

Code of Conduct for Teachers

1. **Exemplary Behavior:** Every teacher shall embody exemplary behavior, tolerance, and actions, serving as an ideal role model for students.
2. **Impartiality:** Teachers must maintain strict impartiality in all student interactions, ensuring fairness and equity.
3. **Professional Dignity:** Teachers should take pride in their profession, actively promoting its dignity and solidarity.
4. **Temperance and Sobriety:** Teachers are expected to be temperate and sober in their habits, avoiding smoking, chewing betel leaves, using tobacco products, or engaging in other undesirable habits in the presence of students and within the college premises.
5. **Collaborative Spirit:** Teachers shall cooperate with colleagues in all activities to enhance students' moral, mental, and physical well-being.
6. **Professional Appearance:** Teachers should maintain a clean and well-groomed appearance. They should avoid casual and informal attire while on duty, ensuring their dress is neat and dignified, and avoiding any attire that may elicit ridicule or pity from students or colleagues.
7. **Punctuality:** Teachers must be punctual in attending college, conducting classes, participating in functions, observing national days (Republic Day and Independence Day), and performing any other duties assigned by the Management/Principal or In-charge Principal.
8. **Respect for Authority:** Teachers should respect the constituted authority and diligently follow instructions issued by their superiors.
9. **Confidentiality:** Teachers must not divulge any confidential information related to the institution.
10. **Grievance Procedure:** Teachers should not present grievances directly to any member of management. Grievances should be routed through the Principal, who acts as an intermediary between the teachers and management.
11. **Lifelong Learning:** Teachers shall commit to lifelong learning, continuously enriching their knowledge and that of their students.
12. **Gift Acceptance:** Teachers shall not accept, nor permit any family member or representative to accept, any gifts from students, parents, or individuals with whom they interact under their position in the college.
13. **Morning Assembly:** Teachers are required to attend the morning assembly, where they will have the opportunity to respect the National Anthem, a duty of every citizen.
14. **Professional Conduct:** Teachers must refrain from any actions unbecoming of a teacher or amounting to dereliction of duty and insubordination to a higher authority.
15. **Attendance:** Teachers should remain present in the college from the morning assembly until the last period on working days, unless on leave.

Code of Conduct for Trainees

The following behaviors and actions by trainees will be considered misconduct:

1. Disrespect or inappropriate behavior towards teachers or any college staff.
2. Unauthorized absence from classes without the Principal's or In-charge Principal's permission.
3. Deliberate disruption of classes.
4. Inciting or participating in strikes or any other disruptive activities.
5. Engaging in physical violence in any context.
6. Defying lawful orders from the Management, Teachers, In-charge Principal, or Principal.
7. Failing to meet the attendance requirements as specified by university regulations.
8. Breaching norms set by the NCTE and TMBU.
9. Bringing unauthorized individuals or items onto college premises.
10. Failing to submit assignments and projects by the due date.
11. Delaying the submission of migration certificates, leave applications, or any other required documents.
12. Harassing or behaving inappropriately towards female trainees, or bullying and intimidating others.
13. Engaging in actions deemed morally inappropriate.
14. Committing theft or causing damage to college or student property.
15. Skipping the morning assembly, thus showing disregard for the National Anthem.
16. Not adhering to the college dress code.
17. Missing the internship program.
18. Submitting grievances directly to any member of management instead of routing them through the Principal, who should act as a bridge between trainees and management.

For any instances of the above misconduct, the Principal will take appropriate action based on the recommendations of the disciplinary committee. Depending on the severity of the misconduct, actions may include:

1. Issuing an oral or written warning to trainees, with notification to parents/guardians if necessary.
2. Requiring compensation for damage to college property.
3. Expulsion or rustication from the college.
4. Preventing the trainee from submitting the university examination form due to insufficient attendance or missing required documentation.

Code of Conduct for Principal

1. To achieve efficiency and effectiveness in administrative tasks, the Principal should oversee and monitor the management of academic programs and general administration within the Institute.
2. The Principal should assess the financial audit reports of the Institute and plan the budget accordingly.
3. The Principal holds the authority to maintain discipline in the Institute by implementing necessary actions as situations demand.
4. The Principal should form various college-level committees crucial for the growth of the Institute.
5. The Principal should motivate faculty members to attend conferences, seminars, and workshops to keep abreast of new developments.
6. The Principal should encourage instructors to author textbooks and publish their research in respected national and international journals, magazines, and periodicals.
7. The Principal is tasked with guiding, leading, and coordinating the Institute's activities.
8. The Principal should periodically review this Code of Conduct to ensure it adheres to all relevant laws, meets or exceeds Institute standards, and rectifies any deficiencies identified through monitoring, audits, and reporting mechanisms.
9. The Principal is responsible for designing the Institute's academic programs and organizing meetings for any necessary authorities, bodies, or committees.
10. The Principal must ensure that directives from the management are strictly adhered to or executed as required.
11. The Principal should ensure that academic standards are maintained to promote continuous student development, aiding them in becoming better individuals and responsible citizens. The Principal should also oversee the proper processing and implementation of the Institute's short- and long-term development plans through the appropriate channels, authorities, bodies, committees, and members.