

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Code of Conduct For Students	02-07-2018	<ol style="list-style-type: none"> <li>1. All students admitted to the Institute are subject to the discipline and control of the Institute authorities.</li> <li>2. Ragging is banned on the college campus.</li> <li>3. Smoking, drinking alcohol and use of drugs is strictly prohibited.</li> <li>4. Every student should be punctual in completing term work</li> <li>5. The Institute authorities under no circumstances shall accept any liability in respect of an accident/suicide which a student may meet with or commit during his stay at the Institute or on an educational visit.</li> </ol>
Code of Conduct for Teaching staff	02-07-2018	<ol style="list-style-type: none"> <li>1. Every teacher shall discharge his/her duties efficiently to match with the academic standards and performance norms laid down by College management from time to time.</li> <li>2. Every teacher shall update his/her knowledge and skills to equip him/her professionally for the proper discharge of duties assigned to him/her.</li> <li>3. No teacher shall absent himself/herself from duties at any time without prior permission from higher ups.</li> <li>4. No teacher shall accept any honorary or other assignment given to him by any external agency without permission of college management.</li> <li>5. Faculty should not leave the job during academic session.</li> <li>6. Faculty behaviour with colleagues and entire staff should be polite, gentle and co-operative.</li> </ol>
Code of Conduct for Non Teaching Staff	02-07-2018	<p>Non Teaching Staff Shall Be:</p> <ol style="list-style-type: none"> <li>1. Working in college office or departments should remain on duty during college hours.</li> <li>2. Assigned to laboratories should keep the labs well arranged.</li> <li>3. Responsible for any loss or damage of article in the lab or classroom should be reported to HOD</li> <li>4. Working in lab, shall maintain a stock register for all the articles, equipments, chemicals etc.</li> <li>5. Carrying out their duties as instructed by the authorities to whom they are attached.</li> <li>6. Not be absent from duties at any time without prior permission from higher ups.</li> <li>7. Report about the work to the supervisor</li> <li>8. Maintaining dignity work ethics ,respect to peers supervisor &amp; all</li> </ol>



