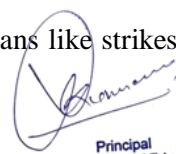


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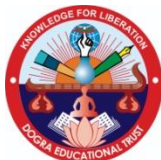
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CODE OF CONDUCT FOR STUDENTS

1. Each student should behave sincerely in the college. He / she should behave politely with the teachers, non-teaching staff and with the co-students. If the students have any problem they should meet the principal or the academic coordinator of the college.
2. Uniform (Dress Code) and identity card is compulsory for each student in the college campus.
3. Students should park their vehicles in the place allotted to them.
4. Students should not wander in the college campus by bunking the classes.
5. Throwing clutter in the college campus is strictly prohibited.
6. Students should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such thing happens students are liable for disciplinary action and compensation will be taken from them.
7. Students are strictly prohibited from making noise in the college campus.
8. Students should participate in the sports, cultural and other co-curricular activities and should cooperate for the development of the college.
9. At the time of examination electronic devices, cell phone is strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken against the student.
10. Every student must complete 80 % of attendance in each subject in theory and 90% for school internship in each semester. Students having low attendance will not be allowed to fill in the examination form.
11. The students are expected to exhibit excellent behavior and high sense of discipline inside and outside the college and hostel.
12. The students shall not take part in the political or anti-social activity which may be detrimental to the progress and reputation of the college.
13. Any student found instigating or conspiring of such like activities shall be liable to rustication/expulsion from the college.
14. The student who seeks admission in the college shall not retain or accept any fulltime or part time job during the period of training.
15. No student shall possess or carry any lethal weapon with him or her in the campus or hostel.
16. Students are not allowed to go on tour or excursion without prior permission of the college authorities. Non-compliance will be treated as an offence.
17. Under no circumstances, the students shall resort to unlawful means like strikes, protest etc. for fulfillment of any of their demands.


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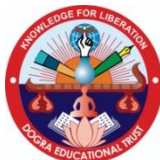
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CODE OF CONDUCT FOR TEACHERS

1. A teacher shall perform his/her academic duties and work related to examinations as assigned by the authority.
2. A teacher shall at all-time maintain integrity and show devotion to duty.
3. A teacher shall extend utmost courtesy and attention to all fellow teachers with whom he has to deal in the sphere of his/her duties.
 - a. The teachers should wear their identity cards during college hours.
4. A teacher shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the competent authority to be prejudicial to the academic and administrative interests of the college.
5. A teacher shall not apply for job or post without the prior knowledge of the authority and he/she whenever apply must give one month prior notice.
6. Teacher shall exercise integrity, fairness, and openness through their professional commitments, responsibilities and actions.
7. A teacher shall be committed to the best interest of students and promote their holistic development by his/her treatment of students in the classroom as well with such interactions elsewhere.
8. Teachers are continuous learners and their learning through various study activities such as participation in various refresher/orientation courses, conferences and symposium should continue as this participation leads in strengthening the institution.
9. Teachers shall respect the privacy/confidentiality of information obtained through interaction with the students, unless there is a concern for the well-being of an individual. Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for any other reason of an arbitrary or personal nature and shall not incite students/staff against other students/colleagues/governing body of the college.

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LIBRARY CODE OF CONDUCT FOR TEACHERS

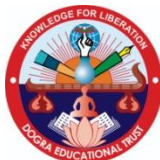
1. Staff members are allowed to borrow only six books for a month.
2. The borrowed books will be renewed for a future period of one month, if borrowed books have not been reserved for another user.
3. Overdue books will be issued for a specific period.
4. Relevant material if available in magazine / Journals / periodicals, photocopy may be allowed.
5. Staff is also requested to cooperate in selection of good material, books and journals.
6. Cell Phone ought to be kept off or in silent mode in the library.
7. Teachers are expected to read the notice board of the library from time to time.

LIBRARY CODE OF CONDUCT FOR STUDENTS

1. Eatables and drinks are not allowed in the library.
2. Enter the library quietly. Use your library voices at all the times.
3. Respect library material and furniture.
4. Library time is not a free period. It is an extension of your class room time and for collection of knowledge. Visit the library with positive attitude and be prepared to learn.
5. Books can be borrowed out for seven days (07) and renewed one time.
6. Books should be returned on time or before the due date, failing which a fine of Rs. 1/- per day shall be charged.
7. Do not remove any material from the library without having it checked out to your library card.
8. Use of mobile and smoking is strictly prohibited inside the library.
9. Journals / magazines / newspapers from the stand should be placed back on the stand, but not to be left on reading desks.
10. Reference material should not be taken out of the library.
11. If the library card is lost Rs. 50/- will be charged for issue/reissue.

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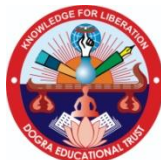
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CODE OF CONDUCT FOR NON - TEACHING AND SUPPORT STAFF

1. Non – teaching staff shall carry out their duties as instructed by the authorities to whom they are attached.
2. The non-teaching staff working in the college should remain on duty during college hours.
3. Non-teaching staff should wear uniform provided by the management and always wear their identity card during working hours.
4. To perform other duties assigned by the principal.
5. To scrutinize admission, eligibility documents and registers of admission.
6. To supervise and maintain personal files of the staff and faculty.
7. To keep discipline and work schedule of class IV employees.
8. To maintain movement register for staff under office administration.

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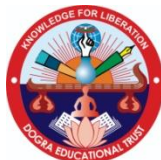


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CODE OF CONDUCT (IT LAB)

1. Students must present a valid ID card before entering the computer lab.
2. Playing of games on computer in the lab is strictly prohibited.
3. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.)
4. Before leaving the lab, users must close all programs positively and keep the desktop blank.
5. Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer
6. Based on the prime priority, users may be requested by the lab in-charge, to leave the workstation any time and the compliance is a must.
7. Eating and/or drinking inside the computer lab are strictly prohibited.
8. Internet facility is only for educational/ study purpose.
9. Silence must be maintained in the lab at all times.
10. The lab must be kept clean and tidy at all times.
11. If any problem arises, please bring the same to the notice of lab in-charge.
12. No bags/ hand bags/ rain coats/ casual wears will be allowed inside the computer lab, however note book may be allowed.
13. Lab timing will be as per the academic time table of different classes
14. Every user must make an entry while entering in the Computer Lab and also at the time of exit from the lab.
15. Each student or visitor must take mobile phones in “Switched Off” mode while entering and or working in Computer Lab.
16. Conversation, discussion, loud talking & sleeping are strictly prohibited.
17. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
18. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.
19. Use of Computer Lab for personal work is prohibited. However, permission for doing personal work may be given by the Principal.
20. Users must turn-off the computer before leaving the computer lab.
21. In case of theft / destruction of the computers or peripherals, double the cost of the lost will be charged from the student/user.
22. The computer lab is for academic purposes. Therefore, a quiet atmosphere is required. Noisy students will be asked to leave.
23. Unauthorized copying and/or installing of unauthorized software are not permitted. This may be a violation of copyright laws.
24. Tampering with the hardware or software settings will not be tolerated.
25. Students found Internet surfing or chatting for personal reasons may be asked to leave. Preference is given to students doing course work over those engaged in personal computer use.



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26. Personal files are not to be stored on the local drive C. Students are responsible for providing their own means of digital storage. All lab computers are set up to remove any data stored or any programs installed by users.
27. Children and friends of students are not allowed in the computer lab. The computer lab is an adult learning environment, and is not suitable or safe for children.
28. DO NOT leave your personal belongings at the computer. The College is not responsible for items left behind.
29. Disruptive students will be asked to leave and Public Safety may be called in such situations.
30. Sleeping in the lab is not permitted.

Guidelines for the language lab: -

1. **The lab will be kept locked at all times.** No students will be allowed to enter the lab for any reason without a teacher.
2. **Equipment.** Do not touch any of the equipment unless instructed to do so. If you cannot hear through the headphones, report this immediately to the Teacher/IT In-charge.
3. **Volume** should be lowered and computers shut off when a student finishes in the lab.
4. Cords, microphones, etc. should **not be bent, twisted or switched**, nor played with during the lab time. It destroys the wires inside. **Do NOT move headphones from one system to another system.**
5. If you find any damage upon arrival, please report it immediately to the teacher, as **you will be held responsible for that system after you leave.**
6. Teachers will be checking for computers left on and writing on the desks after students leave—students will be held accountable for any misuse of the language laboratory.
7. When visiting the Language Lab, one must work assigned by the IT In-charge/ Teacher In-charge.

NOTE: - Violation of any of the above rules may result in disciplinary action and the loss of lab privileges.



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