



SR&BGNR GOVERNMENT ARTS&SCIENCE COLLEGE (A): KHAMMAM
(Re-Accredited 'B⁺⁺' by NAAC)
PIN CODE: 507002



A Handbook of

CODE OF CONDUCT

(for stakeholders)

INTERNAL QUALITY ASSURANCE CELL

(IQAC)



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CODE OF CONDUCT

Sri Rama and Bhaktha Gentela Narayana Rao Govt. Arts & Science College, Khammam was established in the year 1956 under private management. The then Chief Minister Sri Boorgula Rama Krishna Rao and Sri G.V. Butt, the then District Collector of Khammam took the initiative for its establishment along with a committee formed with the elite of the town. The primary objective was to provide higher education to the students of the marginalized sections and Tribal community of Khammam District. The College was named after the Chief Donor, Sri Gentela Narayana Rao. The College was taken over by the state government on 1-09-1959 and it acquired permanent affiliation to the Osmania University in 1972. Eventually the affiliation is transferred to the Kakatiya University, Warangal. Under the able and missionary administration of Principals like K.Y.L Narasimha Rao, D. Natesan, Bankat Lal Agarwal, Dr.K.S.R. Sharma and M. Ramachander Rao the College has grown into an Identified Lead College in the district with a potential to produce a student force equipped with academic excellence and global skills.

The motto of the College is '**Enter to Learn, Leave to Serve**' with a mission to produce autonomous learners who turn out to be independent, self-contained, confident human resource to the nation. In the long history of its onward march towards imparting quality instruction, supported by technology, the College introduced Restructured and Self Finance Courses in addition to the Conventional Courses it has been offering since its inception. With the onset of technology-driven society, the College realized the need to address global demands and began to impart instruction and training in communication, soft and employable skills through a mechanism of its own.

The College acquired state-of-the-art technology, automation, net connectivity, added infrastructure and so on in its long journey towards fulfilling its vision and mission. Many a support service are instrumental in imparting value-based, quality instruction to the young of the most needy and marginalized sections of society who also happen to be first generation literates. The college has an efficient internal co-ordination mechanism helping the smooth conduct of academic and administrative matters. The college Library has more than 50,000 books. Telangana Skill & Knowledge Centre (**TSKC**), a unique program of the Government of Telangana which enhances the employability, is functioning well in the college. Hon'ble Commissioner of Collegiate Education has reached an MoU with Telangana Academy for Skills and Knowledge (**TASK**). As part of this, the college has been offering Skills for employability to students.

The Commissionerate of Collegiate Education (**CCE**), recognizing its academic and administrative excellence, identified this college as a "Identified College" (**ID College**) & District Resource Centre (**DRC**) from where it discharges several academic and administrative functions in monitoring all the Government Degree Colleges in the district.

NAAC Accreditation:

In recognition of its academic quality and excellence, the National Assessment and Accreditation Council (**NAAC**) has accredited the College with **B++ grade** in May, 2017.

❖ VISION ❖

The Motto of the college is "Enter to Learn, Leave to Serve". It aims at producing "autonomous learners" who turn out as independent, self-contained, confident human resource to the nation.

The Objectives

To provide revised, need based, value oriented courses.

To hone the communication and soft skills among the students for their all- round personality development.

To prepare students industry-ready by imparting necessary analytical, technical and managerial skills.

To bring out the latent talents of the students in co-curricular and extra-curricular activities.

To produce global citizens with multiple skills

❖ MISSION ❖

A cultivated youth is the potential of the society. Since every brick ought to be qualitative and strong in nation building the SR&BGNR Govt. Arts &Science College, Khammam aims at producing "autonomous learners" who turn out as independent, self-contained, confident human resource to the nation. So the innocent, ignorant, tribal and economically backward young boys and girls of the College "Enter to Learn and Leave to Serve". The strong and substantial Alumni of the College are testifying the fact.

Code of Conduct for Governing Body

Member should:

1. Act honestly, in good faith and in the interest of the institution as a whole.
2. Work to help the community to understand the importance of proper support for public education.
3. Serve as a communication link between the community and the institution, working to ensure that the community is fully and accurately informed about the institution, and that the staff understands the aspirations and desires of the community.
4. Arrive at conclusions and/or positions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
5. Recognize that authority rests only with the whole Council assembled in a meeting, and make no personal promises nor take any private action that may compromise the Council.
6. Never use the Council for personal gain.
7. To understand that confidential information received will remain the property of the person or group from which it was obtained. Members must recognize that it is improper to disclose or allow information to be disclosed, unless disclosure has been authorized by that person or group, or the person from whom the information was provided. Refer all complaints through the proper "chain of command" within the institution and system.
8. Council members must declare any conflict of interest when it arises.
9. If members are unable to attend a meeting, they are requested to notify the Secretary prior to the meeting.

Code of Conduct for the Principal

The Principal is the Head of the Institution. His/her behavior, attitude and the conduct can have positive or negative impact on the entire college. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. In addition, the following traits of conduct are expected from the Principal. He / She has:

- ❖ To chalk out a plan and policy and to execute the Vision and Mission of the college.
- ❖ To inculcate research development activities among the teachers and the students.
- ❖ To execute any other qualitative and quantitative work for the welfare of the institution.
- ❖ To listen to the student's ideas and judge the appropriate suggestions with the help of the Staff Council.
- ❖ 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 on time.
- ❖ 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 fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- ❖ To carry out himself or herself with the highest integrity and s/he needs to exhibit outstanding and strong leadership skills.
- ❖ To empower all his or her staff and students to realize their potential.

Code of Conduct for the Teachers

It is widely accepted truth that teaching is one of the noblest professions and it can shape the character and caliber of the youth who are future builders of the Nation. A teacher can inspire and ignite the students and instill amongst them a sense of love for learning. Hence, the teachers of the college are expected:

- ❖ To love his/her students and love his/her profession by upholding the honour and dignity of the teaching profession.
- ❖ To abide by the rules and regulations of the institution.
- ❖ To abide by the procedures to ensure student's safety.
- ❖ To provide an innovative, informative and quality education to 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, and to guide, assist, counsellors and facilitators to his/her pupils.
- ❖ To behave as a role model for his / her students in all respects.
- ❖ To maintain and properly complete Academic records for all semesters.
- ❖ To inculcate the value-based education among the students.
- ❖ To maintain decorum both inside and outside the classroom and set a good example to the students.
- ❖ To handle the subjects assigned by the principal/head of the department.
- ❖ Teachers should complete the syllabus in time and shall train his/her students for better results in the end examinations.

Code of Conduct for the Non-Teaching Staff

The members of the Non-teaching staff are crucial in the college administration since the students need their help for various purposes. Hence 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 to duty at least 30 minutes in advance and remain on duty during college hours.
- ❖ To adhere strictly to the laws and regulations of the institution.
- ❖ To respect and maintain the hierarchy in the college administration.
- ❖ To maintain honesty, integrity, fairness in all activities.
- ❖ To keep confidential matters up to the expectations of the Principal
- ❖ To avoid the practice of hiding, altering or forging official documents / receipts.
- ❖ To exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- ❖ To obtain prior approval of leave from the Principal or Administrative Officer.
- ❖ To avoid social networking sites such as Facebook, WhatsApp, etc. during the working hours.
- ❖ To treat the issues related to the students in sympathetic and serious manner.
- ❖ To avoid misappropriation of institutional funds.
- ❖ To update the latest developments in technical and office administration.

Code of Conduct for the 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, a separate code of conduct has been prescribed by the Discipline Committee of the college. As per the code of conduct for students, they are expected to abide by the following code of conduct:

- ❖ The Students should not involve in ragging, since ragging in any form is a serious offence and it will be dealt seriously.
- ❖ The use of mobile phones is strictly prohibited in the college class hours. However, the mobile is allowed during online classes or e-content development.
- ❖ During College Hours a student cannot go out of the college premises without the permission of the concerned teacher.
- ❖ It shall be the bounden duty of every student to abide by the rules and regulations of the college.
- ❖ Every student shall attend classes regularly and punctually and update their knowledge in the subjects concerned.
- ❖ To maintain the decorum and neatness in attire, language and behavior.
- ❖ Students shall not enter or leave the class rooms without the permission of the teachers.
- ❖ To avoid inviting or encouraging outsiders to enter the campus.
- ❖ If a student or a group of students have any grievance, it is to be brought to the notice of grievance and redressal cell.
- ❖ Indecent behavior towards the opposite sex will not be tolerated.
- ❖ To maintain 75% attendance in each semester without which the students will not be allowed to appear for semester End Exams.
- ❖ To maintain the Punctuality, discipline and dress code in the College.
- ❖ Students are expected not to involve in any activity causing damage to the property, building, garden and any material in the Institution. Any such violations are noticed the offender shall liable to pay the penalty or the damage or the loss.
- ❖ Students are prohibited from loitering in the corridors, the campus or the classes surroundings during working hours.
- ❖ To bring prescribed textbooks to the classes every day.
- ❖ 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, Digital library and reading room.
- ❖ Defacing the blackboards, smart boards or walls will be severely dealt with.
- ❖ Students should stay away from any anti-social activities.
- ❖ Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- ❖ Visitors are not allowed to meet the students in the classrooms.
- ❖ Students should take care of their belongings. The institution will not be responsible for any loss.
- ❖ If any student violates the conduct such student will be expelled from the class by the faculty.

Code of Conduct for the Parents

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

- ❖ To send their children to college daily.
- ❖ To constantly observe the academic and personal progress of their wards.
- ❖ To report to the Principal/teachers any issue related to their children.
- ❖ Not to allow their children to become addicted to smart phones, social media, online games, etc.
- ❖ To attend the Parent-Teacher Meetings without fail and give their feedback on the curriculum offered in the college.
- ❖ To inquire into the progress of their ward with the teachers and the Principal by being in constant touch with them.
- ❖ To spend at least half an hour daily with their children and talk to them asking about the activities in the college and the details of their participation in such programs.
- ❖ To guide their children properly so as to enable them reach higher levels in career.

