

## **Human Values and Professional Ethics**

### **Code of Conduct for Teachers**

- Being Regular attendance, Punctual and prepared to perform His/Her teaching duties.
- Treating each student with dignity and respect.
- Creating a healthy, nurturing and safe environment for students in His/Her charge.
- Reviewing with students the college expectations, guidelines, rules and regulations.
- Rewarding and recognising appropriate behaviour and communicating with students and parents if student behaviour is not appropriate.

### **Code of Conduct for Non-Teaching Staff**

- Non-teaching Staff must represent loyalty to the college.
- Non-teaching Staff must avoid any conflict of interest with respect to their fiduciary responsibility.
- Non-teaching Staff don't have the authority to exercise individual authority over the institution.
- Non-teaching Staff a good manner that reflects fair play ethics and straight forward communication.
- Non-teaching Staff shall meet expectations as reasonably required by the college.
- Preparation of Admission Registers, Term, Fee Registers, Service Registers, DCB Statements and all periodical returns.
- Preparation of Budget Estimates, revised Estimates, Number Statements and all matters connected with them

### **Code of Conduct for Principal**

- The Principal should conduct Himself/Herself in such a way that both the Staff and the Students look up to Him/Her guidance.
- She/He should be impartial, secular, dignified and punctual in discharging Him/Her duties.
- She/He should be a pale settler in dress, demeanour, attendance, punctuality etc.

- The Principal should be in constant touch with students and resistance of the hostel which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- The Principal should be a true academic & administrative leader and assume full responsibly for discipline of the college.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- The Principal should see that the Long term and Short term plans are prepared for the growth of the Institution.
- The Principal should plan for the use of Alternative and Innovative teaching methods. And the teachers should be motivated to adopt them in the class rooms for better results.
- The Principal should encourage the talented students in the field of Co-curricular and Extra-curricular activities by providing necessary facilities in the college.

### **Code of Conduct for Students**

- Being Regular attendance, Punctual and Uniform.
- Behaving in a manner that does not interfere with the Right of others.
- Abiding by Expectations, Guidelines, Rules and Regulations established by the college.
- Adhering to the Principles of Respect, Responsibility, Integrity, Courtesy & Performance.
- Students resolve conflicts in a positive manner, positive college culture and responsible for Misconduct.

### **Core Values of our Institution**

- |                  |                        |
|------------------|------------------------|
| • Integrity      | . Ethics               |
| • Respect        | . Quality              |
| • Responsibility | . Learning Environment |
| • Truth          | . Student Service      |

#### **Integrity :**

- Our institution conduct all activities in an ethical manner.
- Commit to Practices that are fair, honest and objective in dealing with students, faculty members and stakeholders at all levels of the community.

#### **Respect :**

- Support a Community and climate of Respect and thoughtfulness among students, faculty staff and the people of our community.

#### **Responsibility :**

- Commit to being responsible and academic programs, transparency in our fiscal and operational proceedings.

**Truth :**

- Value and continually seek to earn the public's truth in all of our actions.

**Ethics :**

- Principled behaviour, honesty, courage, trustworthiness and Respect and Dignity.

**Quality :**

- provide educational programs that lead to the acquisition knowledge and skills necessary to achieve information.
- Leadership and Service to the Community.

**Learning Environment :**

- Our institution believe that an Outstanding Physical infrastructure along with the culture excellence in all our endeavours.
- Providing state of the art learning spaces.
- Safe and healthy environment for students.

**Student Service :**

- Strive to ensure that curriculum delivery, support services respond to in queries timely manner and pursue excellence.
- NSS service to local community, camps for social services.
- Creativity and scholarships are our culture.