

# CODE OF ETHICS

Title	Date of publication	Follow up(max 100 words)
Professional  code for  College  Employees (Prospects)	01-01-2020	<p>Code of conduct for Faculty Members:</p> <p>The teacher of the institution must:</p> <ol style="list-style-type: none"> <li>1. Uphold the honour and dignity of the teaching Profession.</li> <li>2. Be impartial towards the students of the institution.</li> <li>3. Provide an innovative and quality education to students.</li> <li>4. Create a friendly learning atmosphere in the class.</li> <li>5. Always listen to the problems of the students.</li> <li>6. Act as mentor of the students.</li> <li>7. Abide by the rules and regulations of the institution.</li> <li>8. Be collaborative with the fellow teachers.</li> <li>9. Carry out fair and unbiased evaluation of the students.</li> <li>10. Be honest and sincere while discharging their duties.</li> <li>11. Avoid social networking sites like Twitter, Facebook, WhatsApp etc during working hours.</li> </ol> <p>Code of conduct for non-teaching staff and other supporting staff:</p> <p>The employees of the institution must:</p> <ol style="list-style-type: none"> <li>1. Remain on duty during college hours.</li> <li>2. Adhere strictly to the laws &amp; regulations of the college.</li> <li>3. Respect &amp; maintain the hierarchy of the college.</li> <li>4. Maintain honesty, integrity &amp; fairness in all institutional activities.</li> <li>5. Exercise self-discipline and restrain at all the times &amp; deal positively with staff, students and the general public.</li> <li>6. Avoid social networking sites like Twitter, Facebook, WhatsApp etc during working hours.</li> </ol> <p>The employees of the institution must not:</p> <ol style="list-style-type: none"> <li>1. Intercept or misappropriate college funds.</li> <li>2. Divulge official secrets, conceal, alter or forge official documents/receipts.</li> <li>3. Remain absent from duty without official approval.</li> </ol>

Professional code for College Students (Prospects)	01-01-2020	The institution lays primary emphasis on the maintenance of discipline. The students are advised to strictly follow the following code of conduct. <ol style="list-style-type: none"> <li>1. Students must carry the Identity cards with them on all days and should produce the same before entering into the college and when asked for.</li> <li>2. Entry of outsiders in the college without proper permission from the college principal is strictly prohibited.</li> <li>3. Smoking/alcohol inside the college campus is strictly prohibited.</li> <li>4. Students shall not be allowed to enter the college campus after 10:30 am and leave before 3:30 p.m.</li> <li>5. To maintain proper discipline in the college campus is mandatory for every student.</li> <li>6. Students shall not be allowed to enter the college campus without proper uniform as prescribed by the college administration.</li> <li>7. Students shall avail a leave from college for 10 days only during the academic session with prior permission from the principal.</li> </ol>
---	------------	---