

# **A Handbook of Code of Conduct (for Stakeholders)**



**GOVERNMENT DEGREE COLLEGE  
BELLAMPALLY -504151, Dist :Mancherial**

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## **CODE OF CONDUCT**

The Government Degree College Bellampally, in its endeavour for nation building, gives top priority to character building of the students. In order to achieve the objectives, courses such as **Human Values and Professional Ethics (HVPE)** have been introduced and well received by the students and teachers. Similarly, every year pamphlets containing the courses offered in the college, the physical, academic and student support facilities and other particulars are printed and distributed among the eligible students and the stake holders during the admission campaigning. Apart from the Service Rules, certain rules pertaining to the Code of Conduct are to be observed by the Principal and the teachers as mentioned below.

### **Code of Conduct for Principal**

As the Principal is the top most head of the institution, the behavior, attitude and conduct of the Principal on the campus given utmost importance. Keeping the importance of the principal post in the organisational hierarchy, she/he is expected to maintain higher degree of conduct. Hence the Government Degree College Bellampally, has prescribed the following code of conduct for its Principal wherein the Principal of an Institution should always be, fair, objective, supportive, protective and law abiding. Besides, the following traits of conduct are expected from the Principal.

She/he has

- To frame a policy and plan to execute the vision and mission of the college.
- To promote academia-industry interaction and inculcate research development activities.
- To execute any other qualitative and quantitative work for the welfare of the institution.
- To listen to the student's ideas and set a supportive tone.
- To ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them.
- To recommend and forward communication to the authorities.
- To monitor, manage and guide the entire college administration and initiate appropriate remedial measures on the basis of the feedback received from the stakeholders.

- To be impartial in his disciplinary actions for all the staff and students.
- To carry and exhibit outstanding and strong leadership skills.
- To empower all the staff and students to realize their potential.

### **Code of Conduct for Teachers**

As it is the accepted fact, that teaching is the noblest profession and it can build highly responsible citizens with all round development. A teacher can inspire and ignite the students and instill good behavior in all aspects. Hence, the teachers of the college are expected,

- To love the students and love the profession by upholding the honor and dignity of the teaching profession.
- To abide by the rules and regulations of the institution.
- To follow the procedures to ensure student's safety and welfare.
- To provide with an innovative, quality and updated knowledge to students.
- To be impartial towards his/her students.
- To interact with the students in a friendly manner.
- To cooperate and collaborate with fellow teachers.
- To be responsible, interact positively with parents and other stakeholders in the interest of the students.
- To be a good friend, guide, counselor and facilitator to his/her pupils.
- To behave as a model for his / her students in all respects.

### **Code of Conduct for Non-teaching Staff**

Since the members of the Non-teaching staff play a vital role in the college administration, the college has prescribed certain Code of Conduct for them. The following traits are expected from the Non-teaching staff.

A member of the non-teaching staff has

- To report punctually to duty and remain on duty during college hours.
- To adhere strictly to the rules and regulations of the institution.

- To respect and maintain the hierarchy in the college administration.
- To maintain honesty, integrity, fairness in all activities.
- Must not disclose official secrets, mutilate, remove, conceal, alter or forge official documents / receipts.
- To exercise self-discipline at all times and deal positively with staff, students and other stake holders.
- To treat the issues related to the student in sympathetic and serious manner.
- Not to misappropriate college money.

### **Code of Conduct for Students**

The students are the most important stakeholders of any educational organization. Hence for the benefit of the students and in view of the vision and mission of the institution, separate code of conduct has been prescribed by the Discipline Committee of the college. As per the code of conduct, the students have to behave in the following manner.

- Since ragging in any form is a serious offence and it will be dealt seriously .Hence students should abstain in indulging in ragging.
- The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- During class hours, a student cannot go out of the classroom without the permission of the teacher concerned.
- All students are expected to maintain good attendance in all classes (more than 75%), failing which they are not allowed to appear for the examinations.
- Students are requested not to make noise in the college, who disturb the classes is liable for punishment.

- Students are prohibited from wandering in the corridors, the campus or the classes surroundings during working hours.
- During leisure hours women students should go to the library. They should not stay in the classrooms.
- Late comers are forbidden from entering the classrooms.
- .
- Students should wear their identity cards inside the campus daily.
- Every student shall come to the college in time, in clean, formal and decent dress
- During leisure hours, students are advised to use the library, and internet browsing centre.
- Students should stay away from any anti-social activities.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Apart from maintaining good relationship in respect to both the sexes both on campus and off campus, the discipline is also being maintained. Our code of conduct facilitates such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Students should take care of their belongings. The institution will not be responsible for any loss.
- Visitors are not allowed to meet the students in the classroom
- If any student violates the conduct such student will be expelled from the class by the lecturer.

## Code of Conduct for Parents

The parents are another important stakeholder for the college and they are expected to observe the following code of conduct in the interest of their ward and the institution. They should

- To send their children to college regularly.
- To constantly observe the academic and personal progress of their wards.
- To report to the Principal/teachers any issue related to their children.
- To inquire the progress of their ward by attending the Parent-Teacher Meetings without fail and give their feedback on the curriculum offered in the college.
- To guide their children properly so as to enable them reach higher levels in career.

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**GOVERNMENT DEGREE COLLEGE, BELLAMPALLY**  
**DISTRICT MANCHERIAL, TELANGANA, 504 251**

**MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT**

Code of Conduct Committee was constituted on 16-08-2018 during the academic year 2018-19. The code of conduct Committee meeting was held under the chairmanship of the principal on 16-08-2018 in Principal's chamber, regarding code of conduct to the principal, Teaching and non teaching staff and students for the academic year 2018-2019

Committee Members

1.Smt.. P.Sreelatha, Asst.Prof.of Zoology	: Coordinator
2.Smt.,D.Radhika, Asst.Prof.of Library Science	: Member
3.Dr.N.Ekambaram, Lecturer in History	: Member
4.Sri.G.Mohan , Lecturer in Public Administration	: Member
5.Sri.G.Thirupathi, Lecturer in Commerce	: Member
6.Sri.M.Thirupathi, Lecturer in Botany	: Member

**Resolutions :**

To provide a system which promotes growth through individual and collective responsibility to maintain discipline and conducive atmosphere, the institution prescribes the following code of conduct:

**1. Code of Conduct to the Principal:**

- To frame a policy and plan to execute the vision and mission of the college.
- To ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them.
- To execute any other qualitative and quantitative work for the welfare of the institution.
- To listen to the student's ideas and set a supportive tone.
- To recommend and forward communication to the authorities.
- To monitor, manage and guide the entire college administration and initiate appropriate remedial measures on the basis of the feedback received from the stakeholders.

- To be impartial in his disciplinary actions for all the staff and students.
- To carry and exhibit outstanding and strong leadership skills.
- To empower all the staff and students to realize their potential.

### **Code of Conduct to the Teachers:**

- To admire the profession and love the students by upholding the honor and dignity of the teaching profession.
- To abide by the rules and regulations of the institution.
- To follow the procedures to ensure student's safety and welfare.
- To provide innovative, qualitative and updated knowledge to students.
- To be impartial towards his/her students.
- To interact with the students in a friendly manner.
- To cooperate and collaborate with fellow teachers.
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- To be a good friend, guide, counselor and facilitator to his/her pupils.
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- Must not disclose official secrets, mutilate, remove, conceal, alter or forge official documents / receipts.
- To exercise self-discipline at all times and deal positively with staff, students



and other stake holders.

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- All students are expected to maintain good attendance in all classes (more than 75%), failing which they are not allowed to appear for the examinations.
- Students are requested not to make noise in the college, who disturb the classes is liable for punishment.
- Students are prohibited from wandering in the corridors, the campus or the classes surroundings during working hours.
- During leisure hours women students should go to the library. They should not stay in the classrooms.
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- Students should wear their identity cards inside the campus daily.

- Every student shall come to the college in time, in clean, formal and decent dress
- During leisure hours, students are advised to use the library, and internet browsing centre.
- Students should stay away from any anti-social activities.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Apart from maintaining good relationship in respect to both the sexes both on campus and off campus, the discipline is also being maintained. Our code of conduct facilitates such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Students should take care of their belongings. The institution will not be responsible for any loss.
- Visitors are not allowed to meet the students in the classroom,

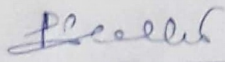
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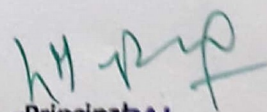
**Coordinator**

**Principal**

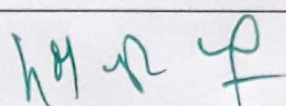
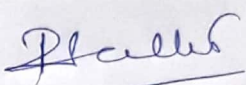
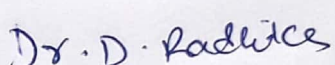
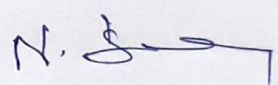

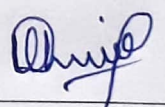
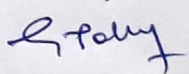
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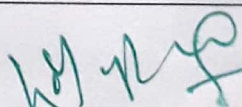
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Coordinator

  
**PRINCIPAL**  
Govt. Degree College  
Bellampalli-504 251,  
Dist: Mancherial (T.S.)

## Constitution of the Code of conduct Committee 2018-19

Sl. No	Name	Designation	Signature
1	M.Gopal	President	
2	P.Sreelatha	Coordinator	
3	D.Radhika	Faculty Member	
4	Dr.N.Ekambaram	Faculty Member	
5	M.Thirupathi	Faculty Member	
6	D.Thirupathi	Faculty Member	
7	G. Mohan	Faculty Member	

  
**PRINCIPAL.**  
Govt. Degree College  
Bellampalli-504 204.  
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