



### 7.1.10

**Institute has prescribed code of conduct for students, teachers and staff.  
Institute also conduct periodic programmes in this regard.**

#### **Code of Conduct Students:**

1. Students must be regular and punctual in attending classes, tutorial and submission of the term work/assignments of various subjects. A student shall not be allowed to appear at the End Semester Examination if his/her progress, conduct and attendance are not satisfactory or has not paid all dues.
2. Ragging of students in any form within or outside the institute and hostel is strictly prohibited. Defaulters will be strictly dealt as per anti ragging ordinance.
3. Smoking, drinking (alcohol), chewing tobacco, consuming banned syrups, use of drugs are strictly prohibited in the institute premises and hostel. Any student found in use of such practices will summarily be removed from the institute.
4. Any change in the address for correspondence must be intimated by him/her in writing to the Institute's office (ERP Centre) immediately.
5. All day scholars who are not staying with their parents and staying as Paying Guest or in rented house must produce a certificate from the landlord staying that he/she is staying with them along with the details of address.
6. It is mandatory for the students to wear the Identity Card issued to him/her and produce the same whenever asked by the institute authorities.
7. In case, a student is required to remain absent from classes due to some genuine reasons, he/she will be required to provide prior intimation to the concerned Head of the Department/ Prof. Incharge/ Teacher Guardian.
8. All students will be bound by the rules and regulations framed by the institute from time to time.
9. Carrying mobile phones inside the premises during working hours without prior permission is strictly prohibited.

### **Code of Conduct for FACULTY:**

1. Faculty must keep up with professional development by updating their knowledge and abilities.
2. Faculty member must accomplish their duties effectively and diligently in order to fulfill the academic criteria established from time to time by the institute administration.
3. Faculty to be sympathetic toward students and maintain objectivity during the evaluation process.
4. In all of their interactions with their supervisors, colleagues, and students, faculty members are expected to act with the utmost dignity and decorum.
5. Before leaving the duty, faculty members must obtain authorization in advance.
6. Faculty must first receive prior approval from the college administration, before accepting any honour or other charge presented to him/her by any external entity.
7. The faculty member shall not participate in any organizational activity or affiliation with a political party that is inconsistent with the obligations and standards of the teaching profession.
8. In regards to matters of service, the faculty member shall not attempt to exert any political or outside pressure on her senior authorities.

### **Code of Conduct Non Teaching Staff:**

1. Staff to take leaves with prior permission of higher authorities. In case of absence they need to engage their duties by other staff in proper manner.
2. Staff should not engage with any other trade/ business directly or indirectly.
3. Lab staff Issue/log in register should be maintained for tools/desktop allotment for students.
4. Staff should ensure the availability & proper maintenance of all equipments /computers.
5. During lab if any equipment is damaged then it must be reported to the concerned authorities.
6. Specific laboratories should have proper "First Aid" facilities for safety purpose.
7. Staff should know how to use fire extinguisher machine in case of emergency.