

## **LET'S ALL MAINTAIN PROPER CODE OF CONDUCT**

- Punctuality in reporting for duty is expected. If you cannot be at work on time you must inform appropriate personnel in your department.
- Teaching faculty are advised not to use cell phone while in classroom
- Perform all kinds of academic duties and other work related to it sincerely.
- Considering the importance of decency, cleanliness and presentability, dress professionally and appropriately and maintain decorum of an academic institution.
- Be soft spoken and maintain good cordial relations with your peers and superiors
- Treat the other members as an integral part of the institution to maintain healthy work environment. Treat everyone with respect.
- Share relevant information as and when required, discreetly without any bias or ulterior motive. Do not indulge in work politics and gossip.
- Maintain high standards of integrity in all your dealings especially in your work and ensure that you motivate others for the same.
- It is your responsibility to provide accurate information about yourself and any other relevant matter at the time of joining the institution and throughout your term. If you are at fault of misrepresenting, falsifying or suppressing facts, appropriate action shall be taken.



- Do not discriminate against students on basis of race, religion, language or political ground etc or other arbitrary or personal reasons.
- Never instigate students against other students/teachers/colleagues/administration
- Never engage oneself in any act prejudicial to the interest of management of college.
- Never use resources / facilities of college for personal / commercial / political / religious purpose

