

**CODE OF PROFESSIONAL CONDUCT AND ETHICS
FOR
FUNCTIONING OF EDUCATIONAL INSTITUTE**

BASED UPON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018],The College adopts the Code of Conduct as:

PRINCIPAL should:

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Principal being the Administrative Head of the college is expected to undertake and execute the following responsibilities and duties -

- Ensuring quality up-gradation of the college with active assistance from the IQAC as well as other in-house wings/committees.

- Nominating, appointing and constituting various in-house wings for smooth day to day functioning of various academic and administrative matters of the institution.
- Monitoring and coordinating the assigned duties and tasks of the various in-house wings towards their optimum performance in the assigned domains.
- Placing before the Governing Body for appropriate approval, various policy matters as proposed by different stakeholders of the institution, including the IQAC.
- Undertaking necessary steps to implement all policy matters approved by the Governing Body that too within a justified time framework.
- Nominating Assistant Officer-In-Charges to act on his/ her behalf for the smooth functioning of the institute.
- Taking necessary steps to promote harmonious and cordial work culture and academic environment within the institution.
- Adopting measures to promote and execute various welfare measures amongst all stakeholders, including students and staff.
- Exploring means and ways to establish tie-ups with external quality institutions/ organizations for qualitative growth of the institution.
- Optimizing the institutional growth and development by pivoting upon the locational advantages of the institution.
- Ensuring the institutional fringe area development through judicious utilization of institutional resources.
- Seeking and implementing ways and means to improve the financial health of the institution.
- Continuous monitoring of the performance indications of different academic and administrative procedures/ regulations and up-gradation/ modification of these as per need basis.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS
FOR
TEACHING STAFF (including HODs)**

TEACHERS AND THEIR RESPONSIBILITIES: Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work continuously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. TEACHERS AND STUDENTS:

Teachers should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

III. TEACHERS AND COLLEAGUES:

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

It shall be the moral responsibility on the part of every member of the teaching staff to:

- Execute diligently every co-curricular, extra-curricular and administrative task that is prescribed in their respective subject syllabus and curriculum or may be assigned by the higher authorities from time to time
- Act as good counselors and facilitators to their students, so as to inspire and assist them in fulfilling their desired dreams, goals and overall expectations from the department in particular and the institution in general
- Encourage their persona students to improve their attainments, develop and at the same time contribute to community welfare;
- Inculcate ideals among students scientific temper, spirit of inquiry and democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration
- Strive continuously for academic advancements and innovations both at the individual as well as institutional levels
- Update on a regular basis with the latest developments of knowledge in their respective fields of knowledge and to propagate and disseminate the same amongst their students
- Maintain the confidentiality of certain classified documents and information, both academic and administrative
- Adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- Strive to be a role model not only amongst the students but also amongst peers and colleagues

GUIDELINES FOR TEACHERS

A. ACADEMIC

- ❖ Daily Routine Classes should be attended on time as far as practicable.
- ❖ Complete the Syllabus Topics allotted by the HODs for each semester/ year within a justified time framework
- ❖ Lesson Plans should be made at the beginning of every semester/ year
- ❖ Complete the marking of answer-scripts of class tests/sessional examinations within the desired time framework
- ❖ Discuss the answer-scripts of class tests/ sessional examinations with students after marking is completed so as to point out the omissions and mistakes the students have committed
- ❖ Repository of E-learning resources should be created by each individual teacher as per his/ her specialization and utilizing such resources with appropriate techniques as far as practicable for optimum benefit of the students
- ❖ No student should be denied admission in the classes if they are late in attending; however, the teacher may deny the attendance if any student is late for reasons not properly justified
- ❖ For improper conduct or behaviour of any student during any classes, he/she may be warned at the first instance and in case of repetition, the matter may be reported to the HOD; in such cases, no student should be given any physical punishments
- ❖ Make use of both departmental as well as central library facilities for maximum academic use

B. ADMINISTRATIVE

- ❖ Entries in the Daily Class Monitoring Diary should be made on a day to day basis
- ❖ Should assist the HOD in executing various departmental administrative works as and when asked for.
- ❖ When appointed as invigilators
 - (i) must report to the OC/ AOC of the respective Examination Committee, at least 30 minutes before the scheduled start of the examination
 - (ii) must keep utmost vigil inside the examination hall for ensuring a fair and conducive environment, thereby preventing all sorts of malpractices
 - (iii) must keep their all the cell phones in the quiet mode and refrain from using those in front of the examinees
 - (iv) must refrain from all sorts of gossip which can lead to disciplinary action
 - (v) must immediately cater to the needs of the examinees viz. drinking water, additional sheets, medical assistance, etc.
- ❖ Ensure healthy coordination between guardians and alumni for all-round growth of the department through various measures and activities
- ❖ Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)
- ❖ Provide different qualitative and quantitative data to the IQAC on a prompt basis, as and when asked for.

GUIDELINES FOR HEADS OF DEPARTMENTS

HODs of all academic departments are expected to ensure that -

- Healthy academic environment prevails in the concerned department
- Proper distribution of the syllabus content in each semester/ year is made amongst the existing faculty members, so that course completion is made within a justified time framework
- Classes are not left unattended and are held on time, even if any faculty member is on leave, through appropriate arrangements
- All co-curricular activities like field works, student excursions, project works, student seminars, home assignments, etc are held on time and executed to the satisfaction of all concerned
- Arrange for proper guidance, counseling and monitoring of students thereby creating a learner-friendly environment through various initiatives like holding of bridge courses, orientation programmes, remedial classes, special classes, tutorials, counseling session, etc
- Departmental Advisory Committee meetings are held on a regular basis as per stipulated guidelines (i) to be held in the first week of every month to review different academic and administrative issues and (ii) to take necessary measures thereof
- IQAC Daily Class Monitoring Diary and the IQAC Activity Record Book is updated on a regular basis
- Departmental records are kept in order in properly designated files, viz. (i) File for all incoming memos (ii) File for all outgoing memos (iii) Stock register (iv) Student Attendance Registers (v) Register for maintaining proceedings and resolutions of Departmental Advisory Committee meetings (vi) Issue Register (vii) File containing all documents related to students' achievements (e.g. qualifying in national/ international level exams, various extra-curricular competitions, etc.) (viii) Copies of Home Assignments (ix) Copies of Field Reports (x) File for Leave Applications (xi) Register of Students' Exam Records and Results (xii) File for Extension Activity documents (xiii) Proper records of students passed out and their progression to higher education (xiv) Stock piling of records as soft copies (photos, videos and documents)
- Confidential papers are kept under proper and safe proper custody
- All communication on different academic and administrative matters is made preferably through e-communication mode, by using the institutional email ID or Whats App Groups
- Respond promptly to any instruction/ directives received from any administrative controlling authority (ies)

**CODE OF PROFESSIONAL CONDUCT AND ETHICS
FOR
LIBRARIAN**

LIBRARIAN should:

- ❖ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
- ❖ Discourage and not indulge in plagiarism and other non-ethical behaviour in the profession and other related dimensions
- ❖ Participate in extension, co-curricular and extra-curricular activities including the community service;
- ❖ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**CODE OF PROFESSIONAL CONDUCT AND ETHICS
FOR
NON-TEACHING STAFF**

Non-teaching staff of the college are expected to -

- Possess and display values like responsibility, loyalty, diligence, commitment, integrity and morality in various day to day official matters and duties inside and outside the college.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.

Non-teaching staff shall -

- Be punctual in attending day to day routine works.
- Execute and complete the allotted tasks to the satisfaction of all concerned.
- Maintain harmonious and cordial relationships with all colleagues.
- Behave in a manner that would not demean the institutional reputation.
- Work towards earning the trust, honour and respect from one and all.
- Adhere to different procedures and regulations that might be prescribed by the administrative mechanism of the institution or higher authorities from time to time.

**CODE OF CONDUCT AND ETHICS
FOR
STUDENTS**

- **Carrying Students' Identity Card:** Every student is issued an identity card at the time of admission. The card, which is non-transferable, contains information about the holder, viz. name, session, class, roll number, subject combination, etc. It also contains a passport sized photograph of the student, duly endorsed by the Principal. It is mandatory for every student to carry the identity card with him/ her so that can be produced whenever necessary.
- Loitering aimlessly inside the campus area is not encouraged. Time intervals obtained between normal scheduled classes should be spent in a productive manner towards engagement in extra-curricular activities/ sports activities/ library visits/ attending any ensuing programs inside the campus or peer discussions amongst fellow students. Moving outside the college campus on flimsy grounds is not encouraged.
- Students should not create ruckus inside the canteen area and should not engage in thereby occupying the limited eating spaces
- Students are expected to participate actively in all sorts of departmental as well as institutional level activities/ events that shall be held from time to time
- RAGGING of newly admitted students is STRICTLY PROHIBITED and shall be dealt with a firm hand, under the existing penal provisions. If any incident of ragging comes to the notice of the college authority, the student (s) involved in ragging shall be given liberty to put forward his/ her explanation, which if not found satisfactory, the authority would expel him/her from the college.
- The entire college campus has been declared as a VIOLENCE INTOLERANCE ZONE. No student shall be in possession of any offensive item, viz. sharp weapons, arms, ammunition, etc. during their presence inside the campus. Offensive behavior (including eve-teasing), violent behavior, skirmishes, protests, clashes, damage to institutional property and indulging in other unruly acts inside the campus shall be deemed to be acts of insubordination and shall be dealt with in a firm manner. Exemplary punishment will be awarded to students found to be involved in violent acts or incidents which may range from debaring from attending classes, filling up of examination forms and in extreme cases may lead to rustication.
- The entire college campus has been declared a NO TOBACCO ZONE. No student shall be in possession of any intoxicating substances (drugs, alcohol, etc), tobacco products, chewing gums, etc. during their presence inside the campus. Incidents pertaining to consumption of tobacco, spitting of tobacco products thereby causing staining of walls, floors, etc., shall be dealt with firmly by the college authority. Any student detected/ identified to be spitting tobacco products at any place thereby causing stains shall be bound to clean all by themselves.
- The entire college campus has been declared a NO PLASTIC ZONE. Use of plastic items below the standard accepted norms is strictly prohibited.
- Waste products must be disposed off in the designated dust-bins only
- All educational field trips/ excursions/ study tours shall be undertaken with prior permission of the Principal. All such activities shall be coordinated through a Teacher-in-Charge who

shall obtain from each student an undertaking in a standard format before the start of the activity.

- Organization of political meetings inside the campus is strictly prohibited
- Students should not crowd inside the office premises so as to cause hampering in the normal discharge of duties by the office staff. For fees payment and submission of admission/ examination forms, students must queue in an orderly manner in the designated space
- All students are expected to participate in different Feedback Surveys that might be conducted from time to time and forward their valuable suggestions/ opinions, that will be used for betterment of services and conditions
- Use of cell phones is NOT permitted within the classrooms and laboratories. Usage of cell phones is strictly restricted within the Girls' and Boys' Common Rooms. Cell phones must be kept in the SILENT MODE under all circumstances within the college campus.

1. CONDUCT WITHIN THE GENERAL COLLEGE CAMPUS AREA:

- ❖ Students should come to the college preferably by mass transport systems; any other vehicle brought to the college must be parked in a disciplined way in the designated parking lot outside the main gate of the campus
- ❖ Wearing of proper college uniform and display of valid identity cards is mandatory to enter the college premises during working days/ hours.

College Uniform: The design and style of the uniform must be formal.

- ❖ **U.G. (Boys):** White shirt (decorated with the college emblem), grey trousers, black shoes and white socks; Black blazer/ sweater) during winters; Jeans trousers and shirts are not permitted.
- ❖ **U.G. (Girls):** Green Kurta, Pajama; black sweater (decorated with the college emblem) during winters; Jeans and leggings are not permitted.

The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall normally function for a period of 1(one) year, effective from the date as mentioned in the appointment letters/ notice declaring the constitution/ formation

- ❖ The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall work in close coordination with the Internal Quality Assurance Cell (IQAC) of the college
- ❖ The in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall meet at least once in every month (if possible) or at the most once in two (2) months, to discuss about the status/progress of ongoing works and also to decide upon the course of future works
- ❖ Proceedings and resolutions of all meetings conducted shall be clearly hand-written in the official register provided, along with signatures of all members of the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units
- ❖ Copies of all resolutions adopted by the in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units will have to be submitted to the Coordinator, IQAC, on a quarterly basis, both as hard copies and soft copies for being uploaded in the institutional website
- ❖ All members of different in-house Boards/ Cells/ Centres/ Committees/ Councils/ Units shall adhere to different procedures and regulations and comply to any relevant instructions/ directions/ orders that might be given/ prescribed by the administrative authorities/ mechanism of the institution or higher authorities from time to time
- ❖ The Chairperson, IQAC (Principal) reserves the right to dissolve and reconstitute any in-house Board/ Cell/ Centre/ Committee/ Council/ Unit or replace any member there from if he/she is satisfied enough that any particular in-house Board/ Cell/ Centre/ Committee/

Council/ Unit or any concerned member has failed to perform in consonance with the desired expectation level

- ❖ The Chairperson, IQAC (Principal) reserves the right to extend the term of any working in-house Board/ Cell/ Centre/ Committee/ Council/ Unit depending upon the need and situation

2. CONDUCT WITHIN THE INDIVIDUAL DEPARTMENTS AND CLASSROOMS:

- ❖ Students are expected to actively participate in various departmental programs and activities that might be organized by the respective departments from time to time, viz. Freshmen Socials, Farewell Functions, Talks, Alumni Meets, Student Seminars, Cleanliness activities, Outreach activities, Sports activities, Cultural activities, Literary activities and other such activities and programmes that might be organized by different wings/ cells/ departments within the campus from time to time
- ❖ Students are expected to actively contribute towards their respective Departmental Wall Magazines/ Departmental News Letters (if any)/ the annual College Magazine (Pragati)
- ❖ Students shall attend their classes at the designated time as specified in their respective daily class routines
- ❖ 75% attendance in each subject is mandatory for every student for appearing in the Term-end University Council examinations
- ❖ Appearance in Class Tests, Sessional Examinations and other co-curricular activities is mandatory, as notified and held from time to time
- ❖ Classes if not held at the proper designated time must be immediately brought to the notice of the Head of the Department/ Principal ❖
- ❖ Class Representatives shall actively participate in the Departmental Advisory Committee meetings and bring to the notice of all concerned various ideas/ academic grievances of his/ her fellow batch mates
- ❖ All matters of low class attendance and other acts of indiscipline shall be discussed in the Departmental Advisory Committee meetings, for appropriate remediation
- ❖ Every student shall be a member of the Departmental WhatsApp Group, where academic and other important information shall be uploaded from time to time by departmental administrators/ authorities
- ❖ Students are expected to browse through the departmental Notice Boards and the WhatsApp Groups on a regular basis for necessary updates by departmental administrators/ authorities

3. CONDUCT INSIDE THE DEPARTMENTAL LABORATORIES:

- ❖ Students must adopt statutory precautions inside the laboratories so as to minimize damage to equipments, apparatus, instruments, specimens, models, containers containing hazardous chemicals, etc and to reduce other health hazards to self and others
- ❖ Students must strictly follow all instructions and guidelines prescribed by the teachers in charge of the practical classes and laboratory bearers
- ❖ Refer to detailed guidelines given at the end (Appendices A, B and C)

4. CONDUCT INSIDE THE COLLEGE LIBRARY:

- ❖ All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attaches, portfolios, etc. to the library staff at the Property Counter, located at the main entrance; students and staff shall display their valid Library Card at the digital Library Attendance System

- ❖ Water bottles and other eatables are not allowed inside the reading room
- ❖ Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Property Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the bonafide members of the library and only during their stay within the library premises
- ❖ Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises
- ❖ Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises
- ❖ Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside
- ❖ Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs
- ❖ Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- ❖ Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence
- ❖ Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library
- ❖ Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action

Violation of these rules may lead to withdrawal of library privileges from any user

5. CONDUCT INSIDE THE EXAMINATION HALLS:

- ❖ All examinees are expected to maintain decorum inside the examination halls and strictly follow all disciplinary instructions as printed in cover page of the University/ Council answer scripts and other oral/ printed instructions communicated/ provided by the invigilator (s)
- ❖ Examinees should NOT bring any book/loose paper/mobile phones/headphones/electronic calculators and other electronic devices inside the examination hall, except the ADMIT CARD, REGISTRATION CERTIFICATE and required stationery materials and hard boards
- ❖ Examinees are required to bring their own pens/ pencils/ erasers and other stationery materials as per requirement and should not create commotion inside the examination halls by way of borrowing from the fellow examinees seated near them or inside the hall
- ❖ Examinees may preferably bring their own water bottles, or it will be provided by the room bearers, upon request made to the invigilators
- ❖ Any deed that demands the attention of the invigilators must be brought to attention of the concerned invigilator (s) by raising the hand
- ❖ All examinees must speak in a soft tone while conversing with the invigilator (s) regarding their need or clarification
- ❖ Questions papers should NOT be taken out of the examination halls while going to the washrooms

- ❖ There should not be any unreasonable delay in coming back from the washrooms after attending nature's call
- ❖ Scribbling is NOT permitted on the question papers/ hard boards/ admit cards/ registration certificates/ pencil and geometry boxes or any part of the body like palms etc
- ❖ Scribbling of notes/ answers on the desks/ benches/ walls of the examination halls is strictly prohibited
- ❖ Examinees must hand over the answer-scripts to the invigilators on duty at the end of their examination and on no account should leave it on their allotted desks

6. CONDUCT WITHIN THE GIRLS' HOSTEL CAMPUS:

- ❖ RAGGING is STRICTLY PROHIBITED. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law
- ❖ Boarders must positively enter the hostel premises on or before 6.00 p.m. during the period April to October and 5.00 p.m. during the period November to March
- ❖ Boarders must be available/ present for evening assembly sharp at 6.00 p.m. (during April to October) and at 5.00 p.m. (during November to March)
- ❖ Every boarder must STRICTLY maintain the entry and exit register
- ❖ Visiting hours for guests is between 3.00 p.m. to 5.00 p.m.
- ❖ Compulsory study hour period for all boarders is 6.30 p.m. to 9.00 p.m.

Internal Quality Assurance Cell (IQAC)

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars and conferences on quality related themes and promotion of quality circles.
- Documentation of the various programs/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

STRATEGIES OF IQAC

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.