



Enter to Learn – Leave to Serve

SR & BGNR GOVERNMENT ARTS&SCIENCE COLLEGE(AUTONOMOUS)
KHAMMAM – 507002, TELANGANA

Accredited at B++ by NAAC & An ISO 9000-2015 Certified Institution



Dr. Mohammad Zakirullah,
Principal

prl-gdc-kmm-ce@telangana.gov.in
9948076876

POLICY ON CODE OF ETHICS

I. Code of Conduct for Governing Body

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. 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.
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.

II. Code of Conduct for the Principal

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.

III. Code of Conduct for the Teachers

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.

IV. Code of Conduct for 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.

V. Code of Conduct for the Students:

The students are expected to abide by the following code of conduct:

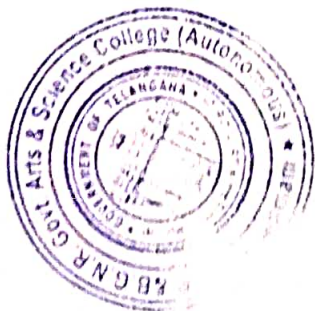
- ❖ The Students should not involve in ragging, since ragging in any form is a serious offense and it will be dealt with seriously.
- ❖ The use of mobile phones is strictly prohibited in the college class hours. However, the mobile is allowed during online classes or e-content development.
 - ❖ During 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 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 be involved in any activity causing damage to the property, building, garden and any material in the Institution. Any such violations are noticed the offender shall be 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 a penalty or suspension from college.
- ❖ Visitors are not allowed to meet the students in the classrooms.

- ❖ Every student shall attend classes regularly and punctually and update their knowledge in the subjects concerned.
- ❖ To maintain 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 be involved in any activity causing damage to the property, building, garden and any material in the Institution. Any such violations are noticed the offender shall be 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 a 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.

VI. Code of Conduct for the Parents:

The parents 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 their careers.



Thalluri
PRINCIPAL
 SR&BGNR Govt. Arts & Science College
 (N A A C. Accredited at B)
 507 002