



**KENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA,
ODISHA-754211**

**Code of Conduct for Students, Principal, Teachers,
Administrators and Non-teaching staffs.**

1. Code of conduct for students:

- ❖ Student should be punctual and should maintain discipline in the college.
- ❖ Student should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.
- ❖ Student is advised to utilize facilities available in our college properly.
- ❖ Student should maintain cleanliness in the campus.
- ❖ Student is advised to participate in all the programmes and activities conducted by the college.
- ❖ Ragging is strictly prohibited.
- ❖ Student should not involve in any kind of illegal activities.
- ❖ Student is not allowed to use mobiles in the classroom and library.
- ❖ Student should protect property of the college.
- ❖ Student should not remain absent without prior permission.

2. Code of conduct for the principal:

- ❖ The Principal should ensure quality in education and academic activities.
- ❖ The Principal should chalk out policy and plan to execute the vision and mission of the college.
- ❖ The Principal should form various college level committees and appoint co-ordinators.

- ❖ The Principal should convene meetings of different Cells as and when required.
- ❖ The Principal should monitor financial matters efficiently.
- ❖ The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- ❖ The Principal should ensure that the directions issued by the Department of Higher Education are strictly complied with.

3.Code of conduct for Faculty members:

- ❖ Faculty members should maintain dignity and decorum of the post.
- ❖ Faculty members should perform his or her duty honestly.
- ❖ Faculty members should actively involve with the students in co-curricular and extracurricular activities.
- ❖ Faculty members should prepare teaching plan of the allotted subjects.
- ❖ Faculty members should inculcate patriotism and discipline among students.
- ❖ Faculty members should avail leaves with prior intimation.
- ❖ Faculty members should work towards betterment of the Institution.
- ❖ Faculty members should be available for consultation to students.
- ❖ Faculty members should not remain absent from duties without prior permission.
- ❖ Faculty members should not engage directly or indirectly in any trade or business.

4.Code of conduct for administrative staffs:

- ❖ Administrative staffs should look after student's admission and examination.
- ❖ Administrative staffs should be well versed in e- administration.

- ❖ Administrative staffs should behave politely and compassionately with parents/guardians.
- ❖ Administrative staffs should develop co-operative and friendly relationship with faculty members.
- ❖ Administrative staffs should perform all professional activities through proper channels.
- ❖ Administrative staffs should not involve in unethical practices.
- ❖ Administrative staffs should not remain absent from duties without prior permission.
- ❖ Administrative staffs should not engage directly or indirectly in any trade or business.

5.Code of conduct for non-teaching staffs:

- ❖ Non-teaching staffs should give importance to cleanliness of the institution.
- ❖ Non-teaching staffs should behave politely and compassionately with students, teachers, parents and administrative staff.
- ❖ Non-teaching staffs should develop co-operative and friendly relationship with faculty members.
- ❖ Non-teaching staffs should not involve in unethical practices.
- ❖ Non-teaching staffs should not remain absent from duties without prior permission.
- ❖ Non-teaching staffs should not engage directly or indirectly in any trade or business.


Principal 27-5-21
Kendrapara Autonomous College
Kendrapara