



GOVERNMENT DEGREE COLLEGE, MANCHERIAL
DISTRICT: MANCHERIAL – 504 208. (T.S.)
(Affiliated to Kakatiya University, Warangal)



Website: <http://gdcts.cgg.gov.in/mancherial.edu> , e-mail: gdcmancherial.jkc@gmail.com
Re-accredited by NAAC with “B” Grade and ISO 9001:2015 Certified

Policy on Code of Conduct

Introduction:

The Government Degree College, Mancherial is pleased to declare its policy of Code of Conduct to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Conduct, the rights, and responsibilities including the restrictions flowing from it.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute.

The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

Jurisdiction:

The Institute shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.

The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include-

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off- campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the institute and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off- campus.

Ethics and Conduct:

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation.

At the time of admission, each student must sign a statement accepting the policy on Code of conduct and ethics and by giving an undertaking that-

- a) He/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute on written direction of the Principal.
- c) As a result of such relieving, the student shall be required to clear pending fees of the Institute if any.

The Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members.
- Any disruptive activity in a class room or in an event sponsored by the Institute.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Regulation of the violation of the Codes:

If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and its redressal, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Anti-Ragging:

The Institute has a coherent and an effective anti-ragging policy in place and the students are requested kindly to follow the codes strictly.

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) any act of financial extortion or forceful expenditure burden put on a student by other students;
- f) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- g) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- h) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Institute and headed by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by the Principal and the Convener shall regulate the affairs along with the members, the senior faculty of the Institute as its members.

Anti-Ragging Squad: (The Discipline Committee)

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the institution. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Debarring from appearing in any test/ examination or other evaluation process.
- Cancellation of admission.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against any of the orders of punishment enumerated herein above shall lie to the Principal of the Institute.

Sexual Harassment:

The students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.


Student Grievance Procedure:

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

Student Representation & Participation in Governance:

As Students are members of the institution, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down

herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.


PRINCIPAL
Principal
Govt. Degree College
Mancherial - 504208

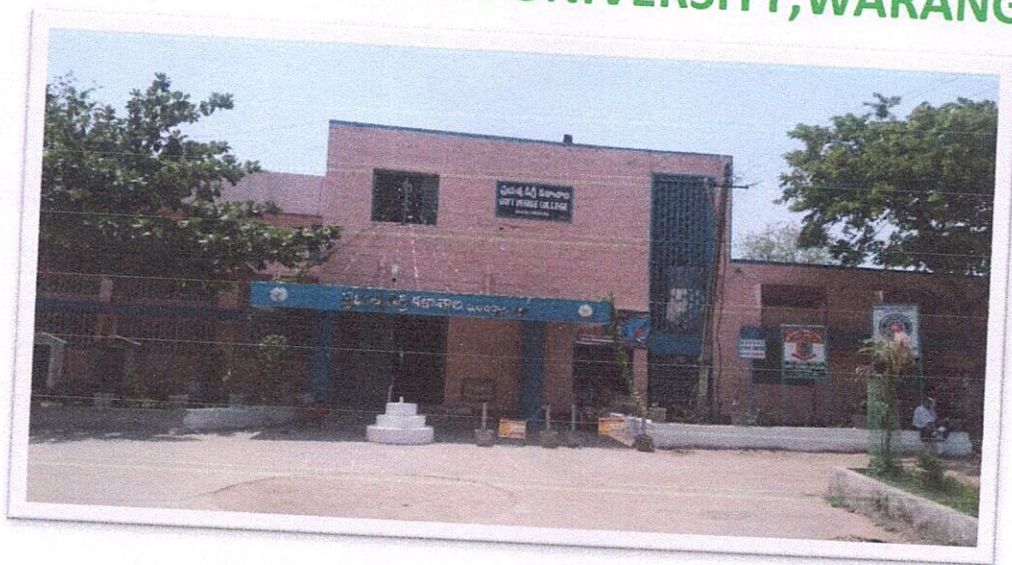
GOVERNMENT DEGREE COLLEGE, MANCHERIAL

COLLEGE CODE: 052

MANCHERIAL DISTRICT (URBAN), 504208

TELANGANA STATE

AFFILIATED TO KAKTIYA UNIVERSITY, WARANGAL



A HAND BOOK OF

CODE OF CONDUCT

(For Stakeholders)

INTERNAL QUALITY CELL

(IQAC)

msdhp
Principal
Govt. Degree College
Mancherial - 504208



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7.1.10 MONITORING COMMITTEE TO THE CODE OF CONDUCT

SL.NO	NAME OF THE COMMITTEE	FUNCTIONS OF THE COMMITTEE	COMPOSITION / COORDINATOR / MEMBERS
1	Code of Conduct Committee	<p>1.To review the Code of Conduct of Employees, and Students</p> <p>2.To Display the college Code of Conduct so that it may be implemented</p> <p>3.To conduct interactive sessions of Code of Conduct.</p>	<p>1.CHAIRMAN: DR.V.Chakrapani Principal</p> <p>2.CO-ORDINATOR: Lt.B.Thirpathi ,Assistant Professor of Economics</p> <p>3.Members:</p> <p>1.M.V.Patwardhan , Assistant Professor of Telugu</p> <p>2.M.Kishorekmar Lecturer in Physics</p> <p>3.Dr. M.Santhosh, Assistant Professor of Commerce</p> <p>K. Premalatha , Lecturer in Chemistry</p>

Lt.B.Thirupathi

Co-Ordinator & IQAC

Principal

Principal
Govt. Degree College
Mancherial - 504208

Code of Conduct Committee 20-21

Staff meeting 16/08/2021

A meeting of the faculty of this college is conducted under the chairmanship of principal Dr. V. Chakrapani gave at 11:00 am after hoisting the national flag at the botany lab-1, regarding the Code of Conduct and other academic issues. The following points are discussed in the meeting. The meeting began with a warm Independence day greetings from the Principal.

- (1) The Code of Conduct Committee was constituted and the composition follows as shown below.

Chairman: Dr. V. Chakrapani
Principal

Co-Ordinator: Lt. B. Thirupathi
Asst. Prof. of Economics

Members:

1. M.V. Patwardhan
Asst. Prof. of Telugu

2. M. Kishore Kumar
Lecturer, Physics

3. Dr. M. Santhosh
Asst. Prof. of Commerce

4. K. Premakatha
Asst. Prof. of Chemistry

- (2) The functions of the Committee were once again discussed and well defined.

1. To review the Code of Conduct of employees, and students.

2. To display the College Code of Conduct so that it may be implemented.

3. To conduct interactive sessions on Code of Conduct

(3) All the staff should gear up for the NAAC inspection. They should keep all their required records intact.

(4) They should take special care to complete the syllabus keeping the prevailing Covid pandemic in view.

(5) They should follow themselves and instruct all the students to follow Covid guide lines strictly.

(06) As per the guide lines issued by the NAAC for having Code of Conduct and professional ethics at the institution, a committee is formed with the following faculty for the maintainance of the code

I) Professional ethics committee

a) Dr. D. Rama Krishna - Convener
Asst Prof. of Eng.

b) Ch. Sreenivas - Member
Asst Prof of Maths

c) J. Shankaraiah - Member
Asst Prof of Commerce

d) Dr. K. Rajaiah.
Lecturer in history

e) M. Kamaladevishmi
Lecturer in Political Science

II) Code of Conduct:

a) H. B. Therupathi - Convener

b) M. V. Patwardhan - Asst. Prof of Economy
Asst. Prof. Telugu

c) K. Premabha, Lecturer in Chemistry

d) Md. Nazim. Jee in Comp Science

e) Dr. M. Santhosh. Asst Prof. Commerce

The above two committees will be supervised by the Principal Dr. V. Chakka Panu Sir.

It is also decided to conduct an induction program for the students as soon as the institution is opened for off line regular classes.


The following code of conduct is finalized,
Code of Conduct for Employees?

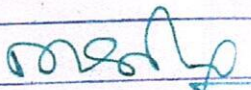
1. An employee should abide by the rules laid by the higher authorities in the complete of Curricular (a) Curricular, extra Curricular and office activities
2. An employee should accept the responsibilities and complete the legitimate work assigned by the HOI within the stipulated time.
3. An employee should never indulge in any kind of the acts which may damage the reputation of the institution
4. An employee should treat courteously all the students staff and visitors with parity without any Caste creed, religion, gender and linguistic discrimination
5. An employee should be the best example of punctuality and dignified appearance.

Code of Conduct for the students:




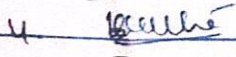




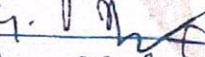
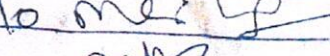

1. A student should ~~not~~ follow strict discipline and never indulge in any kind of the acts which may damage the reputation of the institution.

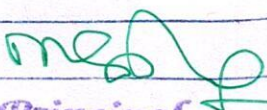
2. A student is not permitted to use mobile phones and any other electronic devices in the classrooms which may disturb the teaching and learning environment.
3. A student should maintain a neat appearance and proper dress.
4. A student should not wander in and out of the corridors of the institution during leisure hours but make use of the available library and IT facilities.
5. A student should be tolerant of gender, Caste, Creed and religion.


 Co-ordinator
 (B. Thiaryathi)


 Principal
 Govt. Degree College
 Mancherla - 504208

Members

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 


 Principal
 Govt. Degree College
 Mancherla - 504208


 Principal
 Govt. Degree College



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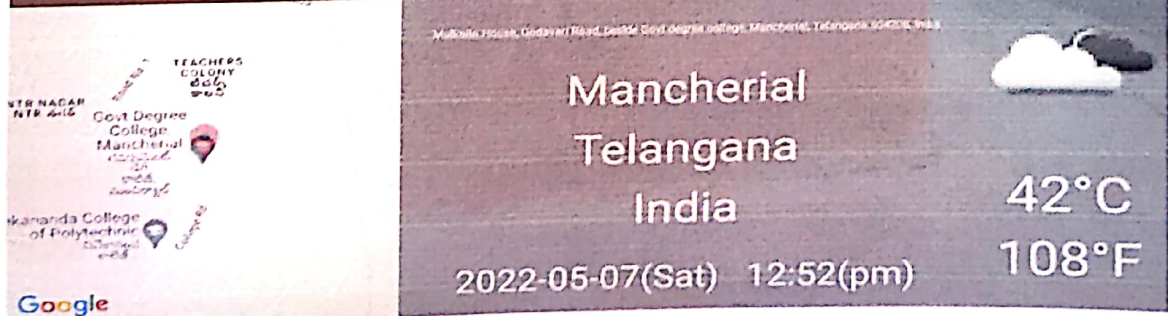
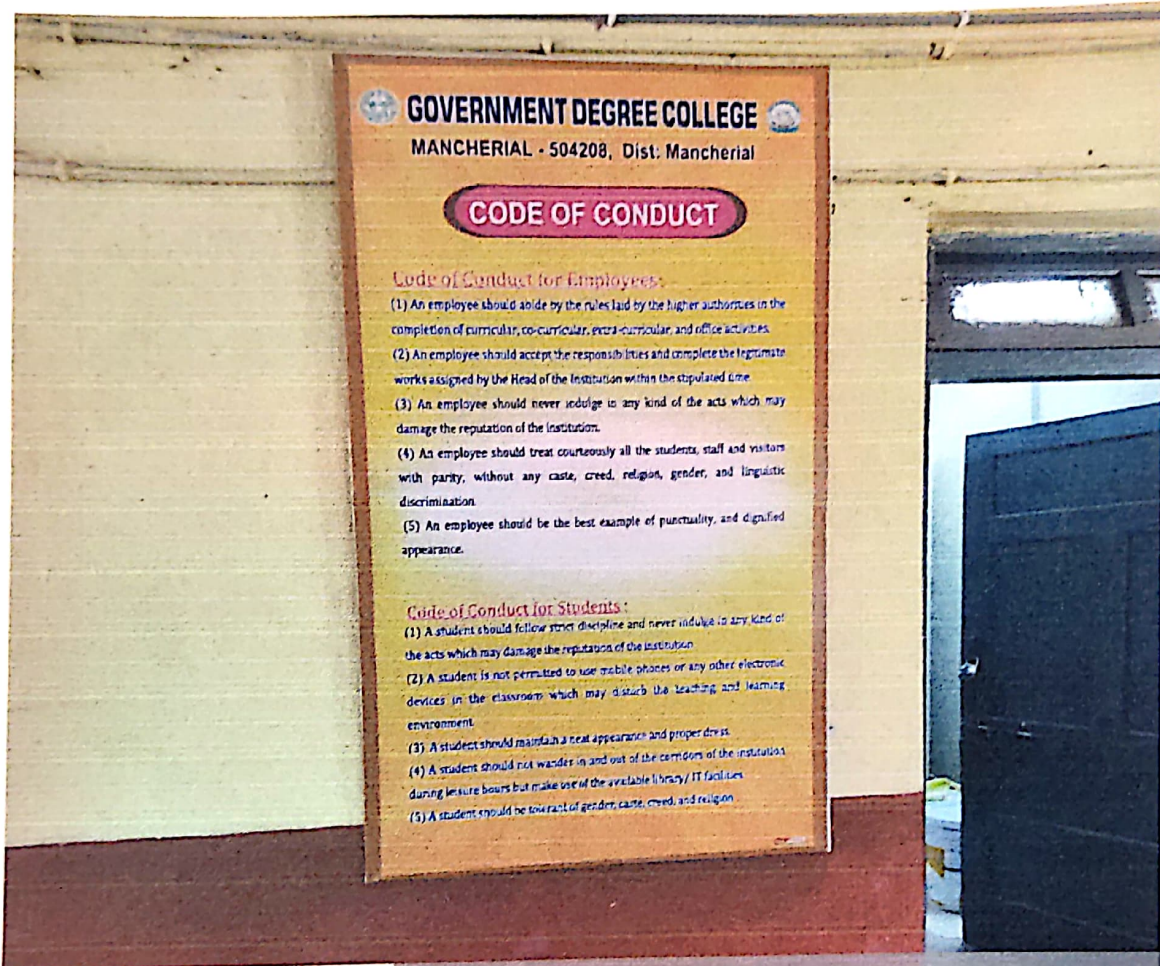
ORIENTATION PROGRAM (1.10.2021)

Every year, the institute conducts Orientation Program on Code of conduct.



Principal
Govt. Degree College
Mancherial - 504208

Document showing the code of conduct for students and teachers




Principal
Govt. Degree College
Mancherial - 504208

GOVERNMENT DEGREE COLLEGE
MANCHERIAL-504208



Human Values
and
Professional Ethics

GOVERNMENT DEGREE COLLEGE MANCHERIAL-504208

Human Values and Professional Ethics

“ A person who is offered a quality education will be able to serve the region, the state and the nation through resourceful educational programmes. A quality based education consequently helps in upgrading the individual’s growth which in turn endorses the growth of the nation. Government Degree College, Mancherial provides Quality Education to create a personal paradigm, devoted to master the life skills required for success.”

Objectives of Professional Ethics & Human Values in Degree Colleges:

- Intended to develop a set of beliefs, attitudes and habits that graduates should display concerning morality.
- To create an awareness on graduate Ethics and Human Values.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

Human Values:

Values are our guidelines for our success - our paradigm about what is acceptable. Human behavior depends on the characters defining the identity, choosing the values and establishing the beliefs. Human values includes morals, integrity, peaceful life, respecting others, honesty (Truthfulness and trustworthiness), caring, kindness, courage, sharing, time management, adjustment (co-operation), self confidence, commitment, spirituality and Service-learning a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.

Human Values reflect the sense of right and wrong in a person. They also refer to appropriate courses of action, values define what ‘ought’ to be in society. Trust and Affection are seen as foundational and complete values in a society.

Professional Ethics:

Ethics is an activity which concerns with the investigation of moral values in moral issues. As for as an under graduate is concern he/she should have an ethical as well as a social responsibility to himself, to his subordinates and to his society. The set of standards adopted by professionals is called as Professional ethics. Every profession like teaching, medicine, law etc has its own professional ethics. Under graduation ethics is about balancing cost, schedule and risk in practical. Under graduation ethics helps an Degree to discover moral principles like obligation, rights and ideals in this field. Formal code, Focus, Precedence, Restriction, Two dimensional (positive & negative) and Role morality are some of the important characters of professional ethics. Few professional models are graduates as Social Enablers as well as Catalysts, degree students are as Game Players, degree students as Bureaucratic Servants, degree students as Guardians, degree students as Social Servants and degree students as Saviours.

Institutional View:

In our college we are conducting several programs related to Human Values and Ethics to enhance the character of the students. It is hoped that because of this effort made by the Institution towards Human Values and Ethics we ensure that the students are made aware of the problems and their possible solutions through self exploration. Also we ensure that the students internalize the fact that they have to respond to situations instead of reacting. At the same time, the Institution will facilitate the students to identify their societal responsibilities. Through the activities conducted an effort is made to rid society from the ills prevalent. Further through these programmes we ascertain that the students realize that they have a lot of potential which when realized will propel the society forward in a positive direction.



GOVERNMENT DEGREE COLLEGE

MANCHERIAL-504208



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Ref.No.:

Dated:

7.1.10

6. Report on the student attributes facilitated by our institution:

Core Values of NAAC and the College are facilitated as well as Social responsibility and Entrepreneurship, in the following ways:

- Students are facilitated into becoming strong independent citizen with a deep sense of national loyalty and commitment to nation building
- Through our education students are facilitated and guided to enroll overseas for Higher education; and our alumnae occupy eminent positions globally.
- The values of respect, honesty, service to society, tolerance for all religions are woven into the fabric of our curriculum.
- Co-curricular activities give the students an opportunity to develop particular skills and exhibit their nonacademic abilities like team work, life skills etc.
- There is constant upgradation of ICT in the college, facilitating all systems relating to students in the college, namely teaching, learning, examinations, administration etc.
- Social Sensitivity is facilitated by encouraging students to participate in the numerous extension activities. These extension activities emerge from the core principle of service in the college (manifest in the vision, mission, goals and emblem) and are conducted along with students through:
 - (a) NSS,
 - (b) NCC,
 - (c) EDC,
 - (d) TSKC,
 - (d) linkages with Lions club, Rotary Club etc.

- Entrepreneurship of students is facilitated through Entrepreneurship Training and Skill-Based Education that emerges through the planning and conducting of the curriculum and extracurricular activities.
- Time is money so every student must value time & be punctual.
- We believe in constant improvement, hence Excellence is a prevailing attitude with at Govt Degree College, Mancherial.


Principal
Govt. Degree College
Mancherial - 504208



GOVERNMENT DEGREE COLLEGE



MANCHERIAL - 504208, Dist: Mancherial

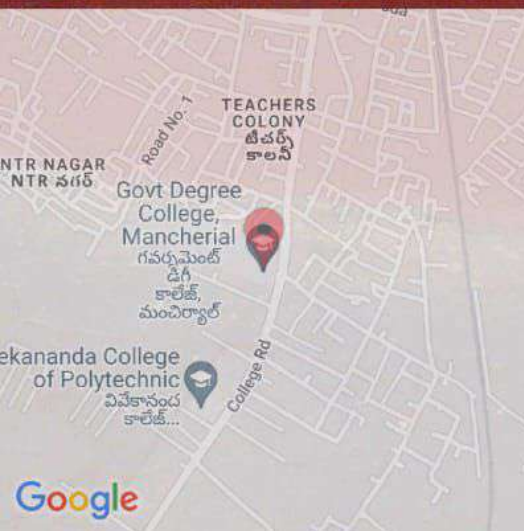
CODE OF CONDUCT

Code of Conduct for Employees :

- (1) An employee should abide by the rules laid by the higher authorities in the completion of curricular, co-curricular, extra-curricular, and office activities.
- (2) An employee should accept the responsibilities and complete the legitimate works assigned by the Head of the Institution within the stipulated time.
- (3) An employee should never indulge in any kind of the acts which may damage the reputation of the institution.
- (4) An employee should treat courteously all the students, staff and visitors with parity, without any caste, creed, religion, gender, and linguistic discrimination.
- (5) An employee should be the best example of punctuality, and dignified appearance.

Code of Conduct for Students :

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- (4) A student should not wander in and out of the corridors of the institution during leisure hours but make use of the available library/ IT facilities.
- (5) A student should be tolerant of gender, caste, creed, and religion



Mulkalla House, Godavari Road, beside Govt degree college, Mancherial, Telangana 504208, India

Mancherial
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