



OFFICE OF THE PRINCIPAL GOVT. AUTONOMOUS COLLEGE, PHULBANI

INSTITUTIONAL POLICY ON CODE OF CONDUCT

Code of Conduct for Faculty Members:

- Faculty Member should complete the syllabus in time and maintain Lesson Plan and Progress Register properly.
- Mentor system must be effectively implemented. Faculty Member shall monitor the respective group of students (Mentees) who are attached to them.
- Faculty Member should help, guide, encourage and assist the students to ensure that the Teaching Learning Process is effective and successful.
- Faculty Member should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculty Member should perform the Extra-curricular and Co-curricular activities as and when assigned to them.
- Faculty Member must report in time to duty as per the working hours prescribed by the Govt. and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties
- In case of unplanned leave, the Faculty Member must inform the HOD concerned/ Principal for the adjustment of the classes.
- Since Casual Leave is not a matter of right, faculty should apply CL. three days before going on leave.
- Faculty should mark their biometric attendance while reporting for duty and leaving the college.
- Faculty members must refrain from any form of harassment or discrimination on the basis of caste, creed, colour, sex and religion.

- Sd -
Principal



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Code of Conduct for Non-Teaching Staff:

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours as prescribed by Govt. of Odisha from time to time.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean and updated.
- Non teaching staff shall complete the assignment given to them by principal & faculty members to whom he/she is attached.
- The lab staff must keep the lab clean and ready for the conducting the practical as per schedule time.
- The lab staff must keep surveillance during practical so that the equipment/ instrument is not mishandled by the students.
- Staff members must refrain from any form of harassment or discrimination on the basis of caste, creed, color, sex and religion.

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Code of Conduct for Students:

- It is the duty of every student to obey the rules and regulations of the college as prescribed from time to time and to exhibit a sense of discipline and decorum in all places and under all circumstances.
- Students must come to the college with proper college uniform with Identity Card as per the rules of the institution.
- It is the duty of all students to attend classes regularly and they must refrain from indulging in any activity that may disturb the smooth functioning of the college.
- The behavior and language of the students towards others in the Campus shall be decent and polite.
- Students have to bring their identity cards when they come to the college and are required to produce their identity cards whenever asked to do so.
- Any outsider found moving in the college premises without any genuine purpose shall be punished as per law.
- Smoking, use of alcohol, tobacco products, drugs and any other intoxicants are strictly prohibited in the college premises.
- When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers concerned.
- Students are required to make the best use of resources available in the library both in online and offline mode.
- Students shall not disfigure the walls, doors, windows, furniture and any other property of the college. If they are found doing so, they shall be punished as per rules.
- Except in the meeting of the various College Associations, no student shall address any gathering in the college premises without the permission of the Principal.
- All students are advised to show equal respect to others irrespective of gender, caste, creed and religion.
- Demonstrations/Campaigning in the college campus without permission of the authority is strictly prohibited and shall be punishable as per law.
- Ragging/teasing/intimidating/harassing/using words of abuse to the fellow students and members of the staff in any form are punishable under law.
- Students are advised to use bicycles/electric Vehicles instead of motor vehicles to keep the campus eco-friendly.

- Sd -
Principal