

CODE OF CONDUCT

The Government Degree College for Women, Gajwel in its endeavour for nation building, gives top priority to character building of the students. In order to achieve the objective, measures such as Introduction of a course Human Values and Professional Ethics (HVPE) have been taken which was well received by the students and teachers. Similarly, every year a handbook containing the courses offered in the college, the physical, academic and student support facilities available on the campus, other useful information pertaining to the college is circulated. It also includes rights and obligations of the stakeholders. Besides the Service Rules of the Government, 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 the Students.

CODE OF CONDUCT FOR PRINCIPAL

To chalk out a policy and plan to execute the vision and mission of the college.

To run the administration in a transparent manner.

To delegate authority and follow the principle of decentralization.

To maintain decency and discipline in the college campus.

To be impartial towards staff and students.

To encourage research activities among teachers and students.

Empower all the staff and students to reach their maximum potential.

Execute any other qualitative and quantitative work for the welfare of the institution.

Be fair in disciplinary action for all the members of the faculty, non teaching staff and students.

Recommend and forward communication to the higher authorities.

To abide by the guidelines of UGC and Telangana State Council for Higher Education.

To carry with highest integrity and to exhibit outstanding and strong leadership skills.

CODE OF CONDUCT FOR TEACHERS

Teachers should maintain their integrity/dignity and are expected to discharge their duties sincerely with honesty.

Teachers should be well dressed and well mannered.

Teachers must report in time to duty as per the working hours provided and should be available in campus.

Teachers should sign the attendance register and have to mark Biometric on reporting for duty and before leaving.

Teachers should handle the subjects assigned by the head of the department.

Teachers should complete the syllabus in time.

Teachers should be good counsellors, facilitators, mentors and role models to ensure that teaching learning process is effective and successful.

Teachers should carry out their academic, co-curricular and institutional activities assigned to them from time to time.

Teachers are encouraged to write text books, publish articles and present papers in seminars and conferences.

Teachers are encouraged to attend faculty development programs and quality improvement programs to update their knowledge.

All the teachers must report for duty on the reopening day and the last working day of each semester.

Teachers should take leave/vacation with prior written permission of the concerned authority.

Teachers should notify to the head of the institution if they are moving out of the station.

Heads of the departments must submit the departmental time tables to the Principal before commencement of the academic year.

Teachers should not involve in any political/antisocial activities as it is a punishable crime.

All teachers are governed by college/ University rules and regulations.

Teachers are subjected to enquiry/punishment if they deviate from discharge of their duties or commit an offence.

Teacher's grievances should be intimated to the head of the institution before submitting to the higher authorities.

Teachers should strive to achieve the vision and mission of the college.

Avoid using mobile phones when in class/library/examination hall.

Provide quality education in innovative method. Regularly update their skills/knowledge.

Develop reasoning ability and research skills of the students.

Organize parent teacher meetings.

Teachers must maintain healthy/ peaceful environment in the campus.

Teachers should promote brotherhood, nationalism and patriotism among the students. They should have respect for national anthem, national flag and national symbols.

To be impartial towards students.

Abide by the procedures to ensure students safety.

Conduct activities for promotion of universal values and ethics.

CODE OF CONDUCT FOR NON TEACHING STAFF

Non teaching staff working in the college office or departments should be available in the campus during the college hours.

They are expected to strictly follow rules and regulations of the college.

Discharge duties with honesty, fairness and integrity.

Deal with students politely.

Do not waste/misuse college finance.

Non teaching staff should sign the attendance register and have to mark Biometric on reporting for duty and before leaving.

Non teaching staff working in office should maintain service records of all the employees and periodically update them.

Take leaves with prior intimation/permission.

CODE OF CONDUCT FOR STUDENTS:

Attend Classes regularly on time. Do not enter or leave the class during class hours as it causes disturbances.

Students with less than 75% of attendance will not be allowed to appear for their examinations.

Always carry identity cards issued by the College.

Students should respect and wish teachers within the college campus and outside campus.

Do not indulge in ragging activities. Ragging is punishable offence as per UGC and Government guidelines.

Every student should wear neat and formal dress.

Complete the chosen course within the stipulated time schedule.

Students are expected to read the notice boards everyday for important announcements made by the college.

Fees once paid will not be refundable.

Students with poor academic performance are recommended to attend the evaluation system of the college.

Students should actively participate in various activities organised by the college.

Examination Fee should be paid within the prescribed dates only.

Students receiving government scholarships should renew them at regular intervals.

Students are encouraged to post their grievances into the grievance boxes provided. Use of Mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.

Students are instructed not to make noise in the college; those who disturb the classes are liable for punishment.

Students are advised to use the library during leisure hours.

Students should stay away from antisocial activities.

Students should handle the furniture and other properties carefully. Damage will lead to penalty.

Visitors are not allowed to meet the students in the class rooms.

Late comers are not allowed to enter the class.

Students are prohibited from wandering in the corridors and in college campus during working hours.

Students are not allowed to go out of the class room without prior permission of concerned teacher.

Students should obey all the rules and regulations imposed by the college authorities.

Safeguard their belongings and not to blame others for theft of their belongings.

Students are expected to read the notice boards everyday for important announcements made by the college.

Do not waste water- Save water.

Switch off lights and fans when not in use.

Keep surroundings clean, do not litter.

Keep washrooms clean.

Students should involve in extension activities that are helpful to the surrounding communities.

Students should utilize ICT tools for effective learning.