Code of Conduct for Teaching Staff

* All teaching staff should put fingerprint attendance and sign in attendance register morning before 10AM and put fingerprint attendance evening after 4PM.

* Staff should remain on duty during college working hours 10AM to 4PM. If any staffs want to leave the campus in between, in case of emergency they must get permission from the principal.

* Be in their respective classes on time. For morning first hour class, they must be in the class for prayer.

* Attendance of the students should be recorded by staff in every class.

* Complete the syllabus in time.

*Submit question paper and internal marks in time as per the circular from the principal.

* Submit work done report to the IQAC every semester as per the given format.

*Record all the details of the mentees allotted in Students Improvement Scheme booklet.

* Develop and maintain good relationships with Management, Principal, Colleagues, Students, Parents and other Stakeholders.

*Engage and provide positive guidance to the students.

*Show no partiality to any segment / individual student

*Take responsibility for maintaining the quality of their professional practice.

*Maintain professional ethics inside and outside the college.

*Maintain standards in relation to teaching and learning, class room management, monitoring, assessment and reporting.

* Keep their professional knowledge and skills updated throughout their teaching career.

*Support and collaborate with higher authorities to take additional in charge of Extra, Co-Curricular and IQAC related activities for the betterment of the college.

* Get permission from the Secretary through Principal to apply for Refresher Course, Orientation Course, Online Course etc.

*Before applying any course staff must ensure that this will not affect the regular academic duty.

* Dress in a manner that is appropriate for an academic environment

* Submit leave letter on previous day for planned work, RH or OD. Information through mobile or mail to the Principal is accepted only in case of emergency.

*Not more than 50% of the staff members in a department will be permitted to avail OD/RH/CL on a specific day.

* CL/OD combined with holidays should not exceed 10 days.

*Reporting to duty on the reopening day/last working day in a semester is mandatory.

*Should follow the rules and regulations of the college as prevalent from time to time.

Additional Code of Conduct for HOD's

* All HOD's should assist the principal to prepare admission list during vacation every year.

*Should conduct staff meeting in their respective department for workload allotment and submit time table at the end of previous semester for the every forthcoming semester.

* Responsible for respective lab equipments purchase by getting proper permission and quotation.

*Responsible for proper maintenance of stock and other records.

*Should arrange the meetings of the staff often for the academic and administrative discussion.

* Should be responsible for academic planning and implementation of academic policies approved by the principal.

*Submit the enquired records to the IQAC of the college.

Code of Conduct for Non-Teaching Staff

* All non-teaching staff should put fingerprint attendance and sign in attendance register morning before 9.30AM and put fingerprint attendance evening after 5.15PM.

* Staff should remain on duty during college working hours 9.30AM to 5.15PM. If any staff want to leave the campus in between, in case of emergency they must get permission from the principal.

*Staff working in administrative section should carry out their duties as instructed by the authorities.

*Staff working in labs should keep the labs clean, assist the teaching staff and HOD whenever necessary .

*In case of any disciplinary problems with any student in the lab session, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without the knowledge of the staff in-charge/ HOD is to be avoided.

*Any loss or damage to any article in the lab should be informed to the Head / In-charge immediately. A register should be maintained with regard to the damage caused.

*As per the direction of the HOD, the amount shall be collected through college office for articles damaged by the students by the respective lab in-charge.

*All the staff should actively assist in the programmes and functions organized by the department and college.

*The staff dresses in a manner that is appropriate for an academic environment.

Code of Conduct for the Principal

* The principal should monitor all the academic programmes and general administration of the college to ensure overall effectiveness.

* Has authority to take necessary actions as and when required to maintain discipline.

*Should report all the activities to the management authorities.

*Should ensure that directions issued by the management are strictly compiled and implemented.

*Should form various college level committees which are necessary for the development of the college.

*Should ensure plans of the academic and other programmes are duly processed and implemented through relevant committees and its members.

* Should convene meetings of staff council or various committees as and when required.

*Should encourage staff members to update their knowledge by attending seminars/workshops/conferences

*Should encourage staff members to publish standard research articles, apply for major/minor research projects, seminar/workshop/conference etc.

*Provide leadership, direction and coordination within the college.

Code of Conduct for College Development Committee

IQAC Co-ordinator

* Effective implementation of quality policies and plans

*Developing quality culture in the institution

*Acting as a nodal point of the institution for coordinating quality related activities

*Development and application of quality parameters for various academic and extracurricular activities

*Arrangement for feedback response from Students, Faculties, Parents and other stakeholders.

*Documentation of the various programmes/activities leading to quality improvement.

*To do student services to promote overall development of the student support system.

* Coordinate, prepare and send AQAR in time.

*Update NAAC rules.