

Code of Conduct

Discipline:

The Discipline and Attendance committee consisting of all the class Incharges will ensure maintenance of discipline and conduct in the institution.

1. Students are required to attend all the classes including extension lectures and seminars regularly
2. The students should come to the college decently dressed.
3. Students should maintain discipline in the classroom as well as in the college campus.
4. Students should not use mobile phones in the classroom. If they are found talking on Mobile phones, they will be liable for punishment.
5. Students misbehaving in the classroom or in the college campus will be severely punished.
6. The Principal will communicate with the Parents / Guardians of those students whose study progress and behaviour is not satisfactory.
7. Students are required to observe discipline at all times in the college.
8. Throwing waste paper and use of plastic bags within the college premises is forbidden.
9. Students are prohibited from organizing any meetings or entertainments in the college or collecting money for any purpose without obtaining prior permission from the Principal.
10. The Principal reserves the right to suspend or dismiss any student, who is found guilty of serious misbehavior.
11. The college caters to academic growth of the students and strives towards attaining maximum potential to acquire self discipline, sound mind and a deeper sense of personal and social responsibility.
12. The College is adhering to the COVID rules by being socially connected and physically distanced.
13. Masks and sanitization are mandatory.

What we expect from students:

- To come regularly and punctually to the college during offline classes.

- Attend all the classes without fail.
- Be sincere and honest in all activities / dealings.
- Participate in curricular /extra curricular activities with zeal and enthusiasm.
- Appear for all monthly /quarterly /half-yearly /pre-final examinations compulsorily.
- Bestow personal interest in the maintenance and use of infrastructural facilities.
- Uphold moral and traditional values.
- Be courteous and polite to all.
- Use proper methods while seeking grievance redressal.

What we expect from parents:

- Attend all parent-teacher meetings compulsorily.
- Ensure and check the regular attendance of their wards.
- Actively participate in developmental activities of the college.
- Give immediate response to progress reports / letters.
- Alert the Teachers/Principal when situation demands.

Workplace Code of Conduct

Legal Requirements –

- Legally, each employee must meet certain requirements expected by the company
- All employees must attend induction training to become familiar with the workplace and workplace health and safety issues.
- Each staff member must be ensured that they follow the due process and are not breaching any workplace acts e.g. Anti-Discrimination Act 1991
- All employee's must be employed equally with the same benefits as other members

Privacy and Security –

- Privacy is to be assured to each employee including personal data and information
- Each employee must comply with the state and national privacy laws
- All staff are to be educated about privacy issues
- A culture of security will be withheld with all employees and all information will be tightly secured for each member

Inappropriate use of Company Property –

- Limited use of company resources and property for personal use is acceptable
- All employees will be educated with use of company property and breaches of this conduct
- Any breach will be further investigated

Accuracy of Data

- All employees should be attentive to detail, having the ability to keep detailed and accurate records of all things relevant to work.
- Accurate data must be assured by each employee in order to understand best results for the company's future
- Employees data must be checked by other members of staff before being presented

Ethics in the digital workplace
and the impact of a bad adoption

