

7.1.10 The Institution has prescribed Code of Conduct

Sr.No.	Title of the Activity	
1	Code of Conduct	1. Students 2. Teachers 3. Administrators 4. Other Staff

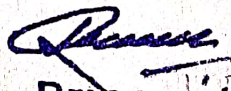
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	Code of Conduct	1. S 2. T 3. A 4. C

Code of Conduct for Student

1. The identity card with photograph a fixed and signed by Principal must be carried by the student while in the campus and must be produced on demand.
2. Student should be regular and punctual in attending classes, tutorials and assignments as per the timetable.
3. Student should have minimum 75% attendance in the classroom.
4. A very high standard of discipline, regularity and punctuality is expected from the student.
5. Students are advice to read all the notices and circulars displayed on the notice board.
6. The conduct of the student in the campus of the college as well as in their classes should be satisfactory.
7. To wear college dress code is compulsory.
8. Use of mobile phone is strictly prohibited in college primacies.
9. Any kind of ragging within the college campus is strictly prohibited. Any student convicted of an offence of ragging shall be dismissing from the college.
10. Student must not bring any outsiders in to the college primacies.
11. Student must appear for all the test and examinations.
12. Student must attend national functions and various activities organized by college.




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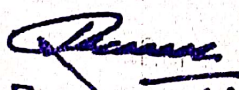
Rules for Parking

1. All vehicles should be park in the parking area provided by the college.
2. A vehicle should be properly locked and parked.
3. Last Saturday of every month will be No Vehicle Day.

Examination Rules

1. Student must appear for all Internal as well as University examination.
2. Student must read the timetable of examination displayed on notice board carefully and check regularly the changes made in timetable if any.
3. Student must be present in the examination hall 20 minutes before the start of examination.
4. Student cannot enter an examination hall more than half an hour after the start of examination.
5. Students are not allowed to carry any kind of study material, mobile phone with them during exam.
6. The student should obey the instructions given by supervisor in the examination hall.
7. Student must not leave the class until all answer books are collected by the supervisor.




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Code of Professional Ethics for Teachers

Teachers should:

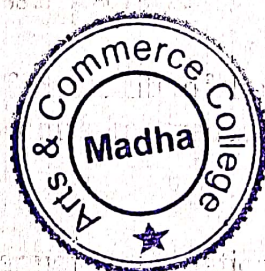
1. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
2. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
3. Seek to make professional growth continuous through Study and Research.
4. Perform their duties in form of teaching tutorial, Practical, Seminar and Research work conscientiously and with dedication.
5. Participate in extension, co-curricular and extra-curricular activities including community service.
6. Maintain active membership of professional organizations and strive to improve education and profession through them.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as Admission Process, Counseling to the students as well as assisting the conduct of college and University examinations including supervision, Invigilation and evaluation.
8. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare.
9. Respect the right and dignity of the student in expressing his/her opinion.
10. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
11. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
12. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.



13. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
14. Aid students to develop an understanding of our national heritage and national goals.
15. Treat other members of the profession in the same manner as they themselves wish to be treated.
16. Speak respectfully of other teachers and render assistance for professional betterment.
17. Code of Conduct for the Principal
18. To uphold and upkeep the ethos of inclusiveness, in terms of imparting education in the institution. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
19. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
20. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
21. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
22. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
23. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.



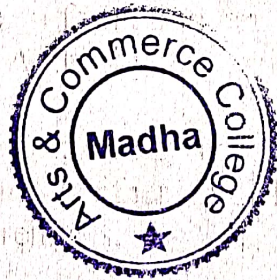
24. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
25. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
26. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
27. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
28. To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
29. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
30. To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

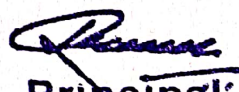


Ramesh
Principal,
 Arts & Commerce College
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Code of Conduct for Staff

1. The support staff should acquaint themselves with the College policies and adhere to them their best ability.
2. Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
5. They should not hamper the functioning of the college by engaging themselves in political or antiseccular activities.
6. They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students




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