

# Code of Conduct

## Students

### Rules of Attendance and Discipline:

- No student shall absent himself / herself from the college without prior permission. Application for leave must be made in advance to the Principal in the form provided for the purpose through the concerned tutor.
- If a student absents himself / herself for a week without submitting leave letter his / her name will be removed from the rolls unless he / she can prove that his / her omission to obtain leave was unavoidable.
- If a student absents himself / herself in any part of the morning or afternoon session, he / she will be considered absent for half day.
- Students are not permitted to leave the college during college hours without the prior permission of the Principal. Letters relating to irregular attendance of the student will be sent to parents or guardian. The parents should meet the Principal for remedial action.
- A student entering the class after the roll-call should report his presence to his / her Associate / Assistant Professor otherwise the student will be marked absent.
- 75% Attendance is compulsory to appear the University Examinations.
- The progress report gives an evaluation of performance of the student in the CIA and Model Examination. The periodical progress reports and attendance reports of students will be reviewed by the Principal and the concerned tutor. Students who do not show progress and whose performance is unsatisfactory will not be permitted to appear the University Examination.
- Except in very special cases, students will not be allowed to absent themselves from CIA and Examinations. Monthly tests will be conducted regularly and mark sheets will be sent to the parent or guardian of each student.
- Every student on the college roll is assigned to the care of a tutor, one of the members of the staff whom he / she can consult on all matters on which he / she requires advice and guidance.
- Students are expected to conform to the dress regulations laid down by the college.
- Students are permitted to represent the college in Inter-collegiate competitions only with the prior permission of the Principal.

### Dress Regulation

Every student shall wear clean, decent and respectable dress modest enough for the academic institution.

## Teachers

### Teacher should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research
- Maintain active membership of professional organisations and strive to improve education and profession through them
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation
- Participate in extension, co-curricular and extra-curricular activities, including the community service
- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff
- Maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.