

Administrators

- _ * Encourage outstanding teaching and other professional activities.
- * Maintain a safe and clean environment for students and faculty.
- * Act as an advocate for faculty, staff and students of the college.
- * Treat faculty, staff and students fairly and impartially.
- * Refrain from engaging in behavior on the college premises that is inconsistent with their role as college leaders.
- * Strive to ensure the availability of resources required to accomplish goals and objectives.
- * Follow objectives and policies of the university and contribute constructively to achieve its mission and vision.
- * Maintain confidentiality of the records and other sensitive matters.
- * Endeavour to promote work culture and ethics that bring about quality, professionalism and satisfaction.
- * Follow the highest degree of ethics in its decision making in the best interest of the college.

Principal

- Behave in such a manner that earns respect by upholding integrity, dignity, decorum and efficiency at all levels.
- Be impartial in her decision with members of the staff.
- Maintain tolerance while dealing with burning issues among students and subordinates.
- Do not discriminate the faculty members and students on ground of gender, color, and creed.
- Do not interfere with the free participation of colleagues in the affairs of their association.

Teaching staff

Devote full working time to their profession.

- Keep their subject knowledge up to date.
- Continuous effort for professional development.
- Take pride in the teaching profession and treat other members of the profession with respect and dignity.
- Respect the professional opinions of their colleagues.
- Avoid professional jealousy and dispute with colleagues especially when they have to work together for the common interest of the college.
- Be regular and punctual and report on time for classes.
- Teachers should be present in all the programmes organized for the students to maintain the discipline and encourage the students.
- Teachers can leave the campus during their working hours only with the permission of the principal.
- Encourage the students to balance their academic and co-curricular fields.
- Encourage students to maintain discipline.
- Help students to develop a sense of responsibility, self reliance and independence.
- Encourage students to show respect to teachers, parents and authorities.
- Encourage students to show respect and appreciation for personal and public property.
- Encourage patriotic spirit among the students.
- Participate in programmes of professional growth like in-service education and training, seminars, workshops, self-study, etc.
- Act as role models for students by displaying good conduct and character.
- Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

Non- teaching staff

- * The administrative staff must be present in the office at accurate time.
- * They should work sincerely for the effective administration of the institution.
- * The behavior should be polite and accommodative towards students and teachers.
- * Create conditions that inspire teamwork.
- * Maintain confidentiality of the records and other sensitive matters.
- * Cooperate with colleagues.
- * Facilitate congenial environment.
- * Refrain from any form of discrimination.
- * Make effort to complete the assigned work in a time bound manner.

Students

- * Remain punctual, disciplined and regular in attending lectures.
- * Behave with dignity and courtesy with teachers, staff and fellow students.
- * Act as role models for junior students by attaining the highest level of values and morality.
- * Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
- * Contribute towards cleanliness of the campus and its surroundings.
- * Show respect and care for the institutional properties.
- * Observe proper behavior while on educational tour.
- * Be honest in providing truthful information about all documents.
- * Help teachers in maintaining learning environment conducive for all students.
- * Strive to keep campus ragging free.
- * Be sensitive to gender issues.
- * Be sensitive to societal needs and development.
- * Maintain good health and refrain from any kind of intoxicants.