



**GOVERNMENT DEGREE COLLEGE, PATANCHERU,
DIST - SANGAREDDY.**

❖ COLLEGE:-

◆ DO's

1. Use only courteous and polite language and behave with decorum with the faculty, staff, students and guests of the college.
2. Shall be regular and punctual in attending classes and all activities connected with the college.
3. Read notices/circulars displayed on the college Notice Board/Web site.
4. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
5. All vehicles should be parked in the allotted place.
6. While attending college functions, students will conduct themselves in such a way as to bring credit to themselves and to the institution.
7. The students are expected to take up all assignments, tests and examinations of this college seriously and try to perform the best.
8. Each student of this college must always possess Student Identity Card with her photograph affixed on it and duly attested by the Principal.
9. Use the resources of the college namely library, computers, equipments, transport, medical, communications, power, etc judiciously and effectively.
10. Any genuine complaints file them to the concerned authority without fear.

◆ DONT's

1. All shall desist from indulging in violence.
2. Shall not talk or act in any manner in a way that would bring disrepute to the college.
3. Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
4. Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
5. Smoking, consumption of any kind of alcoholic drinks/drugs inside the college is strictly prohibited
6. Damaging the building or any other property of the college in any way is strictly prohibited.

Indulging in Ragging and Eve Teasing are crimes and strictly prohibited by an act promulgated by the Government of Telangana.

❖ **TEACHING:-**

◆ **DO's**

1. Mark attendance in the biometric machines provided in the college
2. Be well prepared before you stand before the students.
3. Be aware of student's previous knowledge and abilities, when planning activities.
4. Maintain a dress code.
5. Always plan your class.
6. Use of teaching aids is a must for a teacher.

◆ **DONT's**

1. Don't be rude to students
2. Don't be late to the class
3. Don't extend the class too much
4. Don't be lethargic
5. Don't be over confident
6. Don't punish the whole class because of one student.
7. Don't invade into student's privacy.

❖ **NON-TEACHING/CLASS IV EMPLOYEES:-**

◆ **DO's**

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times
3. Maintain independence and impartiality in the discharge of your duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the students.
6. Observe proper decorum during lunch break.
7. Keep away from demonstrations organized by political parties.
8. Maintain political neutrality.
9. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.

10. If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority.
11. Act in accordance with the college policies.
12. In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made there under.

◆ DONT's

1. Don't bribe the students
2. Don't be over smart
3. Do not undertake private consultancy work.
4. Do not consume any intoxicating drinks or drugs while on duty.
5. Do not appear in public place in a state of intoxication.
6. Do not indulge in any act sexual harassment of any women at her work place.

Do not use your official position or influence directly or indirectly to secure employment for any number of your family in any company or firm.

❖ STUDENTS:-

◆ DO's

1. Be regular to the college
2. Mark attendance in the biometric machines provided in the college
3. Maintain college timings
4. Be attentive in the class
5. Interact with teacher and other students in the class
6. Complete your assignments and the projects in time
7. Participate in all activities in the college
8. Maintain silence while the class is going on
9. Use laboratories properly
10. You have to handle properly the equipment given to you.
11. It is the property of the college use it and see to it that it is passed on to your juniors

12. Maintain library timings
13. Use sports room when you are free
14. Participate in NCC/NSS activities with full enthusiasm
15. Keep wash rooms neat and clean
16. Used sanitary napkins should be dumped in the dust bin only
17. Help your friends when they are in need
18. Maintain exam timings.

◆ DONT's

1. Don't be over smart
2. Don't be rude to your teachers and class IV employees
3. Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the University would be seriously dealt with.
4. Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study.

❖ ADMINISTRATION

◆ DO's

1. Maintain the college timings
2. Be answerable to your superiors
3. Maintain all records properly
4. Keep all records for auditing at the end of financial year
5. Maintain separately the scholarship records of students
6. Cooperation and coordination keeps the office environment healthy
7. Be friendly with students

◆ DONT's

1. Don't be rude to students
2. Keep the records updated
3. Never delay the work