

# HINDUSTAN COLLEGE OF ARTS & SCIENCE, PADUR

## CODE OF CONDUCT

### Staff:

- Staff should wear their College Identity cards within the college premises.
- Staff are expected to be punctual and must be present in the campus
  - ✓ Teaching Staff – Before 9.00 am
  - ✓ Non teaching Staff – before 8.45 am
  - ✓ Housekeeping Staff – 8.30 am
- Staff should to mark their Bio-metric attendance in both sessions .
- Staffs are instructed to maintain the formal dress code.
- Required to carry pout all duties as detailed by the management from time to time.
- Students and staff relationship should be in friendly manner.

### Students:

- Students should wear their College Identity cards within the college premises.
- Students are expected to be punctual and must be present in the class by 9.10 am.
- Students are expected to dress modestly in keeping with the place and occasion. Cordial and appropriate behavior towards fellow students is expected.
- Students are expected to write the tests and do the assignments given in each subject on the given date.
- Maintain absolute discipline in the campus and respect the Staff.
- Absolute silence should be maintained in the library, Classrooms and while moving in the corridors.
- Students should conduct themselves at all times in a fitting manner so as to bring credit to themselves and to the college.
- Student should observe the safety regulations of the laboratories and should maintain cleanliness in laboratories.
- Powered bikes and motorcycles equipped with fancy horns are prohibited in the campus.
- Vehicles of any kind brought into the campus will be parked only in the spaces allotted by the college administration.