

CODE OF CONDUCT...

Responsibility... Teachers as well as non-teaching staff work assigned by the Head of the institution. Teachers should complete the syllabus in Semester. Assigned topics are given to the students at the very beginning of the semester. Test or Unit Test should be conducted for the students. Teachers should focus on academic and co-curricular activities as well as encourage the students

Punctuality...

All the teachers must be punctual. Teacher should sign the attendance register.

Leave... No more than 25% staff members will be allowed to go on leave in a day. 12 days of C. L. can be availed in a calendar year. Study Leave for higher studies will be granted. Encourage to write... Teachers are encouraged to write research papers, books, articles, etc. Teachers should attend seminars, Conferences, etc. General Rules... No teacher should involve in any act of moral turpitude or political activity Teachers are banned from using cell phones while taking classes. Teachers and all the staff are banned from using tobacco or such things in the college campus. All the staff must attend the Independence Day and Republic Day. Teachers are expected to take up extra classes for the sake of students if it requires. Department meeting of teachers should be held after the class hours.

Disciplinary Action... The management appeals to all staff members to work as a team for elevating the excellence in higher learning. Non-Teaching... They should present in the college from 10:30 to 5:30 in the college. They should assign to library, toilets, yard of the college, the trees, the staff rooms and the college building for cleanliness. They should be prompt in the work related to salary account, P. F. account, N. S.S. account, the service book of the employees on time with the principal's permission.