

NAAC ACCREDITED



FAIRFIELD Institute of Management & Technology

Affiliated to GGS IP University, an 'A' Grade College by DHE, Govt. of NCT DELHI,
Approved by the Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

तेजस्वि नावधीतमस्तु
ISO 9001:2015 & 14001:2015

CODE OF CONDUCT

Introduction

- ⇒ The approved code of conduct shall act as a guide, to indicate the standards of conduct, discipline, and accountability in FIMT, Kapashera, and to assist them both in carrying out required duties and in their relationship with the Principal, teaching staff, and non-teaching staff of the college. This Code has been formulated and aimed at promoting well-informed and responsible college governance, which can function smoothly as per this code of conduct. By accepting appointments to the Board of Governors, each Governor, teaching and non-teaching staff agrees to accept the provisions of this Code.

Interpretation

- ⇒ In this Code: 'Board of Governors' means the further group of people of the society and the college, who are responsible for smooth running of the college.
- ⇒ 'College' means this FIMT College.
- ⇒ 'Vision/Mission' means the statement set out for the FIMT College.
- ⇒ 'Core Values' means those Values which set out for the college and essential for furtherance of the aim of the college and is agreed by the Board of Governors and all teaching/non-teaching staff from time to time.

Purpose

- ⇒ The basic purpose of this code of conduct is to build trust, honesty, and a sense of responsibility, enhance brotherhood and integrity in the conduct of the college. Also, to institute minimum principles of ethical practice expected from all the
- ⇒ members of the governing body, teaching / non-teaching staff, and other persons associated with the college.

Scope

- ⇒ This Code of Conduct applies to all Board members of FIMT College, including those appointed or elected, voting or non-voting, and ex officio.
- ⇒ Ethical conduct - Compliance with the Law: Board members should act at all times in full compliance with all applicable laws.

Code of Conduct for the Governing Body

⇒ Introduction:

⇒ The college/institute will be supervised and managed by constituting a Governing Body at an interval deemed fit. The composition, functions, authority, and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principals made and accepted by the Management body.

Code of Conduct:

- ⇒ Decisions taken and resolutions passed by the Governing Body are obligatory for all.
- ⇒ The members of Governing Body shall maintain their character, transparency, mannerism, good image, and good social behaviour at all times and all place.
- ⇒ No property of the college will be used for personal benefits directly or indirectly.
- ⇒ Personal or Private Service by the college employee is not allowed without the permission of the Governing Body.
- ⇒ For official work within a particular period, the members of the Governing Body can obtain the service of the college employee.
- ⇒ Any member of Governing Body will not express non-satisfaction or disagreement with any decision made by the Executive Body; it will only be discussed or expressed in the meeting only. One must respect the majority decision and not discuss the same in any other forum or any other individual.
- ⇒ If any member of the Governing Body needs any primary information from College, he/she will directly communicate with the employee.
- ⇒ If any misbehaviour or direct/indirect action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
- ⇒ Chewing tobacco or betel leaf, smoking, etc. is prohibited.
- ⇒ As per the direction of Governing Body, all rules and regulations will be followed in letter and spirit at the premises of the college.
- ⇒ If any advance amount is sanctioned for any duty allotted by the Management, it is mandatory to submit an expenditure statement timely.
- ⇒ No member of the Governing Body will interfere directly or indirectly in the day-to-day administration of the college.
- ⇒ With few respected exceptions, no member of the Governing Body will sit on the chair of the Head of the Unit. They will stick to the office of the Management only and will not hang out unnecessarily on the premises which could affect the smooth functioning of the College.
- ⇒ All shall mind that no person is greater than Institute; therefore, keep egos and discontents apart. Welcome the democratic decisions.
- ⇒ The Governing Body will receive any notice in writing only from the Principal; in the same way, the Governing Body will issue an order in writing and will avoid any verbal instructions except for exceptional circumstances.

- ⇒ Every person is given chance to express himself /herself freely. If necessary, permit to register a contradictory opinion.
- ⇒
- ⇒ Members of the Governing Body will take care that they will not try to influence people to adversely affect the decision-making process.
- ⇒ Ensure to provide equality of opportunity for staff members and students so that non-discriminatory systems are in place.
- ⇒ To act as a critical friend by providing support and advice to the College.
- ⇒ To hold the College to account for the educational standards it achieves and the quality of the education it provides.
- ⇒ Governors should be impartial and fair in their dealing and decision.
- ⇒ Governors until being authorized should not speak or act on behalf of the governing body.
- ⇒ All visits to College should be undertaken within a framework that has been established by the governing body and agreed with the Principal/ Director.
- ⇒ In responding to criticism or complaints relating to the College, governors should refer to the College's 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.
- ⇒ Governors carry on their shoulders important responsibility to maintain and develop the ethos, tradition, and reputation of the College. Their actions within the College community and outside should reflect this.
- ⇒ The Governing Body approves and complies in the matters proposed and passed through the Academic Council of the college after detailed discussions/ deliberation and also gives guidelines for the prescribed new courses of study and syllabus, and restructure and redesign the courses to suit the requirement of the college and students, to make it skill-oriented and in accordance with the job requirements.
- ⇒ Regularly work out assessment methods of student's performance, the conduct of various types of examinations, and publication/notification of results.
- ⇒ Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
- ⇒ It will have complete organizational autonomy and have the right of appointing administrative staff and teaching faculty.
- ⇒ Institute scholarships, studentships, medals, prizes, and certificates.
- ⇒ The governing body should work towards the aim of achieving the strategic vision of the institution, long-term academic plans and ensure that these meet the requirements of all stakeholders, including students, teaching/ non-teaching staff, local communities, Government, and others representing public interests.
- ⇒ (b) The body has been constituted to monitor institutional performance and quality assurance arrangements which should be, appropriate and better than benchmarked of other institutions.
- ⇒ (c) Governing bodies will ensure compliance with the rulings, ordinances, and provisions by which the college/institution functions, including regulations by Statutory

bodies, such as UGC, as well as rule/ regulations laid out by the State government, central government, and affiliating university.

- ⇒ (e) The governing body/ executive body will keenly observe that the Institution implements the law made by State and National Governments for reservations of seats and staff positions and provide the required support to minority groups.
- ⇒ (f) The governing body will ensure that all students and staff have full access to information in respect to proceedings of the Governing body and decisions made. All agenda points of the meeting, discussion on agenda point, draft minutes (if cleared by the chair), and the signed minutes of governing body meetings together with the papers considered at meetings should ideally be available for the perusal of all people. Besides this, if there are any subject matters covered in standing orders which require confidentiality will be made available only for the person who is required to know. Maximum transparency will be there to avoid any confusion.

Code of Conduct for Principal/ Director

Introduction:

- ⇒ The Principal/ Director as the Head of the institute is solely responsible for addressing, attending, and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of the College.

Responsibility of the Principal:

- ⇒ Provide inspiring and motivational value-based academic and administrative leadership to the college through policy implementation/formation, operational management, optimum utilization of human resources, and concern for environment and self-sustenance.
- ⇒ Conduct herself/himself with transparency, fairness, honesty, highest degree of ethics, and decision making that is in the best interest of the college.
- ⇒ Act as guardian of the College in managing all the resources responsively, optimally, effectively, and professionally for providing a favorable teaching and learning environment.
- ⇒ Promote value-based research and advisory work culture in the institute /college, paving way for innovative thinking and ideas.
- ⇒ Endeavor to promote a healthy work culture and ethics that brings out the quality of work, professional satisfaction, and service to the nation and society.
- ⇒ Avoid plagiarism and other non-ethical behavior in teaching and research.
- ⇒ Participate in promoting co-curricular, extra-curricular activities, and community service.
- ⇒ Restrict from discrimination based on caste, creed, religion, region, race, or gender in their professional Endeavour.

- ⇒ The Principals as the executive and Academic Head of the College shall be fully responsible for –
- ⇒ Academic growth of the college.
- ⇒ Participation in the teaching, research and training program of the college.
- ⇒ Assists in planning and execution of academic programs such as refresher/orientation course, webinar, seminars, on-the-job learning, and other training programs as organized by the University/College for academic competence of the Faculty Member.
- ⇒ Oversee admission of new students, maintaining discipline and decorum.
- ⇒ Receipts, expenditure, and maintenance of correct accounts.
- ⇒ He/she is overall responsible for the administration of the college and their libraries and Hostels if any.
- ⇒ Supervise and conduct all types of, co-curricular/extracurricular or extra-mural, student welfare/staff welfare activities of the college, and maintenance of records.
- ⇒ Implementation and Observance of all the Act, Ordinance, rules and regulations and any other Orders issued thereunder by the University authorities and government bodies, from time to time and keep a record of the same for ready reference.
- ⇒ Supervision and conduct of the examination successfully, setting and approval of question papers and assessment of answer papers and such other work pertaining to the examinations of college.
- ⇒ Overall supervision of the college Examinations.
- ⇒ Observance or provisions of Accounts Code.
- ⇒ Guide, counsel, advise, and Maintenance of -Assessment Reports of teachers, and their service Books.
- ⇒ Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- ⇒ The Director/Principal is authorized to take all appropriate measures to establish discipline in the Institute if and when necessary.
- ⇒ The Director/Principal should create different committees at the college level that are appropriate for the Institute's growth.
- ⇒ Faculty members should be encouraged by the Director/Principal to enhance their knowledge by participating in various seminars/workshops/conferences.
- ⇒ Faculty members should also be encouraged by the Director/Principal to publish textbooks and publish research papers in reputed International and Indian Journals
- ⇒ The Director/Principal is expected to prepare a strategy to realize the organization's vision and mission
- ⇒ The Director/Principal should, as and when necessary, convene meetings with the authorities, bodies, or committees.
- ⇒ The Director/Principal should focus on ensuring that the instructions issued by the management are strictly followed
- ⇒ The Director/Principal should make sure that the long-term and short-term growth plans of the Institute are effectively processed and executed
- ⇒ The Director/Principal should try to create and maintain cooperation /coordination among various employees of the organization.

Code of Conduct for Teachers

Introduction:

- ⇒ The Code of conduct for faculty normally addresses the matters related to the conduct of teachers on and off duty such as recruitment, teaching, learning, evaluation, student and teacher relationship, teaching / non-teaching staff, guardians, management, duties and responsibilities, moral & professional ethics, human values, external services, devotion, dedication, loyalty and integrity of the teaching staff towards the College.

Code of Conduct:

- ⇒ The Teacher shall dedicate all time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs, such as Seminars, Orientation, Refresher Courses, In-service program, improving academic qualification, etc. The management will provide all support to teaching staff in the same.
- ⇒ The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution and encourage the pursuit of learning in the students.
- ⇒ The teacher shall be responsible for the timely conduct of the classes and impart lessons and instructions as the Principal shall allot to him/her, from time to time. He/she will not remain absent from the work without prior permission or grant of leave.
- ⇒ The teacher shall act as per the provisions of the University Act, Statutes, Ordinances, Regulations, and Rules in force and as modified, from time to time and keep oneself abreast with the same. They will abide by the decisions of the Management, Principal and shall ensure the respect of the College is kept above all at all times. If it is found by the Management that damage or loss has been caused to the College by an act which is by deliberate action/negligence or due to any reason on the part of the teacher, such damage or loss will be recovered from the concerned staff.
- ⇒ The teacher will also carry out administrative and supervisory work including maintenance of records or any such duties befitting the status of a teacher as assigned by the principal. He/she will also conduct and attend to all extracurricular, co-curricular activities organized by the college.
- ⇒ A teacher has prime responsibility to help the College authorities to enforce and maintain discipline/ good order and good habits among the students.
- ⇒ The teacher is expected to perform all his/her duties with full dedication and faithfully. He /she should be ready to take on additional responsibility and not avoid responsibility. Following actions are not expected from a teaching staff which would bring down the

ethos of the college such as failure to perform his/her academic duties, demonstration, insubordination, etc.

- ⇒ Discrimination in the assessment of students, deliberately over/under marking or attempt of victimization due to any reason.
- ⇒ Instigating one student against other students, colleagues, administration, or management. Discrimination based on castes, creed, religion, race, or sex in his conduct with the students and his colleagues and trying to use the above for his benefit results in a negative environment inside the college.
- ⇒ Refusal to carry out the decisions of appropriate authorities, administrative and academic bodies of the College. This will not restrict or prohibit his/ her right to express freely the difference with their policies or decisions if any. He/ she will not use the college as a platform to achieve his political agenda or agenda or belief of a political party or religion.
- ⇒ Getting involved in Anti academic activities such as leaking out Questions and answers to the exam, selling self-written/ Xerox notes to students, etc. holding the appointment of any other office for monetary gains.
- ⇒ The teacher shall not say no to any work assigned to him/her without valid reasons which are related to college directly. The behavior of the teacher with male and female students and other employees shall be not discriminatory and the teacher should be approachable.
- ⇒ The Teacher shall
- ⇒ strictly follow the prevailing law position relating drugs/ intoxicating agents in force in any area in which he/she may happen to be for the time being.
- ⇒ Not to consume/be under the influence of any intoxicating agents or drug, during the course of his duty. They shall also take due care that the performance of / her duty should not be compromised at any cost due to the use of these kinds of products.
- ⇒ Teachers are prohibited to use intoxicating drinks/drugs in public places.
- ⇒ Not appear in a public place in a state of intoxication:

Code of Professional Ethics

Teachers and their rights:

- ⇒ The Teachers employed have all fundamental and other rights as provided by the Constitution of this country. The teachers will have the right to ask for pay/ increment as per their professional competence, adequate social respect, good working condition, professional independence in putting across views.
- ⇒ The Code of Professional Ethics:
- ⇒ The teachers and their responsibilities:
- ⇒ Any person who has chosen to teach as a profession has a moral obligation to conduct himself/herself befitting with the ideals and ethos of the profession. The teacher is constantly under the scrutiny of his students and society at large. Therefore, every teaching staff will ensure that there is no difference between what he/she preaches and what practices on the ground. The teachers should strive to inculcate national aim and philosophy in respect to education and teaching among the students rather than working

own ideas. The profession further requires that the teachers shall be calm, humble, patient, approachable, and communicative by temperament and cordial in nature. Teacher shall –

- ⇒ The conduct and demeanor of teaching staff while inside college campus or outside should set an example in front of all students/ staff and the social community.
- ⇒ Be able to take care of his family / personal affairs in a mature manner and maintain the dignity of the profession at all times.
- ⇒ Strive continuously for his / her professional growth by attaining higher qualifications and research.
- ⇒ Shall freely express the opinion on a subject and add on to the knowledge level when attending conference, seminar, webinar, meeting, etc.
- ⇒ Be an active member of education institutes and research organizations which helps in further enhancement of knowledge level.
- ⇒ Shall fully co-operate and assist in every capacity so that any educational responsibility given to the college is carried out flawlessly. This responsibility may be assisting in applications for admission, advising, and counseling students as well as assisting in the conduct of University and college examination, including supervision, invigilation, the conduct of seminars/webinars/social enlightenment programs, etc.
- ⇒ Actively participate in all co-curricular and extracurricular activities including community service.

Teachers and the students

The teacher shall:

- ⇒ Respect the opinion of the scholars on any subject and correct them if required. The right of expression should be encouraged.
- ⇒ The behavior and dealing of the teacher with students should be impartial regardless of their religion, caste, political status, economic status, social status, and physical characteristics.
- ⇒ Identify the difference in aptitude and capabilities among students and strive to meet their individual needs.
- ⇒ Motivate students to increase their knowledge level, communication skill, personality, and contribute towards the welfare of society and nation.
- ⇒ Inculcate among students' scientific approach and respect for dignity physical labor, principles of democracy, patriotism, and peace.
- ⇒ Be approachable and like a guardian for all the students. The teacher should be mature enough not to be vindictive which spoils the carrier of a student.
- ⇒ In the assessment of final merit or in internal assessment keep aside ideological differences.
- ⇒ Make him available to the students even beyond their class hours and help and guide students without and remuneration or reward, in college premises.
- ⇒ Help students to develop an understanding of our national heritage and national goals, and associate with the same.

- ⇒ Avoid criticizing student in front of everybody and encourage wrong politics among students and not instigate them against colleagues or the administration

Teachers and Colleagues

The teachers shall:

- ⇒ Treat with respect and dignity other members of the college.
- ⇒ Should respect other staff of the college and speak highly of them. They should provide guidance and assistance for professional betterment as and when asked for.
- ⇒ Should unnecessarily Refrain from complaining against colleagues with substantial prove against them which tarnishes their image.
- ⇒ Should avoid and refrain from making remarks / behaving with any colleagues based on caste, creed, religion, race, or sex in their professional behavior.

Teachers and authorities

The teachers shall:

- ⇒ Will abide by the rules and regulations as set by the management committee and work within those parameters in the discharge of their professional responsibility and duties and intimate the management committee if any rule is hindering the progress and growth of the college or their professional advancement.
- ⇒ Not undertake teaching in private coaching, giving tuitions to students, and teaching online for money or free of cost without the approval of college management.
- ⇒ Shall willingly accept additional responsibility like the conduct of seminars, webinars, events, additional classes, co-operate in the formulation of policies of the institutions, etc.
- ⇒ Should actively co-operate with the management for the growth of the institutions keeping in view the overall interest as per education policy and in conformity with the dignity of the profession.
- ⇒ Strictly follow the conditions of the contract.
- ⇒ Should give notice and adequate time as per college policy before he/she can be relieved and change of position is effective.
- ⇒ Should not abstain himself /herself from the college without prior sanction or approval of the competent authority. completion of the syllabus of a particular course in time as per academic schedule is the responsibility of the teacher.

Teacher and non-teaching employees:

- ⇒ The relationship between teacher and non-teaching staff will be cordial, friendly, of colleagues and will have high respect for each other within and outside the institution.
- ⇒ Whenever asked for or as and when required teaching staff will help non-teaching staff without affecting their teaching curriculum.

Teachers and guardians:

- ⇒ The teacher will take all initiative herself /himself to contact the guardian of the students as and when deemed necessary or through college management. The contact number of all guardians will be maintained at all times. Progress report of performance will be sent to guardians as per requirement and they will meet and interact with the guardians whenever such meeting is organized by the college authority and exchange ideas from which institute can benefit.

Teachers and Society:

The teachers shall –

- ⇒ Recognize that education is a public service and strive to keep the public informed of the educational program which is being provided.
- ⇒ Work relentlessly to boost the education level in the society and strengthen the social bonding, ethical and intellectual life.
- ⇒ Give all-out effort to solve a social problem within own limits and resources and contribute to the progress of the society and the nation.
- ⇒ Be able to perform the duties of responsible citizenship, actively participate in social activities and take on the additional responsibility of the society which is a non-profit job.
- ⇒ Refrain from collaborating or subscribing to or aiding in any method, activities that tend to promote the feeling of hatred or enmity among totally different communities, relations, or linguistic groups but actively work for national integration.

Code of Conduct for Students

Introduction:

- ⇒ All students come under the umbrella of the student code of conduct and it applies to all students. Enrolled and studying in any course or program FIMT Kapashera. This Code also applies to all social and academic activities which are being organized by the college management. disciplinary action will be initiated against the student who breaks this code of conduct due to any reason. these rules and regulations are passed to the students through their faculties, notice board, college prospectus, and college magazine. Any Violations of academic policies defined under this Code will be addressed by the Director/Principal. If the charges are of grave nature the Principal / Director of the college has all the powers to remove or suspend the student as deemed fit. The suspension by the principal will be non-challengeable.

Purpose:

- ⇒ The Code aims to achieve the mission and vision of the College. The aim of the Code is to:
- ⇒ Incorporate as per the vision and mission standards of educational and personal code of conduct for all the students.
- ⇒ Ensure security, safety, and self-respect of the students at all times.
- ⇒ To ingrain good social behavior, values, ethos, ethical sensitivity, and social responsiveness among the students.
- ⇒ Formulate the mandatory discipline, behavior, conduct, and relationship of students with the College staff.

Following code of conduct will be binding on all students at the college

- ⇒ **Admission:** Merit will be the only consideration for giving admission by the college however directions on the subject from affiliated universities and government will be followed.
- ⇒ **Dress code:** No student will enter the college campus until well / decently dressed as per college cultural ideals and ethos.
- ⇒ **Identity Card:** It is required to keep the identity card with them and produces an Identity Card any time whenever demanded.
- ⇒ **Attendance:** 75 % attendance is mandatory for the students in any class. If the attendance is less than 75 % the same will be conveyed to the students and parents and necessary action will be taken by the college as deemed fit which includes debarring to give exam. Students are prohibited from attending any other class other than for which they have been enrolled.
- ⇒ **Sex/gender-based misconduct:** Abuse of any kind, physical or mental harassment, by any other means by any student in the College premises is strictly prohibited and punitive action will be taken against defaulters. Physical/mental abuse and harassment based on caste, creed, race, color, religion, sex, political agenda, region, etc are included in this.
- ⇒ **Disciplinary Code:** Students should not make a mockery of any student or college staff anywhere on the campus.
- ⇒ Writing, drawing, taking pictures or paintings, sticking posters on walls/boards, or any other place inside the campus is strictly prohibited for students.
- ⇒ Unruly behavior/ foul language or using force to injure someone is strictly prohibited against any student, teaching, or non-teaching staff. Students found guilty of the same will be dealt with severally and will be expelled from the college.
- ⇒ Use of mobile/ any electronic gadget which interferes in the smooth running of the class is prohibited.
- ⇒ Attempt to theft or theft of property of any staff working with the college or college property will be considered a serious offense. Theft or attempt to theft/damage to

property of any kind within the college campus is prohibited and if found guilty will be dealt with as per rules of the college.

- ⇒ All rules and regulations observed within the campus of the college will be strictly followed by all the students. It's the students' responsibility to keep themselves aware of rules and regulations.
- ⇒ Absolute silence should be maintained during teaching hours in the classroom and the class should not be disturbed unnecessarily. Also while moving from classroom to another class, canteen, laboratory/ library/ auditorium and anywhere in the campus. No student will leave the class without the permission of the teacher when class is going on.
- ⇒ All important notification related to college is regularly put up on notice board of the college for intimation to all students. Students should read the notice board once a day to keep themselves abreast regarding any change in policy, decisions, classes, etc. The college will not be responsible for any negative impact on the student due to ignorance of any information.
- ⇒ Under the University Act and norms laid down by the College from time to time using unfair means during examination or evaluation process or any assessment test is prohibited and will be dealt with severally.
- ⇒ Students are prohibited to bring firearms, dangerous chemicals, sharpen objects inside the college campus.
- ⇒ It is anticipated that students will value the environment, facilities, and any other property of the Institute.
- ⇒ Maintain decorum and silence in the Institute's academic areas and work in a way that does not interfere with the work of someone else.
- ⇒ Maintain good behavioral practices when engaging in the activities of the Institute, including avoiding risky or reckless conduct.
- ⇒ Students will use a vocabulary and style appropriate to their culture and education, and at all times treat themselves with integrity.
- ⇒ All incidents of violence and sexual assault of any sort can lead, according to the competent authority, to disciplinary action or punitive action.
- ⇒ The promotion and maintenance of a vibrant learning, intellectual, cultural, and social climate, an environment that is aligned with the Institute goals.
- ⇒ Students are specifically discouraged from engaging in political upheavals of all sorts.

- ⇒ For any cause, students should not resort to any form of protest. To get the complaints corrected, they should illustrate their concerns and problems to the Grievance Redressal Cell and the Director/Principal.
- ⇒ It will be seriously dealt with by students who were involved in violent actions within or outside the classroom and in group violence inside the school, leading to bloody clashes. Disciplinary action, leading to expulsion from the Institution, will be taken against all those involved in them.

- ⇒ All the guest lectures, conferences, business visits, cultural events, and seminars, etc. arranged by the college for their grooming and growth are required to be attended by students.
- ⇒ The unlawful possession/use/distribution of tobacco /tobacco products, alcohol, and drugs inside the College campus is strictly prohibited. Students found in possession or using them would be expelled from the Institute.

- ⇒ Their actions must demonstrate respect for the members of the faculty and must instill a spirit of friendship and mutual respect among themselves.

- ⇒ They must keep their parents constantly aware of their study results and other issues if any. The payment of college/hostel dues should also be made well in time.

- ⇒ It is expected that the students will develop a sense of belonging to the institute. Keep it up-to-date and clean and build a comfortable atmosphere conducive to study.

- ⇒ Students are supposed to act appropriately as they serve the college inside the campus as well as outside. Any detected, objectionable activity inside or outside the premises is responsible for strict action against them.

- ⇒ Misuse of Resources: If any action by the student results in damage of college property the same will be replaced by the student at his / her cost or legal action will be initiated as per provisions in the law.
- ⇒ Misconduct of IT Resources: IT resources will not be used by the students for personal benefit, or any action which results in cybercrime under cyber law like posting prohibited materials, hacking, visiting prohibited sites, etc. Any student found guilty of the same will be handed over to prosecuting authority and will be dealt with as per law.
- ⇒ Anti-Ragging: According to the Delhi government notification, UGC notification, direction of Supreme Court of India, and the recommendation of the Raghavan Committee, measures are taken to prevent ragging. Ragging is not allowed inside the college campus and anti-ragging squads have been made to check the same. Students found involved/promoting/guilty of ragging will be expelled from the college. As per instruction of the government, affiliated university, and UGC Regulations, the college has formed Anti-ragging Committee.

Code of Conduct for the Non-Teaching Staff

- ⇒ Staff should have adequate knowledge of etiquettes and behavior as required in an educational institution and the same should be reflected in their dealing with other staff and students.
- ⇒ They should provide support, help, and guide and cooperate with all other staff so that they can execute their duties smoothly.
- ⇒ They should be well versed with office procedure and pass all correspondence/information to the person for whom it is made for, within stipulated time period so that smooth functioning of the college is not affected.
- ⇒ They will not use their chair to influence people for personal gains or profit.
- ⇒ They should not carry out / get involved in any activities directly / indirectly which can adversely affect the reputation and image of the college in any way.

- ⇒ They should abide by the rules/regulations /policies formulated by the college. Violation of the same will attract disciplinary action against them.

- ⇒ They should continuously endeavor for their professional/educational growth and participate in all the activities planned inside/outside the college.

- ⇒ They should always update their knowledge level as per the changes in other organizations as per their job profile.

- ⇒ They should be familiar with communication channels and college procedures and always abide by the same.

- ⇒ All non-teaching staff will keep themselves updated with rules, regulations, and policies of the college and will abide by them all time.

- ⇒ Non-teaching staff will be employed by the college for any work related to conducting of examination by college or university whenever detailed to do so.

- ⇒ Staff will take proper leave after intimating the competent authority only. In no circumstances any staff will absent himself/herself without intimation in written or telephonically. A proper medical certificate will be submitted for perusal within one week of re-joining if an absence is due to medical reasons.

- ⇒ No Staff will pick up another job in the government or private sector while serving with college. For working with an NGO which is directed towards the betterment of society prior permission will be obtained in writing.

- ⇒ Every staff will give proper application if he/she wants to quit the job in the college. The application will be given as per the ruling on this subject. Under no circumstances

staff will leave the assigned job till the time he/she is relieved of the duty by college management.

- ⇒ It's the duty of the staff to intimate as and when any legal proceedings of any kind start against them as per law of the land. Hiding of any such things may result in termination of the job.
- ⇒
- ⇒
- ⇒ No staff employed in a college will be part of any political party and try to spread the ideology of the same in any way using the college premises.
- ⇒
- ⇒ Staff will carry out the assigned task with devotion and dedication of the highest level setting examples for others. they will be accountable for the same.
- ⇒ College premises or campus will not be used by any staff for their personal trade or business, or any activity not related to the college.
- ⇒ They should be impartial in their function with other staff, students, or any other employee of the college.
- ⇒ They should not engage in any action which shows disrespect to any employee of the college/ management or students.

- ⇒ They should be well disciplined and punctual in respect to their job. One of the important aspects of the working of non-teaching staff is they are first to come and last to go as they have to manage all the daily events and smooth function of the college.
- ⇒ They will be responsible for maintaining all official documents, oversee that all equipment/furniture and all other assets of the college are not misused and maintained well.
- ⇒ Drugs/ tobacco or tobacco products, alcohol, or any such agents are totally prohibited, and no staff will enter the college campus under influence of any such substance or carry/use the same inside the college campus.
- ⇒ The support staffs often have access to confidential information regarding examination matters and other matters relating to other staff, through official records confidential and restricted matters will not be shared with anybody in writing or verbal. Any lapse in the same if found will lead to legal action against the employee.