

CODE OF CONDUCT RULES

1. Code of Conduct Officers

Every Officer shall at all-time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

- An Officer shall attend regularly and punctually the office or the institution in which he/she is posted or assigned duty according to the timings fixed for his/her duties.
- During the hours fixed for his duties, he/she shall devote himself/herself diligently to his/her work and give full co-operation in all University work.
- He/She shall carry on his/her work with accuracy and reasonable speed.
- He/She shall act with due courtesy with whom he/she comes in contact in the course of his/her duties.
- He/she shall respect all lawful orders from superiors and carry them out faithfully.
- He/she shall ensure that the University property, articles, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- He/She shall ensure that the contents of University papers, correspondence, file etc. of confidential nature are not divulged to any unauthorized persons directly or indirectly.
- He/She shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his/her position as a University Officer to hold such business or undertaking.
- Unless generally or specially empowered in this behalf, he/she shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his/her possession in the course of his duties or has been prepared or collected by him/her in the course of these duties, whether from official sources or otherwise.
- He/She shall not give evidence in his/her official capacity without the previous permission of the Vice-Chancellor or other Competent Authorities.

- He/She shall not take part in or subscribe in or aid or assist in any way a movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.
- An Officer shall not show partiality in assessment of the students deliberately over marking/under marking or attempts at victimization on any ground.
- An Officer shall not excite/instigate students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences.
- No Officer will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent after approval from competent authority.
- No Officers shall send his/her paper to the authorities without following proper channel.
- No Officer shall bring or attempt to bring any outside influence to bear upon the authorities of his/her University to further his/her interest in respect of matters pertaining to his/her service in the University.
- No Officer of the University shall apply for any other job/post/scholarship without the prior sanction/approval of the competent authority.
- No Officer shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.
- No Officer can join any course of study without obtaining prior approval of competent authority.
- No Officer shall take part in any activity which in the opinion of the authorities is calculated to lead to indiscipline in the University/School.
- No officer is allowed to indulging in limiting someone career
- An officer is prohibited from carrying fire arms/narcotics/consumption of alcohol in campus
- No officer will indulge in sexual harassment at work place
- No officer will indulge in misappropriation of university funds
- No Officer will indulge/associate/promote/carry out political activities in university campus

2. Code of Conduct for Teachers

Every Teacher shall at all-time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

- A Teacher shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his/her duties.
- During the hours fixed for his duties, he/she shall devote himself/herself diligently to his/her work and give full co-operation in all University work.
- He/she shall carry on his/her work with accuracy and reasonable speed.
- He/she shall act with due courtesy with whom he comes in contact in the course of his duties.
- He/she shall respect all lawful orders from superiors and carry them out faithfully.
- He/she shall ensure that the University property, articles, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- He/she shall take care to see that the contents of University papers, correspondence, file etc. of confidential nature are not divulged to any unauthorized person directly or indirectly.
- He/she shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his/her position as a University Teacher to hold such business or undertaking.
- Unless generally or specially empowered in this behalf, he/she shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his/her possession in the course of his duties or has been prepared or collected by him/her in the course of these duties, whether from official sources or otherwise.
- He/she shall not give evidence in his official capacity without the previous permission of the Vice-Chancellor or other Competent Authorities.
- He/she shall not take part in or subscribe in or aid or assist in any way a movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.
- A Teacher shall perform his/her academic duties such as preparation/lecture, demonstration, assessment, guidance, invigilation etc. and will work diligently and sincerely.

- A Teacher shall not show partiality in assessment of the students deliberately over marking/under marking or attempts at victimization on any ground.
- A Teacher shall not excite/instigate students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.
- No Teacher will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent by approval from competent authority.
- No Teacher shall send his/her paper to the authorities without following proper channel.
- No Teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his/her University to further his/her interest in respect of matters pertaining to his/her service in the University.
- No Teacher of the University shall apply for any other job/post/scholarship without the prior sanction/approval of the competent authority.
- No Teacher shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.
- No Teacher can join any course of study without obtaining prior approval of competent authority.
- No Teacher shall take part in any activity which in the opinion of the authorities is calculated to lead to indiscipline in the University/School.
- No Teacher shall take part in subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union or to disturb public peace.
- A teacher offering himself/herself for election to Parliament / State Legislature shall have to resign from service: provided that on the date, the nomination of the teacher for election of the Parliament/ State Legislature is accepted, he would be deemed to have automatically vacated his office, even if he had not resigned or his resignation has not been accepted.
- No Teacher shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business or undertake any employment. No employee shall appear in any examination without obtaining prior permission of the Governing Body/Chancellor; provided that a teacher may without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a Literary, artistic or scientific character, subject to condition that his official duties do not thereby suffer, but he shall not undertake or shall not

undertake or shall discontinue such work, if so directed by the Director of his school , and in case of the Principal if so directed by the Governing Body/chancellor.

- Save in exceptional circumstances, no teacher shall absent himself/herself from his duties without having first obtained the permission of the authority provided in the leave rules.
- Every teacher shall at all the times maintain absolute integrity and devotion to duty.
- Every teacher shall abide by and comply with the rules of the university and all orders and directions of his authorities issued from time to time.
- Every teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the discharge of his/her duties.
- No teacher shall indulge in Ordinary absence.
- No teacher shall indulge in Late attendance and will be punctual
- No teacher is allowed to indulging in limiting someone career
- An teacher is prohibited from carrying fire arms/narcotics/consumption of alcohol in campus
- No teacher will indulge in sexual harassment at work place
- No teacher will indulge in misappropriation of university funds
- No teacher will indulge/associate/promote/carry out political activities in university campus

3. Code of conduct for Administrative Staff

Every Employee shall at all-time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

- An Employee shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his/her duties.
- During the hours fixed for his duties, He/She shall devote himself/herself diligently to his/her work and give full co-operation in all University work.
- He/she shall carry on his work with accuracy and reasonable speed.
- He/she shall act with due courtesy with whom he comes in contact in the course of his duties.
- He/she shall respect all lawful orders from superiors and carry them out faithfully.
- He/she shall ensure that the University property, articles, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- He/she shall take care to see that the contents of University papers, correspondence, file etc. of confidential nature are not divulged to unauthorized persons directly or indirectly.
- He/she shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his/her position as a University Employee to hold such business or undertaking.
- Unless generally or specially empowered in this behalf, he/she shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his/her possession in the course of his duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.
- He/she shall not give evidence in his/her official capacity without the previous permission of the Vice-Chancellor or other Competent Authorities.
- He/she shall not take part in or subscribe in or aid or assist in any way a movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.
- An Employee shall not show partiality in assessment of the students deliberately over marking/under marking or attempts at victimization on any ground.

- An Employee shall not excite/instigate students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.
- No Employee will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent through approval from competent authority.
- No Employee shall send his/her paper to the authorities without following proper channel.
- No Employee shall bring or attempt to bring any outside influence to bear upon the authorities of his/her University to further his/her interest in respect of matters pertaining to his/her service in the University.
- No Employee of the University shall apply for any other job/post/scholarship without the prior sanction/approval of the competent authority.
- No Employee shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.
- No Employee can join any course of study without obtaining prior approval of competent authority.
- No Employee shall take part in any activity which in the opinion of the authorities is calculated to lead to indiscipline in the University/School.
- No employee shall take part in or subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union or to disturb public peace.
- An employee offering himself for election to Parliament / State Legislature shall have to resign from service: provided that on the date, the nomination of the employee for election of the Parliament/ State Legislature is accepted, he would be deemed to have automatically vacated his office, even if he had not resigned or his resignation has not been accepted.
- No employee shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business or undertake any employment. No employee shall appear in any examination without obtaining prior permission of the Governing Body/ chancellor; provided that the employee may without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to condition that his official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work, if so directed by the Principal of his/her college, and in case of the Principal if so directed by the Governing Body.

- Save in exceptional circumstances, no employee shall absent himself/herself from his duties without having first attained the permission of the authority provided in the leave rules.
- Every employee shall at all the times maintain absolute integrity and devotion to duty.
- Every employee shall abide by and comply with the rules of the college/university and all the orders and directions of his/her authorities issued from time to time.
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the course of his/her duties.
- No employee shall engage in Ordinary absence.
- No employee shall engage in late attendance.
- No employee shall engage even in Minor efficiency.
- No employee shall engage in Loitering.
- Every employee shall wear uniform during duty hours.
- No employee shall make unauthorized use of Accommodation allotted to him/her employees.
- No employee shall spread false rumors or give false information, which tends to disrepute the University or its employees or spread panic among the employees.
- No employee shall refuse to accept charge sheet/suspension order or any other lawful order given by a superior.
- No employee shall give false information regarding name, age, father's name, qualifications or previous services.
- No employee shall interfere with the records; attendance registers etc. either pertaining to himself/herself or to any other employee.
- No employee shall quarrel/fight with fellow- workers or with anybody else.
- No employee is allowed to indulging in limiting someone career
- An employee is prohibited from carrying fire arms/narcotics/consumption of alcohol in campus
- No employee will indulge in sexual harassment at work place
- No employee will indulge in misappropriation of university funds
- No employee will indulge/associate/promote/carry out political activities in university campus

4. Code of conduct for Students

- Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet browsing centre.
- During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- Late comers are forbidden from entering the classrooms.
- Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- Defacing the blackboards or walls will be severely dealt with.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Students should stay away from any anti-social activities.
- Students should always wear their identity cards inside the campus daily.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Visitors are not allowed to meet the students in the classrooms.
- Students should take care of their belongings. The institution will not be responsible for any loss.