

CODE OF CONDUCT FOR STUDENT-TEACHER TRAINEES

All the teacher trainees must abide by the following:

- ❖ be punctual and regular in attending classes, tutorials, examinations etc.
- ❖ help to keep the campus neat and clean.
- ❖ refrain from mishandling and tampering with library books or college computer systems.
- ❖ turn off all the electrical equipments and lights before leaving their classroom.
- ❖ take part in different co-curricular activities (cultural programme, sports, quiz, debate etc) Organized by the institution.
- ❖ attend all college functions and activities during the entire session.
- ❖ should not misuse or make unauthorized use of the college premises or items of property on the campus.
- ❖ maintain academic integrity by not cheating or using unfair means during exams.
- ❖ Consumption of intoxicants or psychotropic substances in any form or smoking etc are strictly prohibited.
- ❖ Respect differences in relation to gender, race, nationality, disability and religion.
- ❖ Breaking of peace inside and around the college campus is strictly prohibited.
- ❖ Engagement in any violent or threatening behavior is strictly prohibited.

CODE OF CONDUCT FOR THE TEACHER EDUCATORS

All the Teacher Educators must comply with the following:

- report in time to duty as per the working hours.
- maintain honesty, integrity and fairness in all the activities.
- maintain decorum both inside and outside the classroom and set a good example to the students.
- exercise self-discipline and restrain at all times while dealing with other faculty members, students and staff.
- willing to execute Qualitative and Quantitative work for the welfare of the college.
- carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- must not divulge official secrets, mutilate, expunge, conceal or forge any official document.
- barred from using cell phones while taking classes.
- expected to volunteer, to take up extra classes for remedial teaching and Other Career Oriented Programs.
- remain in the campus till the end of the college hours.
- continuous absence from duty should not exceed ten days.
- punctual and well mannered.
- sign the attendance register and give biometry while reporting for duty.
- Keep abreast with latest information

CODE OF CONDUCT FOR NON-TEACHING STAFF

All Non-teaching staff should

- abide by norms and job details assigned by the college to the member from time to time with dedication.
- work in the college office or departments should remain on duty during college hours.
- avoid unethical practices.
- work closely with the faculty of the college in day to day activities, the staff should respect the prerogative of the faculty members.
- keep the Labs clean assigned to Laboratories.
- perform all the exam duties as assigned to them.
- maintain a stock register for all the articles, equipments, chemicals etc. It shall be submitted to the HOD and the principal at the end of each year/semester and their signatures obtained.