

Teachers are expected at all times to:

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 themselves with and adhere to the College's policies and procedures
6. Carry out their duties with integrity, care and diligence
7. Promote and protect the good reputation of the College
8. Continue to develop their 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 themselves, other employees, students and College users
11. Avoid inappropriate physical contact unless in an emergency situation
12. Dress in a way which is appropriate to their position and duties
13. Wear their College identity badge
14. Refrain from using offensive language

15. 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 the Students

1. The student should possess identity card daily in the campus.
2. Every student should attend theory classes regularly.
3. The student should take leave prior permission of class teacher.
4. Student should complete assignments allotted to them during stipulated time.
5. Student should attend all tests, tutorials conducted by the subject teacher.
6. Student should take active part in the departmental activities like seminar, group discussion, project work etc.
7. Student should not loiter in the veranda during recess.
8. Overall performance of the student should be satisfactory otherwise it would be communicated to their parents.
9. Student should be punctual in submission of the practical journals.
10. Student should attend the practical tour.
11. The student should see the notice board regularly. No complaints will be entertained with regards to non-information.

Code of conduct with regard to Library

1. It is necessary to have 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 syllabus, one day in advance.
3. If you want reference books of different subjects, you must submit borrower card in 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 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 library must be handled with care. In case of damage of the book by evil means like cutting the pages and maps, writing the books etc., the student will have to pay the total price of the book.
8. Book Bank facility will be available for the students of Commerce and Arts.
9. Question paper sets of the previous Annual Exams, are available in the library. The sets will not be issued for taking home.

10. One extra book will be given to Advanced Learners, Average Learners and students participating in Competitive examination and Spoken English Course.
11. Duplicate Identity Card will be issued on extra charge of Rs. 25/-
12. Student should keep quite in the library.

