

Gopal Rao Patel Government Degree College Bhiansa, Nirmal dist, Telangana

Code of Conduct



Code of Conduct for Principal

General Duties

- The Principal is the academic and administrative head of the institute and works for the growth of the institute.
- He will implement the policies approved by the Commissionerate of Collegiate Education, Telangana, the highest decision making body for the government degree colleges of the state.
- He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.
- He is the chairman of IQAC, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations and coordinator of open university study centre.
- He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorized to Nominate Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.
- Conduct the meetings of the coordinators of various bodies as per the stipulated guidelines
- Hold Academic Council meetings as per the norms. Coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- He shall work for the common goal of providing effective education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal and Various Coordinators may be suitably categorized as

a) Academic Administration:

- On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by the Government of Telangana, Commissionerate of Collegiate Education, UGC, State Government and the Governing Body of the college.
- Shall be assisted by various Heads of the departments, IQAC Coordinator, Academic Coordinator, Controller of Examinations of the college, senior faculty members and various committees.
- In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- In matters of admissions, Coordinator, Admissions will assist the principal
- In matters related to academic work, he will be assisted by the IQAC Coordinator, Academic Coordinator, Chairpersons of Boards of Studies, and Heads of Departments.

- An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, the coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of Examinations and Additional Controllers of Examinations of the college.
- Principal coordinates online degree admissions programme - DOST and its regional helpline centre.
- The principal should plan and monitor the faculty development programmes of the staff such as refresher courses, orientation courses and quality enhancement programmes etc.
- Principal shall also ensure quality assurance and he/she will be assisted by Coordinator, IQAC.
- Principal shall monitor, evaluate research, development and consultancy activities. He should advise the faculty members to get sponsored research projects from various funding agencies.
- Shall take efforts to look after overall welfare of staff and students.
- For effective functioning of the college he shall build close rapport between staff, students and management.
- Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- Shall maintain regular, right and appropriate contacts and interaction with government, UGC, and affiliated University
- Shall involve faculty members at different levels for various institutional activities.

b) General Administration

- On General Administrative Matters Principal shall be assisted by Academic Coordinator, Coordinator IQAC, Controller of Examinations, Heads of Departments, functional heads etc
- Shall make proposals for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees to the Commissioner ate of Collegiate Education
- Shall monitor regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff. Arrange performance appraisal of faculty and supporting staff.
- Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.
- Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.

c) Financial Administration

- Principal is assisted by the Finance committee in financial administration. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and the members of the Governing Body and its sub committees.
- The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- Shall countersign T.A bills
- Shall have power to sanction advances and final withdrawal of EPF of the staff

d) Discipline

- This is one of the important aspects of College administration.
- The Principal monitors the college discipline.
- He will observe the each and every movement of staff and students through CC cameras.
- He directs the discipline committee when any untoward incident is observed and takes necessary action.

e) Social Relations

- As the head of the of the Institution, he arranges parents committee meeting and establishes good relations with parents. He discusses various issues regarding the students and maintains harmonious relationship.
- He may approach the local people's representatives like M.L.A and M.P., Industrialists and Alumni members to develop the college infrastructure and facilities.

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Code of Conduct

**for
Staff members**



1. Professional Values and Relationships

Teachers should:

- be caring, fair, unbiased and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development
- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, socio-economic status, and any further grounds as may be referenced in equality legislation.
- seek to develop positive relationships with pupils/students, colleagues, parents alumni and local community and public representatives.

2. Professional Integrity

Teachers should:

- act with honesty and integrity in all aspects of their work
- respect the privacy of others and the confidentiality of information gained in the course of professional practice
- represent themselves, their professional status, qualifications and experience honestly use their name/names as set out in the Register of Teachers, in the course of their professional duties
- avoid conflict between their professional work and personal interests

Purpose of the Code

The *Code of Professional Conduct for Teachers* applies to all registered teachers.

Its purpose is threefold:

- It serves as a moral compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.
- It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in their career.
- In respect of each individual complaint against a registered teacher, the Staff Council, according to its procedures, will consider whether the conduct complained of, amounts to a serious falling short on the part of the teacher, of the standards of teaching, knowledge, skill, competence and conduct that could reasonably be expected.
- Existing procedures for dealing with difficulties and complaints at college level and commissionerate level will continue to operate.

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Code of Conduct

**for
Students**



1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside and outside the College campus.
2. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
3. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 4.30 p.m.
4. All the students are expected to be present in the class well -within time. Late coming will result in loss of attendance for the corresponding hour.
5. Students shall follow proper class room etiquette.
6. Strict Silence shall be observed during class hours.
7. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. All students shall leave the classes immediately after 4.30 p
10. Absence for long periods on medical/seminar/sports purposes shall require proper authenticated certificates.
11. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

12. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the discipline committee.
13. Any dress code violation noticed within the campus could initiate disciplinary actions.
14. The students are permitted to use their bicycles and they should be kept in the cycle stands.
15. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
16. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
17. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
18. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
19. All the students are advised not to use Mobile phone within the campus.
20. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the college campus however access to internet sites are permitted for education purpose only under the guidance of the teacher.
21. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a punishment
22. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.
23. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
24. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to Property
25. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair
26. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
27. Students are not permitted to distribute or display (both physically and electronically) any religious or political material such as notices, banners, etc. in the campus without the permission of the competent authority.
28. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
29. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic

performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

30. During internal examinations, students are not allowed to leave the hall within the stipulated time, and students have to occupy the seat 5 minutes before the commencement of the examination.

31. The student should observe the notice board and announcements made during the college hours and should follow the instructions.

32. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

33. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

34. Misbehavior towards other students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

35. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

36. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of College, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

37. During mid day meal,

- it is the responsibility of the students to wash their plates before and after taking food and use dust bins to throw garbage.
- Students should not enter the kitchen without permission.
- Students should maintain queue to ensure quick and efficient serving of food.
- Students should not waste food and drinking water.