

7.1.5.1

Code of conduct for students

- The id cards with photograph affixed must be carried by the students at all the times on the campus.
- Students must attend all the lectures regularly.
- Students should have minimum 75% of attendance
- Students conduct must be satisfactory.
- Students must appear for all the tests and examinations and show satisfactory progress.
- Students must not cause any disturbance to fellow students or other classes.
- Students must not loiter the corridor
- Students are expected to take care of the institution's property. Any damage done to the property such as disfiguring the walls, doors, furniture etc is a breach of discipline and amounts to fine.
- Use of mobile is to be curtailed.
- Be punctual to classes.

Code of conduct for teachers

- Communicate clearly with the students
- Be updated in the knowledge of subject and current affairs.
- Prepare the lectures as per the time table
- Conduct lectures as per the time table
- Be punctual to classes
- Use modern tools of teaching to make lectures interesting.
- Prepare lesson plan and adhere to it
- Complete the syllabus in time
- Attendance of students must be recorded regularly
- Maintain a work diary exhibiting the weekly duration of work and obtain the signature of the principal at the end of a month.
- Conduct the examinations as per the time table
- Evaluate the pages in stipulated time
- Listen to the problems of students and resolve them.
- Be in contact with the parents/ guardians of the students.
- Take the prior approval of leave from the respective authority and make alternative arrangements for lectures.

Code of Conduct of Governing Body

- To ensure that the institution is run smoothly
- To use reasonable care & skill in their work as members of the Governing body on which they serve and take appropriate decisions.
- Present the budget estimates as received from the finance & accounts committee
- Provide infrastructure, premises, buildings, furniture, apparatus and other equipment needed for the smooth conduct of the work of the institution.
- Consider the perspective plan for the academic development of the institute

- Take overall responsibility for student welfare.

Code of conduct for Principal

- Principal, being the head of the Organisation, is answerable to the management for all academic, financial and administrative activities of the institution.
- Review current academic programs, collaborative programs, and Human Resource Management of the institute.
- Conducting admission as per the rules of state government.
- Development & Implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
- Plan & facilitate guidance, counselling, at institutional level
- Discuss and approve financial estimates, annual reports, accounts audit reports time to time.
- Demonstrate commitment to academic excellence and plan to organise faculty development programs.
- Promote interactions with all stake holders, facilitate students placements.
- To be chief superintendent for examinations.
- To facilitate industry interactions.
- Communicate regularly with all members of the institution
- Evaluate the performance of faculty and support staff
- Uplifting institution's image in the society
- To lead the accreditation activities of the institution maintaining quality standards.

Code of Conduct for support staff

- Be punctual to your work
- Maintain a supportive environment while performed the assigned duties.
- Maintain confidentiality
- Understand the job scope, practice and procedures relating to their position.
- Ensure accuracy and be well organised.
- Manage time effectively
- Meet targets to the best of their capacity
- Submit leave applications in time if they want to avail leave.

7.1.5.2

Core Values

The institution has adopted a list of core values contributory to its vision, mission & goals. They aim at the development of curriculum, faculty & students.

1. Contributing to National Development

The Institution fosters the spirit of social justice.

The students community comprises majority of students belonging to SC/ST minorities and OBC. The educational needs of these students are better fulfilled. As they are in majority, they become very confident and can learn in a free & frank atmosphere.

Majority of the students are girls. The institution thus confess to the needs of girls. The ladies dept, Anti-sexual harassment committee, discipline committee, grievance redressal committee, etc see

that no any kind of clashes are arranged among students. All opportunities are equally shared by boys & girls thus providing scope for gender equity.

These methods and strategies have contributed to national development.

2. **Fostering Global Competencies among students.**

The communication skill development strategy helps the students to cultivate global competency. The college has established strong collaboration and net working with the NGO's and other neighbouring institutions & bodies . It helps to develop the interpersonal skill attainment. May of our students are employed in U.K and other foreign countries who are in continuous contact (face book) with us.

3. **Inculcating A value system among students**

India is known for its rich & diversified cultural heritage. There are a set of socially acceptable values which are to be imbibed by every person, especially the student community. It is the responsibility of the faculty to see that students understand the significance of values such as trust worthiness, good character & conduct, truth, honesty, perseverance, compassion towards each other, mutual respect, respect for elders, punctuality, dedication, etc. The students are motivated and convinced to follow these norms in their day to day behaviour.

4. **Promoting the use of Technology.**

The use of modern ICT methods have made teaching –learning an easier process. The teachers have become computer literates and are accustomed to the use of Computer & internet. From time to time additional computer training is provided. They make use of Power point presentations while delivering lectures. Free e-journals & e-resources are downloaded. Display of educational & motivational CD's increase knowledge and interest of students & makes learning more feasible.

5. **Commitment**

We are committed to meeting the needs of the community we serve. Community commitment facilitates :

- Focus on student and stake holder needs.
- Respond to the changing expectations of the community towards us.
- Create new programs and services to meet identified needs .
- Continuous evaluation of programs, services, systems, etc.
- Opinion collection and participate decision- making.

6. **Respect**

we believe in philosophy of ‘ give respect and take respect’. The initiatives to ensure respect :

- Including all the internal stake holders such as management, faculty & students in the decision making.
- Conveying stake holders such as alumni , parents and community.
- Promote trust through fair & courteous treatment.
- Recognize faculty support staff and student contribution.

7. **Excellence**

We make continuous efforts to achieve excellence in teaching-learning. The initiations are :

- Maintain continuity and consistency in teaching
- Quality maintenance in recruitment of staff, faculty development, facilities, programs & services
- Visualise needs of students and respond accordingly.

- Encourage creative thinking & innovation
- Arrange faculty exchange programs

8. Accountability

We inculcate spirit of accountability, when achieved leads to excellence. The initiatives are :

- Take responsibility for personal and professional growth.
- Evaluate and improve teaching strategy
- Respect the values determined by the institution
- Fostering social responsibility

9. Diversity

The college tries to bring about unity in its diversified interests :

- Ensuring equal & fair access to all
- Recognize and appreciate diversity
- Implement learning activities that integrate topics related to diversity
- Respect views of all

Code of Ethics to Check Malpractices and Plagiarism in Research

The institution is committed to produce and promote research activities. The faculty are motivated to get involved in research. It is equally significant to see that they follow the code of ethics and not tend to unethical practices. The institutional code of ethics is made known to teachers and they are expected to maintain the highest standard of integrity in their conduct of academic research.

Code of Ethics conducts the following norms:

- No form of plagiarism is allowed. Plagiarism refers to passing off another's paper as one's own, copying or reproducing another's work without acknowledgement and claiming credit for another's research.
- Following appropriate guidelines for publication in various journals of national and international reputation.
- Use of web search engines for locating the national and international journals for the purpose of publication.
- The research committee facilitates the attainment of purpose.

Course Outcomes (Cos) for all Courses

BA Degree Course

- Helps to understand and incorporate values in life.
- Helps to be good and responsible citizens.
- Enables to understand the civic responsibilities, rights and duties.
- Enhances the communication skill in both English and vernacular language.
- Creates understanding regarding rich cultural heritage of our composite culture.
- Creates job opportunity in various state and central government services.
- BA degree course blended with computer knowledge enables the students to be data analysts and administrators.
- Projection for higher studies.

BCom Degree Course

- The course enlightens students about corporate entities.
- Wider scope for auditing profession.
- Develops critical thinking.
- Provides suitable business environment.

- Provide job profiles such as Chartered Accountants, Company Secretary, HRM, Banking Service, Entrepreneurship, Accounts Officer, Tax consultants, statisticians, etc.

BCA Degree Course

- Applying software and hardware skills.
- They can work as Computer Programmer, System analyst, database administrator, computer support service specialist, software developers, web designer, project leader, etc.