



Government Degree College, Khairatabad



CODE OF CONDUCT

The Principal of an institution must always be fair, honest, impartial, and protective and law abiding. The Principal has to follow the code of conduct given below.

PRINCIPAL

- i. Outline a policy and the plan execution of the vision and mission of the institution.
- ii. The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
- iii. He/ She should be impartial, secular, dignified and punctual in discharging his/her duties.
- iv. The Principal should be present in the college at least half-an-hour before the commencement of the College timings and leave the college after the day's work is over.
- v. He/She should be a pacesetter in dress, demeanor, attendance, punctuality etc.
- vi. He/ She should handle the minimum number of classes prescribed in the rules and should endeavor to be an example to the first teacher in the college.
- vii. The Principal should be in constant touch with students which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- viii. The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- ix. The Principal should ensure the staff and students are aware of rules, policies and procedures laid down in the code of conduct.
- x. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

Educational institution is a place where the future of the students is shaped and thereby the destiny of the nation is carved. Hence it has a special place in the society and needs special code of conduct. Along with general conduct rules prescribed by the Government, the teaching staff of the colleges may follow the code of conduct given below.

TEACHING STAFF

1. The members of the teaching staff should be models of decency in their dress and demeanor, culture and academic leadership. They should be impartial in dealing with any student problem.
2. Faculty members should avoid wearing gaudy looking clothes likely to arouse the curiosity,

resentment or amusement of students, which will distract their attention towards the teaching.

3. He/She should be punctual to the college and enter the class rooms at the prescribed time and utilize full time allotted for teaching. He/she should not leave the class before the prescribed time is over.
4. He/She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.
5. Faculty members should utilize their leisure time for preparation of the class work or to update their knowledge in the subject.
6. Except giving synopsis of the lecture they should avoid dictating detailed notes in the classroom.
7. He/She must be present during the working hours of the college and if required he/she should also be present in the college until the work assigned is completed.
8. He/She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.
9. He/She should always try to command the respect of the student community.
10. Faculty member should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.
11. Faculty members working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational framework. They should help the Principal in maintaining the discipline in the college.
12. Faculty members should not provoke any student or staff against other students, colleagues or administration.
13. Faculty member shall not discriminate against any student or faculty on grounds of caste, creed, religion, gender, nationality or language.
14. Faculty members shall not degrade, harass or insult any person for any reason in a manner inappropriate to the teaching profession.
15. Each faculty member shall be an example to his/her colleagues and students by behavior, attitude, approach and professionalism.

NON-TEACHING STAFF

1. Non-teaching staff should remain on duty in the college from 10 am to 5.30 pm.
2. Every non-teaching staff in the institution shall discharge his/her duties efficiently to conform to the rules and regulations of the college.
3. Non-teaching staff shall respect and maintain the hierarchy in the Administration and

carry out their duties as instructed by the authorities to whom they report.

4. Non-teaching staff must always wear their identity cards during working hours.
5. Non-teaching staff shall maintain honesty, integrity and equality in all activities.
6. Non-teaching staff shall exercise self-discipline and deal professionally with staff, students, parents and public.
7. Non-teaching staff assigned to laboratories are responsible for the cleanliness and maintenance of the labs.
8. The staff must carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
9. The staff should take prior approval to avail leave. In case of illness, a medical certificates should be produced.
10. Non-teaching staff shall avoid personal calls and social networking during the working hours.

RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS

1. Rules of conduct and discipline for students in a college are framed by the college keeping in view the instructions and guidelines received from the Government and the Affiliating body.
2. All such rules are printed in the college hand book to facilitate perusal by the students.
3. The code of discipline for students is comprehensive and includes mailers like attendance, punctuality, respect for staff members, cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc.
4. It clearly stated states that offences like eve-teasing, misbehavior towards the staff and damage to college property will attract severe punishment.
5. A discipline committee is constituted in the College to enforce the rules or discipline. The Committee deals with all problems of discipline in the college and advice the Principal. The discipline committee consists of a few staff members and also some students nominated by the Principal.
6. As per G.O.Ms.No.154, dated 17-1-1964 action can be taken against students who indulge in eve-teasing or similar activity prohibited on the college premises.
7. As maintenance of discipline is of utmost importance. The Principal takes all necessary steps to promote discipline among the students not only through the disciplinary approach but also through the day-in and day-out persuasion. Great care is taken in following the procedure when punishment is awarded. To avoid future litigation and complications.
8. Before any student is punished for any act of indiscipline, the Principal
 - Orders an enquiry to be conducted by at least three staff members.
 - Issues a show cause notice to the student and parent or guardian.

- Obtains the explanation, if possible and place the matter before the staff council for advice.
- 9. After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment after intimation to the Commissioner of Collegiate Education.
- 10. It may be noted that in all cases of imposing punishment to students for acts of indiscipline, the Principal observes the prescribed procedure carefully.

ATTENDANCE

1. Students must take their seats in the respective classes before the teacher enters the class.
2. Students coming late will not be allowed to attend the class without the permission from the concerned mentor/Incharge Head of the Department.
3. Calling students from the classroom during the lecture hours is prohibited except with the permission from the Principal/Incharge head concerned.

IDENTITY CARDS

1. Students should regularly wear their identity card duly signed by the Principal.
2. The identity cards will be issued to them at the time of admission in the college.
3. They should wear the ID cards when asked for by the Principal or Faculty.
4. Students can use their ID cards to borrow books from the library.