

HAND BOOK

ON

CODE OF CONDUCT

(Code of conduct for Students, Principal, Teaching, Non Teaching Staff and Parents)



Index

S.No.	Particular	Page No.
1	Index	2
2	Foreword	3
3	About our College	3
4	Vision and Mission	4
5	Code of Conduct for Principal	5
6	Code of Conduct for Teachers	6-7
7	Code of Conduct for Students	8-9
8	Code of Conduct for Non Teaching Staff	9-10
9	Code of Conduct for Parents	10

Foreword

A Hand Book on Code of Conduct is formulated and approved by our college committee members to ensure overall development of students and Professional growth of all stakeholders and uphold, scale up and carry forward the decades of reputation, standards of well established, resourceful Institution. All the stake holders are sincerely appealed to comply with the rules, regulations, practises, ethics incorporated in the booklet for smooth functioning of college and contribute his/her part in accomplishing vision and mission of Institution.

About our College

Government Degree College for Women, Karimnagar was established in 1973, affiliated to Satavahana University, Karimnagar, Telangana is offering B.A., B.Com., B.Sc. courses. The college is recognised under the section 2(F) and 12(B) of UGC act and reaccredited with B+ grade in 3rd cycle by NAAC.

Institution has advanced infrastructure and adequate physical facilities and provides the effective learning environment. Curricular and extracurricular activities go hands in hand in college and strive to build among students all competences that future demands and help them in emerging as responsible and socially conscious graduates.

Vision of our College:

To Empower Women Students by focusing on value based education integrated with Technical skills.

Improving confidence levels of students through need based, skill based and value based education

Promoting higher education to the needy, deprived and downtrodden women students with a minimum fee structure

Producing not only technically competent students but also healthy homemakers

Institution primarily focuses on creating opportunities and approaches to the socially deprived woman students

Mission Statement:

Educating Women is Educating Nation

Code of conduct for Principal

Principal being in apex position of institution has to chalk out a policy and plan to facilitate effective teaching-learning atmosphere and promote professional behaviour and academic integrity.

Exhibit qualities of effective leadership in academic and administrative matters.

To take the responsibility for the smooth conduct of curricular, co-curricular and extracurricular activities of the college.

To constitute, supervise various committees for carrying out different activities and to maintain transparency.

To empower all staff members and students to reach their maximum potential.

To strive for obeying of rules and obligations by all stake holders.

To be fair in his/her disciplinary actions for all the members of faculty, non teaching staff and students.

To encourage faculty to take up Research work, outreach programmes.

To ensure all teaching and nonteaching staff complete allotted task in stipulated time.

To listen to the grievances of students and staff and resolve them.

To carry himself/herself with highest degree of conduct and reflect pride of institution.

To execute any other work as per his/her discretion for the welfare of institution.

Code of conduct for Teachers:

Teacher is not supposed to knowingly or wilfully neglect his/her duties and be devoted to duty.

He/She should not indulge in or encourage any form of malpractice connected with examination or any other college activity.

All teachers are requested to get their Annual plan books and teaching Diary signed by principal every fortnight.

To cooperate and collaborate with colleagues in accomplishing the works assigned.

To abide by the policies and rules framed by institution.

To ensure safety of students while conducting on campus and off campus activities.

To work with passion and set himself /herself as role model to students.

To update their knowledge and skills time to time and provide innovative and quality education to students.

To encourage students for all-round development and persuade to achieve their goals.

To recognise the difference in aptitude and capabilities among students and strive to meet their individual needs of learning.

To collect feedback from students and parents and follow relevant suggestions.

To be impartial and honest in his/her official dealings.

To be well-mannered in his/her dealings with authorities, with other members of staff, students and with members of public.

To carryout student centric extracurricular activities like field trips, Group discussion etc.

A teacher should not involve in anti social activities.

Respect the organisation goals and help to achieve them.

A teacher shall be required to maintain scheduled hours of work during which he/she must be present at the place of his/her duty.

No teacher shall be absent from duty without prior permission.

To maintain dignity in all aspects. You are perceived as more capable, more professional and more intelligent if you are familiar with proper code of conduct for the workplace.

Manage his/her private affairs in a manner consistent with the dignity of the profession.

Inculcate among students scientific, Progressive and rational outlook, value based behaviour and life skills

Make himself / herself available to the students even beyond their class hours and help and guide them with dedication.

Code of conduct for Students:

To be punctual and regular to classes and maintain high degree of classroom discipline.

No student should enter or leave classroom while session is going on without permission of teacher concerned.

Every student shall come to college in clean, formal and decent dress or in college uniform.

To collect and preserve identity cards.

Student should not leave their books, valuables, and other belongings in the classroom.

Avoid misbehaviour or any other disputes or harassment with other students. Any sort of misbehaviour should be reported to Teacher.

Students must not associate themselves with any activity not authorised by the institute.

Students will be allowed to bring their vehicles only up to the parking area.

Students should abide by the rules and regulations of institute.

Students are instructed to make use of library resources.

Should not loiter in the the campus and waste time.

Should handle furniture and other properties of institution with care.

College authority shall not be responsible for any misconduct or misbehaviour outside college premises.

Do not use mobile phones in class room and Laboratories.

Follow the instructions of teachers strictly and complete the tasks assigned in stipulated time.

Participate in all institutional activities with enthusiasm, concentration and confidence.

Have empathy towards fellow students and behave politely with everyone in college.

Code of conduct for Non teaching staff:

To discharge his/her duties efficiently and abide by the rules and regulations of institute.

To report to duty at least 30min in advance and remain on duty in college hours.

No staff employed in a college shall absent himself/herself from his/her duties without prior permission.

Shall not use their position/services/facilities for their personal benefit or advantage.

Shall not indulge in any criticism of the policies of the government either directly or indirectly or participate in activities which being disrepute to the government.

To respect and maintain the hierarchy in the college administration.

To maintain honesty, integrity, fairness and confidentiality of institutional information in all activites.

To exercise self discipline at all times and deal positively with staff, students and general public.

To keep campus clean and not permit others who are not approved by institution.

Not to misappropriate college money.

Don't let students leave campus in college working without permission.

Code of conduct for Parents:

To send their children to college daily.

To attend parent-teacher meeting and give feedback for the benefit of their child and institution.

To report to principal or teacher any issue related to their children immediately.

To encourage their children to pursue their studies uninterruptedly.

To take care of their child health and hygiene.

Avoid using loud or offensive language or threatening in any way or inappropriate behaviour in the college premises or outside the premises.