



Code of Conduct for stakeholders of the college



Submitted by:

Ethics and Code of Conduct Committee

TARA GOVERNMENT COLLEGE SANGAREDDY

(Autonomous)

(Re-Accredited 'B' by NAAC)

Sangareddy District, Telangana

TARA GOVERNMENT COLLEGE SANGAREDDY (Autonomous)

Handbook on Code of was conduct prepared by the Ethics and Code of Conduct Monitoring Committee:

This Code of Conduct handbook is a set of guidelines that covers broad contours of area of what to be followed and what not to be in the given scenario in the institution. This has been prepared after taking consideration into all variables that guide us. We are sure that these guidelines help us in making the institution a friendly one for learners and make it more conducive in imparting education. Care has been taken while preparing the code of conduct as to whether we are losing focus on the vision or entangled in the thick of thin things. The code of conduct is applicable to all the activities that occur in the campus or any sponsored / related activities of the college that occur outside the campus. This code of conduct will come into force if any activity by any of the stakeholders creates / will create adverse impact on functioning / interests/ reputation of the institution.

- All the formulations mentioned in this handbook honour the policy matters of the college and Government Orders (G.O.s) that come during and after this document is executed. This document is reviewed time and time based on needs, requirements and concerns of the stakeholders. So, this is a dynamic, not a static document.

Code of Conduct for the Tara Government College Sangareddy

The Code of Conduct rules or guidelines are applicable to all the stakeholders with special reference to

- 1) Staff members
- 2) Students
- 3) Visitors

Code of Conduct for Staff

The following rules are applicable to all the staff, both teaching and non- teaching, as the case may be. It has to be kept in memory that all the service rules are applicable as

soon as a government servant enters the service. The following are specific to the college with reference to the college setting and given conditions.

- Courtesy is the fundamental rule in any relationship. The college expects all the staff to be courteous in their behaviour with all without any exception. This is the cornerstone of all the rules. Hence, be courteous in any situation to all the stakeholders in all situations.
- As the Jean Cherni says "Treat everyone politely, even those rude to you; not because they are nice, but because you are". Loud voice and shouting out aloud or yelling at another is a sign of discourtesy. This is unbecoming of an employee. So, any screaming, yelling and raising voice in any kind shall be treated as impolite. Absolute silence is expected in library. Behavioural deviations, if any, including odd body language such as gestures etc. will be treated as indecent behaviour and will be treated as such as per rules.
- College expects and enforces neatness in every aspect from its stakeholders, more so, from the staff who should lead by example. They should note that students make use of facilities of the college for their attainment of quality education.
- The institution expects all the staff to render their services in a spirit of cooperation. This helps all to work in harmony and makes it easy to attain its goals. So, every effort shall be made to avoid confrontation. Any type of verbal duels, either directly or obliquely shall be avoided. Any type of work by any member in maligning reputation shall be dealt with firmly.
- The staff shall use social media responsibly.
- All staff are expected to published their research findings in SCOPUS, UGC CARE LIST journals/reputed journals after getting checked in plagiarism software.
- They must follow research ethics in planning, conducting, presenting and publishing their research papers.

Code of Conduct of students

Students are our primary stakeholders. They are the means through whom we set our goals to make a positive transformation of society and make the world a better place to live in. So, we expect certain standards of behaviour from students. The following points are to be kept for future reference by the students. They must note that the points mentioned are inclusive but not exhaustive and time and time will be amended.

Students must be humble and polite in their interaction with all.

- Mobile phones are strictly prohibited during college hours. However, it came to the notice of the conduct committee that for some job drives and during some classroom situations, the usage of Kahoot and other software has become necessary for classroom instruction. In this scenario, exemption is granted.
- Students shall not bring outsiders into the campus unless the college invites them.
- Damage of college property should be avoided in any case. This attracts severe punishment.
- Ragging is a punishable offence. It should be avoided. Students shall report such incidents to their mentors or any other staff immediately if they come across any incident such as this.
- All students shall invariably carry Identify cards.
- No student shall engage in physical assault or misconduct that encroaches on the fundamental rights of other stakeholders, either in or out of the campus.
- Some dos and don'ts are mentioned in the ISO document. The soft copy is available on the website and shall be disseminated among the stakeholders, on request.
- All stakeholders shall not engage such nefarious activities that spoil reputation of the institution, even online such as social media. Such nuisance activities of concern will attract severe punishment.
- A student is expected to attend the college regularly and maintain punctuality as per the attendance policy of the college.

- Students should produce a signed **no dues** certificate to get their certificates upon completion of their course of study.
- Since respect is a vital value in the quality policy, all stake holders shall follow this.
- Any disruptive activities that violate other's constitutional rights or spoil the reputation of other stakeholders shall be severely dealt with.
- Students must take care of the property of the college, both physical property such as furniture, ICT, lab equipment and invisible property such as Wi-Fi.
- Students shall not be members of any organisations / clubs / associations or any such moieties that were / are banned by state and central governments.
- Consumption, use, sale, transport or indulgence in any other activities related to banned / harmful drugs including is prohibited. If such stakeholder is caught by the law, the college shall not make any initiative to protect them from the law of the land.
- The campus is a no smoking zone. All stakeholders should respect and follow the rule.
- The campus follows 3 R's policy regarding plastic. All stakeholders should respect and follow it.
- Vehicles must be parked in the parking area only.
- Any rallies, sit-ins, boycotts or any other activities directly or obliquely related to these are strictly banned. However, this is not applicable to the rallies sponsored by the college for the sake of sensitisation of the society or as per orders by the governments time to time.
- All visitors shall invariably take permission before they enter the classrooms, labs etc.
- Stakeholders must interact with media responsibly. If any interaction leads to spoiling the reputation/ interests of the institution, they and they only shall be held for any action that ensues.
- Video shooting, taking pictures including selfies or any other directly or obliquely related to these without permission is strictly prohibited and invites punishment.

Theft, distribution or sale of any material / information without permission is strictly prohibited.

- Students shall use social media responsibly.
- Indulging in any form of harassment including sexual harassment shall attract severe punishment.
- Aggrieved individuals may approach Grievance Redress Cell.
- Students have to note down the discipline policy of the college.
- Mentor-mentee system is followed in the college. Students should make use of the system and approach the principal through their mentors.
- For the classroom transaction and other means of devolution of participative management of classroom transaction in a better way, students are advised to represent their grievances through their CRs (Class Representatives).
- Students could also utilise the services of suggestion box. They could also post their issues, concerns, suggestions, grievances or anything in their WhatsApp group also.
- Students should invariably submit their assignments and projects in time. They must also present their given topic in seminars. Their candidature will not be considered for examinations if they fail to pay fee, both admission, tuition and examination fee. They also must note that they should not copy notes of others for assignments.
- Getting crib chits into the examination hall is a punishable offence. Any type of misconduct will be dealt with severe punishments in the examination. They must also acquaint themselves with the policies including examination policies of the college. In this case the college honours the time-tested maxim '**The maxim 'ignorantia juris non-excusat,'** or 'ignorance of the law is no excuse,'.
- In summary, the college expects students to behave with all politely with good conduct and respecting all including pristine environment and leave a good footprint on the annals of the college. It does

[Code of Conduct of Visitors](#)

A visitor may be anyone who is other than students, teaching and non-teaching staff. However, all higher officials of the Commissioner of Collegiate Education and above them related to the Government of Telangana and officials of Government of India.

Any visitor other than the officials mentioned above come under the category and could also could also get hospitality from the college.

- All the visitors could get any information as per rules.
- Visitors shall take permission and prior appointment from the principal for visit. They could sit in the lobby. They have to keep their vehicles in vehicle parking.
- They must interact with the staff and students with politeness. In any case they have no right to demean any members of the college. However, they can submit in writing if they have any grievances.

