

GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET
HYDERABAD-500016
(Autonomous – Affiliated to Osmania University)

Code of Conduct for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- Chalk out a policy and plan to execute the vision and mission.
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.
- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

Code of Conduct for Teachers

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

- Uphold the honour and dignity of the teaching profession.
- Provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Collaborate with fellow teachers.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Be good counselors and facilitators.
- Help, guide, encourage and assist students in their learning.

Code of Conduct for Students

- **College timings are from 0900 hrs to 1600 hrs.**
- **Students should be punctual to their classes. The gates will be closed by 0915 hours.**
- **Students should wear their Identity Cards in the college premises.**
- **Visitors are not allowed to meet their wards in the college hours.**
- **75% of attendance is compulsory to appear for semester Examinations, Internal Assessment tests and for claiming scholarship.**
- **Ragging is strictly prohibited as per government orders.**
- **Use of Mobile Phones/FM in the college is not allowed as per Government order.**
- **Absolute silence must be maintained in the class rooms, library and corridors.**
- **Students should see notice board regularly.**
- **Cleanliness must be maintained in the class rooms and college campus.**
- **Students should visit English Language Library during free periods.**
- **Students should be dressed neatly and decently.**
- **Students must take care of their belongings**

Code of Conduct for Parent/Guardian

Parent/Guardian should study the Prospectus and understand fully the semester pattern of study and examination under autonomous system in Government Degree College for Women, Begumpet, (Autonomous), Hyderabad in which their daughter/ward is seeking admission

Parent/Guardian should undertake responsibility of their daughter/ward study in Government Degree College for Women, Begumpet

Parent/Guardian is responsible for the fee payments and other details filled up in the application

Parent/Guardian should ensure that their daughter/ward attend classes regularly and maintain a minimum of 75% of attendance during the course of his/her study and attend Parents' meeting conducted in the college without fail.