

TEACHERS' CODE OF CONDUCT

- Adhere to a responsible pattern of conduct and demeanour expected of them by the academic community.
- Seek professional growth through study and research.
- Contribute to knowledge building through meaningful participation and sharing of ideas at professional meetings, seminars, conferences etc.
- Teachers must adhere to the official Time Table and report on time for their respective class.
- Teachers should accord dignity and respect to all students across gender, caste, class, religious and ethnic locations.
- Respect students' rights to freely express their opinions.
- Be just and impartial with students regardless of their religious, caste, political, economic, social locations.
- Encourage students to improve their academic performance and also contribute towards the community.
- Inculcate among students a spirit of critical inquiry and the constitutional ideals of democracy, patriotism and peace.
- Not humiliate, belittle, objectify or body shame students.

- Be mindful of the fact that each student is different and they have different boundaries and sensitivities.
- Treat students with kindness and compassion.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Teachers should help in the functioning of committees and cells comprising teachers, students and the non-teaching staff.
- The dress during the college hours has to be proper, decent and smart. No denims will be allowed.

ADMINISTRATIVE STAFF'S CODE OF CONDUCT

Do's

- Report for routine duty on time and remain on campus during working hours.
- Maintain a well organized workspace and keep track of schedules, tasks and documents efficiently.
- Manage your time efficiently to meet deadlines.
- Be flexible and adaptable to the changing demands. Maintain confidentiality of sensitive information.

- Stay updated with relevant software and technology to perform tasks efficiently Maintain cordial relations in all interactions.
- Dignity, decorum and courtesy are to be maintained in speech and behavior.
- The dress during the college hours has to be proper, decent and smart. No denims will be allowed

Don'ts

- Don't procrastinate.
- Do not share confidential information with unauthorized individuals. Don't be disorganized and avoid misplacing important information.
- Refrain from indulging in office gossip.