

CODE OF CONDUCT

ADMINISTRATOR Principal must be honest in the Profession.
She must process the qualities of responsibility, performance and competence.
She must be a dignified personality and should respect, obey the law by demonstrating personal boundaries.
She must be committed to the profession and should not produce any fake records or force anybody to create such.
She shall not submit fraudulent requests for reimbursement of cash.
She should be a moderator for the stakeholders.
She must instruct the teachers and other staff to be responsible for their actions.

TEACHING STAFF Teachers must be the role model for the students in terms of responsibility and accountability
They should maintain active membership of professional organization and strive to improve education and profession through them.
They should participate in extension, co-curricular and extra-curricular activities inclusive of community service.
They must act in a dignified way and must deal with impartiality regardless of religion, caste, political, economic, social and physical characteristics considering Non-Teaching Staff also working under the same management.
They should perform their duties in the form of teaching, tutorial, practical, seminar, research and co-operate also assist in carrying out functions related to education.
They must act as a mentor to students.
They should discharge their service according the existing rules and regulations.
They must work towards the profess of the students and the society.
They must refrain themselves from participating in the religious or linguistic group and work towards the National Integration.
They must play a major role in the development of the Institution by means of bringing Laurel and Glory.

NON-TEACHING STAFF Non-Teaching Staff must adhere to the rules and regulations of the Institution.
They should be punctual and disciplined in their work
They shall maintain appropriate level of confidentiality with respect to records of students and other sensitive matters.
They should respect the rights and opinions of others.
They should follow all norms and job assignment.
They should respect and maintain the hierarchy in the administration.
They must get prior permission for availing leave.
