

CODE OF CONDUCT FOR TEACHING AND NONTEACHING STAFF:

Liability to avoid by the rules and regulations

1. Every employee shall conform to and abide by such rules in force and shall observe, comply with and obey all orders and directions issued by the management from time to time.
2. Every employee shall promote the interest of the institute and its constituents where ever he/she is working by showing attention in all transaction.
3. Every employee shall obey orders/instruction from his her supervisors and shall work with integrity where his/her conduct should be so where and in tune with position he/she is bolding. Any insubordinations or defying orders of supervisors with be considered as an act of serious misconduct.
4. Employees are prohibited against showing any discrimination towards students and other employee based on caste/religion/Region/Tribes/Gender etc.
5. Any act involving theft, wilful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.
6. All the employees shall follow the dress code of the colleges applicable and carry ID cards with them while they are in the institute's premises or on official duty outside.
7. Use of the mobile phones during classroom sessions/lectures/meeting/during exam work and/while on Invigilation is strictly prohibited.
8. Famishing falls information pertaining to age, qualification, experience and getting appointed by giving such false information will results in immediate terminations of the conceded employee from service without notice. He/she will not be entitle for his/her benefits. Criminal action may also be taken if required.
9. Gambling, consuming alcoholic drinks, chewing tobacco, consuming drugs and smoking within the colleges area and office, sleeping while on duty neglect of work, taking bribe/ commissions, wilful absence, getting into a physical fights, taking part in strike/ demonstration, distributing pamphlets against the colleges, canvassing for any political party within the colleges area, refusal to work when required by management,

instigating quarrels, ragging, getting involved in criminal activities, criticizing the management or colleges, collecting running chit funds or money scheme etc.

10. Misleading and giving false information to students and staff/will be considered as misconduct.
11. Personal matters problem involving police, criminal proceeding leading to FIR against an employee's shall result in immediate suspension (from the day it comes to the notice of the management) pending final outcomes of the same.
12. If the criminal proceeding leads to convictions, the service of the employee is immediately terminated and he/she shall not be considered for re-employment with college.