. Students should attend the practical tour.
11. The student should see the notice board regularly. No complaints will be entertained with regards to non-information.

Library Rules:

1. It is necessary to have the identity card with students at the time of issuing and submitting books.
2. The charging and discharging of syllabus books will be done daily. You must fill demand slip for the books other than the syllabus, one day in advance.
3. If you want reference books on different subjects, you must submit borrower card in the library. It is not permitted to take books at home for reading.
4. One student will be given two books for Eight days at one time. One rupee will be charged for each day, if the book is kept beyond that date.
5. Journal and Periodical will be issued to the student for reading in the library after submitting Identity Card.
6. Current periodical will not be issued to home. They should be submitted to the librarian before the closing time.

7. The book taken from the library must be handled with care. In case of damage of the book by evil means like cutting the pages and maps, writing in the books etc., the student will have to pay the total price for the book.
8. Book Bank facility will be available for the students of Commerce and Arts.
9. Question paper sets of the previous Annual Examinations, are available in the library. The sets will not be issued for taking home.
- 10 .One extra book will be given to Advanced Learners, Slow Learners and students participating in competitive examinations and Spoken English Course.
- 11 . Duplicate Identity Card will be issued on the extra charge of Rs. 25/-
- 12 . Students should keep quiet in the library.



PRINCIPAL
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