Rules and Regulation of the college

Code of conduct for Students

1. Students should arrive on time.
2. Every student should carry the Identity Card which must have his/her photograph attested.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt.
4. The institute prohibits political activities in the campus.
5. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
6. Talking and other disruptive behaviors are not permitted while classes are in session.
7. 7. Students must not attend classes other than their own without the permission of the parent teacher or HOD.
8. Smoking and consumption of alcohol in the Institute or in premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
9. Students should address faculty as Professor or Doctor
10. be polite and respectful towards others, instructor and other students.
11. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.

**Code of conduct for Teachers, official support staff**

1. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
2. Be on time for your lectures and practical. Be punctual.
3. Staff members shall follow the directions and instructions properly given Director and HODs.
4. A teacher shall, at all times, be well-mannered in his dealings with the management, with other members of staff, students and with members of the public.
5. Every teacher maintains integrity, be devoted to duty and also be honest and impartial in his official dealings.
6. A teacher shall be required to maintain the scheduled hours of work during which he must be present at the place of his / her duty.
7. No teacher shall take part in politics, or be associated with any political party or organization.