

CODE OF CONDUCT

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

1. They should work within the College policies and practices, so as to satisfy the vision and mission of the College.
2. Staff must ensure that they are dressed decently 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 College 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 College authority.
7. All staff should follow the instructions and directions of the Principal.
8. All staff should constructively contribute toward the development of the College.
9. All staff should strictly adhere to the academic requirement of the College 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 Principal, remain absent himself/herself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Principal on the date of absence, failing which his/her absence may be treated as leave without pay and he/she shall further be liable to such disciplinary action as the Principal may deem fit. However, that the Principal 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 shall not write guides, notes, questions and answers, circulation etc, for commercial benefit.
16. The Staff shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.
17. Every employee shall provide his/her 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 can also be communicated by above mode of communication.



Professional Attire Commitment

- All faculty members shall adhere to the prescribed dress code, including the official blazer & jacket, as a mark of professionalism & institutional identity.
- The blazer must be worn during official functions, academic events, meetings, ceremonies & other occasions as specified by the institution.
- The jacket must be worn regularly as part of daily teaching & learning activities, reflecting professionalism.

