



CODE OF CONDUCT:

**FOR GOVERNING BODY, PRINCIPAL, FACULTY MEMBERS, STUDENT
AND NON-TEACHING STAFF
[w.e.f. 07 September 2020]**

INDEX

S#	Contents	Page No.
1	Code of Conduct for Governing Body	1
2	Code of Conduct for Principal	2
3	Code of Conduct for Faculty	3
4	Code of Conduct for Student	4
5	Code of Conduct for Non-Teaching Staff	5



Code of Conduct: Governing Body

1. The Governing Body officially approves and adopts the recommendations put forth by the Academic Council of the college.
2. The Governing Body is responsible for setting admission criteria in alignment with the state government's reservation policy.
3. It holds full administrative autonomy and the power to hire both administrative personnel and teaching staff.
4. The Governing Body establishes protocols for Institute scholarships, studentships, awards, honours, and certifications.
5. The Governing Body maintains an impartial and fair stance towards all stakeholders, ensuring neutrality in its actions and decisions.

Code of Conduct: Principal

1. As the leader of the Institution, the Principal upholds a strong sense of responsibility and commitment, overseeing all administrative and academic operations with diligence and pride.
2. The Principal is expected to demonstrate impartiality and fairness in interactions with both students and staff, fostering a conducive environment for learning and growth.
3. Ensuring adherence to the rules and regulations established by the GDR Educational Society is a primary responsibility of the Principal.
4. Collaborating closely with the Principal, various co-curricular and extra-curricular activities are organized to enrich the overall educational experience and development of students.
5. The Principal takes proactive measures to initiate faculty development programs, nurturing the professional growth and advancement of the teaching staff.
6. Guided by the college's mission and vision, the Principal is dedicated to fostering the continuous advancement and enhancement of the institution.
7. Upholding hospitality and respect towards higher authorities and stakeholders is fundamental to the Principal's role, fostering positive relationships and effective collaboration.
8. Promoting a culture of welfare and mutual trust among all members of the college community is a priority for the Principal, creating a supportive and inclusive environment.
9. The Principal plays a central role in championing diverse academic activities within the college, including research initiatives, publications, seminars, conferences, and workshops. Adequate support, both in terms of infrastructure and finances, is mobilized to facilitate these endeavours.



Code of Conduct: Faculty Members

1. Faculty members are expected to demonstrate respect towards all their superiors.
2. Adherence to the academic calendar, punctuality for teaching sessions, and timely submission of academic materials are obligatory for faculty members.
3. Upholding decorum both within and outside the classroom is imperative for faculty members, who are also tasked with maintaining discipline during examinations and within the college premises.
4. Faculty members conducting online classes should ensure clear communication of the schedule, platform details, and any required materials well in advance, facilitating student preparedness and participation. Additionally, assignments should be assigned with reasonable deadlines, taking into account students' access to resources and potential challenges related to online learning environments.
5. Faculty members are responsible for ensuring that students comply with the prescribed dress code, with a strict prohibition on physical punishment.
6. Faculty members are expected to dress formally and soberly, adhering to the institution's dress code policy. This entails wearing neat, clean attire suitable for an academic environment, and avoiding overly casual or flashy clothing choices.
7. The implementation of the teacher-guardian mentoring scheme and the successful organization of assigned co-curricular and extracurricular activities fall under the purview of faculty members.
8. Before taking leave, faculty members are required to make necessary arrangements for their classes and inform higher authorities accordingly.
9. Faculty members are encouraged to publish conference and journal papers under the college's banner and actively participate in faculty development programs to foster their academic growth.
10. In the event of departing from the institute, faculty members are obliged to provide one month's notice to the management. The Institute reserves the right to relieve them during the notice period if deemed necessary.



Code of Conduct: Students

1. Students must carry their college identity card at all times and present it upon request by any college authority for verification purposes.
2. Entry into the college premises without wearing the prescribed college uniform is strictly prohibited, as it is an essential component of the code of conduct.
3. When interacting with teaching staff, non-teaching staff, or any visiting guests on campus, students are expected to exhibit respectful behaviour, observe proper etiquette, and maintain a professional demeanour.
4. The use of abusive, critical, or arrogant language by students within the college campus is strictly prohibited.
5. Regular attendance in classrooms is mandatory, and students are required to attend all classes without skipping.
6. Students participating in online classes should adhere to the designated schedule, join sessions promptly and actively engage in discussions and activities. Assignments should be submitted within the specified deadlines, maintaining academic integrity and originality.
7. Similarly, during class tests conducted online, students are expected to abide by the rules and regulations provided by the instructor, ensuring fairness and honesty in their assessments.
8. Students are responsible for handling laboratory equipment with care and avoiding any direct or indirect damage to them.
9. Engaging in ragging or any form of sexual harassment of fellow students is strictly prohibited.
10. Students must refrain from mishandling or tampering with library books, college computer systems, or any other college property; such actions will result in penalties.
11. The Girl's Common Room is designated for the exclusive use of female students.
12. Maintaining peace and order inside and around the college campus is the responsibility of every student, who should avoid causing any disturbances.
13. Engaging in games, even in small groups, anywhere on the college premises during lecture hours is not permitted.

Code of Conduct: Non-Teaching Staff

1. Non-teaching staff working in the College office or departments are required to remain on duty during College hours (9.00 a.m. to 5.00 p.m.), ensuring availability for any necessary administrative tasks or assistance.
2. Non-teaching staff assigned to Laboratories are responsible for maintaining cleanliness in the labs, ensuring a hygienic and organized environment conducive to academic activities.
3. Non-teaching staff shall diligently complete the assignments given to them by the principal and faculty members to whom they are attached, demonstrating reliability and efficiency in their tasks.
4. Lab staff must keep labs prepared for conducting experiments according to the scheduled time, facilitating smooth and efficient practical sessions for students during college hours as well as examinations.
5. Lab staff are required to monitor practical sessions closely to prevent any mishandling of equipment or instruments by students, ensuring the safety and proper functioning of lab resources.
6. Lab staff must maintain accurate records of instruments, systems, glassware, chemicals, and peripheral devices, ensuring proper inventory management and accountability. Efforts should be made to reduce damage through careful handling and storage practices.
7. Librarians are expected to maintain a conducive and orderly environment within the library premises, ensuring quietness and appropriate behaviour conducive to study and research.
8. Librarians must provide prompt and courteous assistance to library users, including students, faculty, and staff, in locating resources, accessing information, and utilizing library services.
9. Librarians are responsible for the proper organization and maintenance of library materials, including shelving, cataloguing, and preserving books, journals, digital resources, and other materials, to facilitate easy access and retrieval for users.