



GOVT.DEGREE COLLEGE WANAPARTHY

(ID-COLLEGE)
(Accredited with 'B' Grade by NAAC)
Affiliated to Palamuru University

Sri Vidya Nagar, Hyderabad Road, Wanaparthy-509103, Telangana State.

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Website <https://gdcts.cgg.gov.in/wanaparthy.edu>

CODE OF CONDUCT

The college is located at the outskirts of Wanaparthy town in a very peaceful and pleasant atmosphere that too with a very easy to reach and convenient transport facilities, Which make the Staff ,Students and others feel comfortable. Similarly, every year a handbook containing the courses offered by the college, the physical, academic and student support facilities available on the campus, other useful information pertaining to the college. It also includes rights and obligations of the stakeholders. Besides the Service Rules, the Principal and the teachers of the college are required to observe the Code of Conduct mentioned below. Similarly, the institution has prescribed separate Codes of Conduct for teachers, students and the parents.

Code of Conduct for Principal

The principal is the academic and administrative head of the institution and works for the development of the institution.

- The principal shall ensure the smooth conduction of academic activities, functioning of college as per the CCE, and PU norms, and functioning of various committees.
- To hold academic council meeting as for the norms.
- The Principal shall be fair in his/her disciplinary actions for both staff, students and others.
- The welfare of the students is the highest priority, and failing to provide adequate supervision on and off campus equates to total disregard for the position held.
- The Principal must carry himself/herself with the highest integrity and avoid careless decisions that result in violations of the law.

- To co-ordinate all the faculty, administrative authorities and supporting staff for their effective roles.
- The principal shall closely monitor admission process in the college instructed by higher authorities of DOST online services.
- The principal shall monitor various academic activities, curricular ,co curricular and extracurricular activities.
- The institution maintenance cell shall work under the instruction of the principal
- The Principal should empower all staff members and students to reach their maximum potential.
- The principal should always be honest, fair, law-abiding, objective, supportive and protective even when the students don't want him to be.

Code of Conduct for Teaching staff :

- Teachers should handle the subjects assigned by the Principal/ Head of the Department.
- Teaching Staff members shall follow the directions and instructions properly given by Head of the Institution and Head of the Departments.
- All Teaching Staff members shall maintain college timings and mark Biometric attendance properly, otherwise treated as absent.
- The teacher shall actively associate, involve, participate himself /herself in all the college activities and programs irrespective of the department he or she belongs to.
- Every lecturer shall update his or her knowledge and skills to equip himself /herself professionally for the proper discharge of duties assigned to him or her.
- No teacher shall absent himself/ herself from duties at any time without prior permission from the head of the institution.
- Establish a politeness policy for basic manners, respect the institutional goals and help to achieve them.
- Keep mobiles in a silent mode during the class hours.
- Teachers should complete the syllabus in time, Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor/Mentee system must be effectively implemented. Faculty shall monitor the

respective group of students who are attached to them.

- Teachers should be good counselors and facilitators.
- They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Don't ask personal favors from your subordinate. Lunch break only for half an hour.

Code of Conduct for Non-Teaching Staff :

Non-teaching staff of this institution played a vital role in the college administration process, students need their help for various purposes. In view of this the college has prescribed certain Code of Conduct for Non teaching staff . The following traits are expected from the Non-teaching staff.

- Non Teaching Staff members shall follow the directions and instructions properly given by Head of the Institution.
- Be on time for your work and practical, Be punctual.
- All Non Teaching Staff members shall maintain college timings and mark Biometric attendance properly, otherwise treated as absent.
- Non Teaching Staff members should be honesty, integrity, fairness in the college.
- Establish a politeness policy for basic manners.
- To must not be absent from duty without official approval or approved sick leave.
- Non Teaching Staff members to avoid social networking sites such as Face book, WhatsApp, etc during the college working hours.
- To treat the issues related to the student in sympathetic and serious manner. Not to misappropriate college money.

Code of Conduct for Students :

1. Be prepared for rigorous schedule of academic inputs, projects, assignments, presentations, examination and other activities planned throughout the year.
2. Follow disciplined culture with supportive behavior.
3. Students are expected to follow academic time table.
4. Produce valid reason for absence from the institute.
5. All the students shall abide to the university rules and regulations as noted from time to time.
6. Attending institute organized formal functions, seminars, lectures is mandatory.
7. Student's character should be descent.
8. Students must carry their Identity card every day when on campus and produce it on demand by any authorities of the Institute.
9. Attendance : Attendance of every student is mandatory and students must have minimum attendance of 75% per subject per semester.
10. Misbehavior, habitual late coming, disobedience, absenteeism, consumption of drugs, Smoking, chewing of pan masala, alcohol in the premises, malpractices, cheating in the exam and such indecent activities unbecoming of a management student shall attract strict disciplinary action.
11. Ragging of any sort is strictly prohibited and will be dealt with seriously as per the provisions of the Ragging Prohibition Act 1999.
12. Absence from tests/examination/tutorials and non-submission of assignments in time will make a student ineligible for internal assessment.
13. Students must not wait on the institution premises while the classes are going on.
14. Strict silence must be observed in a reading room and library.
15. Be polite and respectful towards teaching and Non teaching staff, instructors and others.

Code of Conduct For Parents :

In order to maintain an orderly, respectful and secure educational environment for the students and staff of GDC ,Wanaparthi, it is essential that all parents and visitors to our college be aware of their responsibilities and adhere to the expected code of conduct as set forth in this guide.

- Recognize that the education of children is a joint responsibility of the parents and college community.
- Ensure that their children attend college regularly and on time.
- Encourage their children to follow college Code of Behavior.
- Ensure their children have the correct books and materials.
- Help their children to learn and practice good behavior and to have a positive attitude towards themselves, other people and towards the college.
- Approach the right member of college staff to help resolve any issue.
- Not to damage college property or any other objects.
- Not to make any derogatory comments regarding college, take active part in a teacher parents meetings .
- Don't carry plastic inside the campus ,smoking and consumption of alcohol or other drugs are strictly prohibited in this campus.
- Respect all the students in the college, not just your own, and we would ask that you embrace all student's unique qualities.
- Read written communication received from the college and respond appropriately.
- Communicate to college problems which may affect their child's behavior;
- Be friendly, welcoming and courteous to those new to the college.
- Become actively involved with their children events throughout the academic year.
- Be mindful of conversations that happen in the college grounds, and language used. Only discuss topics that are appropriate to the playground and college environment.