

**GOVERNMENT DEGREE COLLEGE, MANTHANI**  
**PEDDAPALLI-DIST, TELANGANA STATE, INDIA**

**7.1.10 CODE OF CONDUCT FOR STUDENTS**

1. It shall be the bounden duty of every student to abide by the rules and regulations of the college.
2. Every student shall attend classes regularly and punctually.
3. Students shall be clean and decorous in dress, language and behavior.
4. Every student shall salute the members of the teaching staff on the occasion.
5. When teacher enters the class room, the students shall raise and remain standing till they are directed to sit.
6. When classes are in session, students shall not enter or leave the class rooms without the permission of the teachers.
7. Students shall not invite or encourage outsiders to enter the campus.
8. If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of grievance cell.
9. Indecent behavior towards the opposite sex will not be tolerated.
10. The authority of the principal extends outside the campus also.
11. Political activism is strictly banned in the campus.
12. Ragging/teasing/intimidating/harassing/using words of abuse etc on junior students within or outside the campus is punishable/crime under police act. Students involved in such acts will be adequately punished which amount to imprisonment upto 2 years and a fine upto 10,000 and dismissal from the college.
13. Mega phones, loud speakers, mobile phones etc should not be used in the campus without the express permission of the principal.
14. Students are not allowed to make mass petition to the principal. Any complaint can be represented by a team of not more than 3.
15. Vehicles should be parked at respective places allotted to them.

16. Any further rules and regulations framed by the management and the principal from time to time shall also be binding to all.

### **ATTENDANCE AND LEAVE OF ABSENCE**

1. Attendance will be taken at the beginning of each period. Late comers shall enter classrooms only with the permission of the teacher.
2. Students leave classrooms after roll call without the permission of the teacher are liable to severe punishment.
3. Impersonation at roll call will be considered as serious offence.
4. Application for leave of absence for more than 4 days due to illness should be supported by medical certificates.
5. Disciplinary action including removal from the rolls will be taken against those who repeatedly absent themselves on insufficient grounds.

### **CODE OF CONDUCT FOR TEACHERS**

1. Teachers should handle the subjects assigned by the principal/head of the department.
2. Teachers should complete the syllabus in time and shall produce good results in the subjects.
3. Mentor system must be effectively implemented.
4. Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students. Value based education must be their motto.
5. Students should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus.
7. Teachers should remain in the campus till the end of the college hours.
8. Teachers should not use their position in the college for private advantage.

9. Teachers shall maintain and properly complete teaching dairies for all semesters.

### **CODE OD CONDUCT FOR NON-TEACHING STAFF**

1. Non-teaching staff working in the college office or departments should remain on duty during college hours.
2. Non-teaching staff assigned to laboratories should keep labs clean.
3. Non-teaching staff shall complete the assignment given to them by the principal/faculty members.
4. The lab staff must keep the lab clean and ready for conducting the lab as per schedule time.
5. The lab staff must keep surveillance during practical so that the equipment/instrument is not mishandled by the students.

### **CODE OF CONDUCT FOR PRINCIPAL**

1. The principal shall ensure the smooth conduction of academic activities, functioning of college as per the AICTE and PCI norms and functioning of various committees.
2. Principle should make all the decisions based on the best interests of the students. Principal shall be fair in disciplinary actions for both staff and students.
3. Principal must stand by his/her word. He/she need to honor all aspects of their employment contract.
4. Principal must disclose any act that result in criminal and civil charges against him/her.
5. Principle should refrain from inappropriate conduct and relationships with students and staff.
6. Principal should empower all staff members and students to reach their maximum potential.
7. Principal must apply active and passive honesty. He/she should never

directly lie to anyone.

8. A principal should always be honest, fair, law-abiding, objective, supportive and protective even when the students don't want him to be.

