

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Title	Follow up (maximum 100 words each)
Code of Conduct for Students	<p>The identity card with photograph affixed, must be carried by the student at all the times while on the campus and must be produced on demand.</p> <ul style="list-style-type: none"> • Students must attend the lectures and practicals regularly as per the time tables. • Students should have minimum 75% attendance in theory and practical. • Students must appear for all the tests and examinations and show satisfactory progress. • Students are advised to read all the notices displayed on the notice boards. • The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students or other classes.
Code of Conduct for Teachers	<ul style="list-style-type: none"> • Be updated in the knowledge of subject and the current affairs. Conduct all the examinations as per the scheduled time table. • Prepare thoroughly the lecture to be delivered in advance. • Conduct lectures and practicals as per the time table. • Use modern tools of teaching to make the lectures more interesting (Audio/ Visual Aids). • Attendance of the students should be recorded regularly. • Complete the syllabus in stipulated time. • Evaluate all the examinations in the stipulated time. • Be polite to the students-listen their problems and should make efforts to solve them. • Be in contact with the parents / guardians of the students. • Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and practical.
Code of Conduct for Administrators	<ul style="list-style-type: none"> • To ensure that the institute is well run, meets the needs for which it has been set up. • To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate • To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making • Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment. • Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.

Code of Conduct for Support Staff	<ul style="list-style-type: none"> • Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department. • Maintain a supportive environment for while performing their assigned duties. • Understand the job scope, practices, and procedures relating to their position. • Meet targets regarding work to be performed to the best of their ability. • Manage time effectively. • Demonstrate ability to solve problem within the scope of their position. • Demonstrate ability to work independently when appropriate. • Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.
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