

CODE OF CONDUCT- PRINCIPAL

1. The employee should abide by all the terms and conditions during the period of service in the college.
2. The employee shall produce all certificates and mark sheets in original to the college office.
3. The employee shall report for duty on 01.06.2017 at 8.30 am.
4. The employee shall be eligible for 12 days casual leave in an academic year.
5. The employee is expected to work with the institution's vision and mission, goals and objectives.
6. She shall serve the management honestly, efficiently and diligently under the orders and instructions of the University and the management.
7. It is the personal responsibility of the Principal to maintain the discipline and the ethical values of the college.
8. Regularity and punctuality are expected to be taught to the students by personal example.
9. Promptness and regularity in discharging duties must be strictly observed.
10. Absenting herself from duty without prior permission shall be avoided in case of any emergency or absence on medical grounds information for leave must reach the management at the earliest.
11. Employee shall not send any application for employment to any agency or appear for any interview except with the consent of the management.
12. Employee shall not engage directly or indirectly in any trade or business.
13. Employee shall not appear for any examination without the prior consent of the management.
14. Employee shall not accept for any honorary work which is detrimental to her work, without the prior consent of the management.
15. Employee shall not accept any gift or gratification in kind or cash from the students or their parents.
16. She shall not bring any political or outside pressure on the management in respect of her individual service interests.
17. She shall not engage herself or participate in any demonstration which is prejudicial

to the interests and objectives of the management, the security of the State, or which involves contempt of court, defamation, or incitement of an offence.

18. She shall not resort to any form of strike in connection with any matter pertaining to service or
the service of others under the management.
19. Inciting the students to agitate against the management is strictly forbidden.
20. She is advised to avoid any complaints or adverse remarks from the students and parents. She is expected to devote her time for the welfare of the students.
21. Going out of the college campus during college working hours is not permitted. However, in times of emergency, permission to leave the campus must be obtained from the Secretary.
22. Unauthorized collections from the students are not permitted.
23. Having direct contact with the media and giving news of any kind without the consent of the secretary is not permitted.
24. Every day in the college commences with our devotion to God and the Nation. Hence Students' participation in the Assembly and prayer is important and depends upon the involvement of the Principal and the teachers.
25. The medium of instruction and conversation in the campus is English.
26. In case of resignation from the post the employee should give the notice of resignation at least 3 months earlier, failing which the employee will have to remit 1-month's salary to the Management.
27. The employee may be relieved by the management on the following grounds, without any prior notice or any stigma attached:
 - a. If she becomes insane and when this is supported by a medical report.
 - b. If she is convicted of a criminal offence involving moral turpitude.
 - c. If she goes against the terms and conditions of the management again and again.
28. If the employee agrees to abide by the above terms and conditions, the employee is directed to sign this proceeding and submit it to the Secretary.