

Code of Conduct for Students:

- No student will be allowed to leave the college before 12.00 noon.
- Pay special attention to attendance, and take house examinations seriously. Otherwise, the students will be deprived of annual examinations as per rules.
- Ragging is strictly prohibited in the college premises.
- Discipline must be maintained on the college campus. In the event of breach of discipline, one can be expelled from the college.
- The behavior of the students should be courteous with others.
- Don't damage the college's infrastructure/property.
- The students should queue for work in the office and maintain peace.
- All girls must read the notices daily from notice board, college website, or WhatsApp groups to not miss any important information.
- Attendance of the students is mandatory in festivals and programs held at the college.
- Students should not put any notice on their own without the principal's permission. It is a punishable offense.
- Come to the college on time. The students should reach the class as soon as the period bell starts ringing.
- Inform the office if your address changes.
- It is recommended for every student to participate in various college activities.
- Attending the weekly prayer is mandatory.
- Calling any student from her class without the permission of the college office is forbidden.
- It is punishable to walk or talk in the corridors during classes.
- Plucking of flowers from the college campus is prohibited. A penalty of Rs. 20 will be charged from the student found guilty.
- Any student caught cheating in the college examinations will be punished according to the college/university rules.
- College fee will be charged every month.
- Students who disobey college rules can be expelled without any prior notice.
- Students seeking admission in the college should ensure that their voter card has been prepared. If not, fill form no. 6 attached to the prospectus and submit it to the college office.
- All students must deter from indulging in any form of misconduct including partaking in any activity off campus which can affect the institute's reputation.
- Any disruptive activity in the classroom or in any event will be considered as a case of misconduct.
- Sports' students must not use violence or bullying tactics (Physical or Emotional) on or off the field.
- During practices or matches, students must obey and listen to their coach/teacher.

- All sports' students must abide by the expectations of behavior set by the college while travelling to other institutions.

Code of Conduct for Hostel:

- All visitors must make an entry in the visitors' register at the reception.
- The hostel will not be responsible for damage/loss of any personal item.
- Hostellers should be properly dressed while going to common room, mess and hostel office.
- The students should make efforts to maintain decorum and peace in the hostel.
- No outsider will be allowed to stay in the rooms.
- Any violation of hostel rules will be subject to strict disciplinary action.
- Warden would be responsible for day to day operation and administration in the hostel.
- Attendance is mandatory every day.
- Ragging is strictly prohibited in the hostel.

Code for Library:

The library seeks to provide a safe and secure learning environment which requires respect for the right of others to maintain a proper decorum to honour the integrity of the library. So, following rules should be followed by students:

- Avoid disturbing others by talking loudly or using an electronic device that's not on silent mode.
- Students must have their library cards with them while entering the library.
- Each book will be issued for a period of 14 days after which it has to be either returned or renewed.
- Students will have to pay a late fine if they don't return/renew the book on time. Fine will be charged @ Rs. 1 per day.
- Students can refer the reference book in the library during library hours by submitting their identity cards.
- In case of book loss, students have to replace the book of the same author and latest edition or will have to pay the book's mentioned price.
- In case of loss of library cards, students have to fill the fresh application for getting a new card.

Code of Conduct for Teachers:

A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.

Teachers should:

- Treat other members of the of the profession in the same manner as they wish to be treated by others.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Seek to make continuous professional growth through study and research.
- Express free and frank opinion by participating in professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education through them.
- Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication.
- Respect the right and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments develop their personalities and at the same time contribute to community welfare.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.

- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.
- Try to see through teachers' bodies and organisations, that institutions 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.
- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community morally and intellectually.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

Code of Conduct for Principal:

- The Principal has all the rights to keep the internal system of the college strong, and operate smoothly.
- Keeping in mind the discipline of the college, the principal is completely free to change the rules of the college.
- If a student, directly or indirectly, takes part in any such movement and motivates other students of the college to participate in something which is against the discipline of the college, then she can be fined or expelled from the college.
- Principal's decision regarding admission of girl students will be final.
- Administration and supervision of circular, co-curricular/extra curricular activities.
- Assessing reports of teaching & non-teaching staff and maintenance of service books.

- Principal shall be responsible for academic growth of the college.
- Observance and implementation of directives issued by government authorities viz Director Education / Higher Education / University and other concerned authority.

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