

# **GOVERNMENT DEGREE COLLEGE NARSAMPET**

**WARANGAL DISTRICT (RURAL) 506132**

**TELANGANA STATE**

**Affiliated to Kakatiya University, Warangal**

**College Code: 2024**



**A Handbook of**

## **CODE OF CONDUCT**

**(for stakeholders)**

**INTERNAL QUALITY ASSURANCE CELL**

**(IQAC)**



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## **CODE OF CONDUCT**

Government Degree College, Narsampet was established on 3rd December, 1984 in Warangal District of united Andhra Pradesh. Narsampet is a major town located 45 Kilometers away from District headquarters. The college is affiliated to Kakatiya University, Warangal and it was admitted by UGC under 2(f) & 12(B) in 1991. The college was accredited with NAAC Grade 'C' and it is going for reaccreditation of Cycle 3. The goal of the institution is to provide higher education to the socially, economically, and downtrodden sections of the society. After formation of separate Telangana State on 2<sup>nd</sup> June 2014 and reorganization of new Districts in October 2016, Government Degree College, Narsampet is conferred as Identified College of Warangal Rural District. The other two colleges come under this District are Govt. Degree College, Parkal and Govt. Degree College, Wardhannapet. The college, in its endeavour of nation building, gives top priority to overall development of the students besides inculcating the character building. The college always strives hard for imparting quality and skill-based and need-based education to the students.

### **Vision:**

- To impart quality education to the socially and economically disadvantaged students who hail from rural areas.

### **Mission:**

- To cater to the academic needs of the students of various sections of society with career orientation and multi-skill development programmes
- To encourage the innate talents of each student and help experience the 'pleasure of learning'
- To help students build self-confidence and face the challenges of life in present and future

The Principal and the teachers strictly follow the Service Rules framed by the Government of Telangana and the instructions of the Commissioner of Collegiate Education, Telangana State. Further the Principal and the teachers of the college are required to imbibe the following points of the Code of Conduct. Similarly, the institution has prescribed separate Codes of Conduct for the Students and the Parents.

## **Code of Conduct for the Principal**

The Principal is the Head of the Institution. His/her behavior, attitude and the conduct can have positive or negative impact on the entire college. 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.

## **Code of Conduct for the Teachers**

It is widely accepted truth that teaching is one of the noblest professions and it can shape the character and caliber of the youth who are future builders of the Nation. 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.

### **Code of Conduct for the Non-Teaching Staff**

The members of the Non-teaching staff are crucial in the college administration since the students need their help for various purposes. Hence the college has prescribed certain Code of Conduct for them. The following traits are expected from 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.

## **Code of Conduct for the Students**

The students are the most important stakeholders of any educational organization. Hence for the benefit of the students and in view of the vision and mission of the institution, a separate code of conduct has been prescribed by the Discipline Committee of the college. As per the code of conduct for students, they 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 offence and it will be dealt 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 the 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 involve in any activity causing damage to the property, building, garden and any material in the Institution. Any such violations are noticed the offender shall 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 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.

### **Code of Conduct for the Parents**

The parents are another important stakeholder for the college and they are expected to maintain the following code of conduct in the interest of their ward and the institution. They 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 career.