



TECNIA INSTITUTE OF ART & DESIGN

(College of Dance, Music & Fine Art)

Affiliated by Indira Kala Sangit Vishwavidyalaya, UGC Recognized University, Khairagarh (C.G.)

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CIRCULAR

Subject – Guidelines for equal treatment & college decorum

Dear Colleagues,

We would like to bring a few points to your attention that may require consideration for our future working:

- ❖ **Equal Treatment for Students:** We should strive to ensure equal treatment for all students and avoid giving undue privileges to certain individuals.
- ❖ **Formal Communication Channels:** Stop to take action on phone calls. To maintain a proper record and streamline our processes, it is advisable to rely on official mail, written applications, or documented phone call records when taking action. This will help us maintain transparency and accountability.
- ❖ **Importance of Internal Examinations:** It is crucial to emphasize the significance of internal examinations to our students, as these assessments play a vital role in preparing them for their future careers. Encourage them to remain alert and dedicated to their studies.
- ❖ **Equitable Treatment by Teachers:** It is essential for all teachers to treat every student equally. Any special facilities or exceptions should only be granted with the approval of the chairman. Unequal treatment among students can have a negative impact on the overall class dynamics.
- ❖ **Support for Final Year Students:** As our final year students are about to embark on their professional journeys, let us extend our full support to them. We should strive to provide them with the best possible guidance and assistance to ensure outstanding results. It is important to recognize that many of them may have external commitments, such as placements, and may not be able to attend regular classes. They will be our alumni, promoters, or resource persons.

Lastly, I kindly request everyone to uphold the decorum of our college and refrain from taking actions based on personal convenience.

Thank you for your attention and cooperation.

Dr. Madhu Aggrawal

Director

Tecnia Institute of Art & Design