

# GOVT.DEGREE COLLEGE FOR WOMEN, NALGONDA

(Affiliated to Mahatma Gandhi University)

Accredited by NAAC with "B" Grade, ISO 9001:2015



## CODE OF CONDUCT FOR STAKEHOLDERS

**INTERNAL QUALITY ASSURANCE CELL**



# Government Degree College for Women

(Affiliated to Mahathma Gandhi University)  
Ramagiri, Nalgonda, T.S - 508 001

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## Preamble

Effective teaching and learning atmosphere can be ensured only by strictly adhering to certain disciplinary measures. Our institute has formulated Code and Conduct for all the stakeholders which ensures overall development of students and improving professional skills of teaching and non-teaching faculty. The aim of framing the Code and Conduct is to ensure that all the stakeholders are aware of the rules and regulations of the college. It helps in improving the academic performance of the students and preparing them as productive and responsible citizens. Code and Conduct aims to accomplish the vision and mission of the institute which is to emerge as one of the best institutions offering quality higher education in the state of Telangana and to disseminate knowledge through students globally.



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The college is a unique place where teaching, learning and intellectual debates takes place. The Core of the institution is to impart high quality education designed to meet the career and transfer needs of our community via best practices in teaching and encouraging innovation/research in graduate education. The College believes in promoting Safety, Security and Efficient climate by enforcing behavioral standards to all the graduating girl students.

This Handbook indicates the quality procedures and practices of the college for all the students enrolling in the institute for pursuing various courses. The Institute's endeavor is to enforce a Code of conduct and administer the student's discipline process that is egalitarian, conscientious, effectual and expeditious, providing a system which promotes student growth through individual and as a collective responsibility.

## INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

This Code shall apply to all kinds of conduct of students in the institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any conduct outside the campus that has any serious consequences or adverse impact on the Institute's reputation.

- Sobriety and modesty in matters of dress code and general behavior must be maintained.
- Students must wear duly signed Identity card without fail while they are in the college.

- Students are required to make formal request for the issuance of Transfer Certificate (if required). The TC would be issued after clearing all the college dues by the applicant.
- Discipline Committee monitors the code of conduct of both the students and the faculty. The committee looks into all matters associated with the upkeep of discipline within the institution.
- Besides this, there is a grievance box or a suggestion box meant for the students. It would be used by them to express their views, opinions and grievances regarding any matter related to teaching and in general to the functioning of the college.
- Students are not permitted to use mobile phone in the class and during exams.
- Students have to compulsorily attend all scheduled lectures. Students, whose attendances fall below 75% of the total lectures, would not be allowed for appearing in the University examinations.
- Students are expected to be careful and responsible while using the Social Media. They should desist from posting derogatory comments about the college and individuals of the institute.
- Thieving or misuse of computers, ICT instruments and other properties of institution are not allowed. Unauthorized entry, tampering of property or facilities of Teaching/Support staff, offices, classrooms, LAN connectivity and interference with the work of others is punishable.
- Any activity of video/audio capturing that breach into privacy of others is punishable.

All students must deter from indulging in any and all forms of misconduct of the following

- Any act of discrimination (physical or verbal conduct) based on an

Individual's caste, race, religion or religious beliefs, color, region, disability, marital or family status, physical or mental disability etc.

- Any disruptive activity in a class room or in an event sponsored by the college.
- Intentionally damaging the property of the institute, other students, faculty members or support staffs is not allowed.
- Organizing meetings and processions without taking prior permission from the principal of the college.
- Accepting membership of religious or terrorist groups banned by Government of India
- Students are expected not to interact with media representatives on behalf of the college or invite media persons on to the campus without the permission of principal of the college.

If a student is found for any possible breach of the mentioned codes of conduct, then a committee will be constituted to inquire into the alleged violation. The committee may provide a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions supported by the character of misconduct.

### CODE OF CONDUCT FOR PRINCIPAL

- The Principal is the academic and administrative head of the institute and works for the development of the institute. He/she will implement the policies approved by the very best deciding body of the college. He/she shall achieve coordination among various statutory committees and non-statutory bodies.
- He/she is the chairman of Academic Staff Council, Finance committee and also the Chief of Examinations. He/she monitors admissions, examinations, evaluation for smooth functioning of the college.

- He/she is authorized to nominate Coordinators, Conveners and other administration functionaries with the approval of the academic staff council.
- He/she is authorized to hold academic meetings as per the norms.
- He/she is authorized to coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
- Principal shall work for the common goal of providing effective education and directing the students to carve out promising career and lifelong learning.
- He/she 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.
- Principal will be assisted by staff council of the college in the matters related to decision implementation.
- Academic coordinator will assist the principal in the matters of admissions.
- He/she will be assisted by the Vice principal, IQAC and heads of the departments in matters related to academic work.
- An integrated timetable of the entire institution shall be prepared and submitted to the principal. In this endeavor, convener of timetables, along with the various heads of the departments extends support to the principal.
- Principal shall closely monitor the class work as per the timetables and the almanac with assistance of faculty in-charges.
- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

- Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
- If necessary, he/she shall instruct the heads of the departments to conduct remedial classes academically to support the slow learners.
- Principal will be assisted by academic coordinator of the college in matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates.
- Principal shall also ensure quality assurance and is assisted by coordinator IQAC.
- Shall monitor and evaluate research, development and consultancy activities. He/she should advise faculty to get sponsored research projects from various funding agencies.
- The principal should promote industry-institute interaction for better employability of the students.
- Shall promote internal revenue generation activities with the help of staff and students.
- Shall make efforts to look after the overall welfare of the staff and students.
- Principal shall forward monthly salary bills of all staff members of the college to the finance department for necessary action.
- The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
- Shall have powers to sanction the purchase of stationary, 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 the budget.
- Shall countersign T.A. bills.

- Shall have powers to sanction for withdrawal of GPF of the staff.

### INSTITUTIONAL CODE OF CONDUCT FOR TEACHERS

A teacher is consistently under the scrutiny of his students and therefore the society at large. The basic ethical values underlying the code are care, trust, integrity and respect that are relevant to the teacher. The institution has outlined the essentials linked to the code of conduct for the teachers. Following points are highlighted that are to be followed by each teacher of the institution

- All teachers need to report on time for duty and should be available in the campus during working hours unless and otherwise they are assigned duties elsewhere.
- Teachers need to take classes strictly adhering to the timetable of the institution.
- Teachers should complete the syllabus in time and address the academic needs of the students.
- Teachers should carry out other academic, co-curricular, extracurricular and organizational activities that are assigned to them from time to time.
- Teachers have to maintain a decent dress code.
- Teachers are also encouraged to take up Faculty Development Programs, refresher, orientation courses, research projects and attend quality improvement programs etc. to update their knowledge and skills.
- Mentor -Mentee system must effectively be implemented. Teachers shall monitor and counsel the respective group of students who are attached to them.
- Teachers have to be polite in their communication and dealings with students, with their colleagues and other members of the institution.



- Teachers should perform their duty honestly and diligently by engaging themselves in regular academic activities.
- A teacher should remember that a student needs to be guided in matters related to education including co-curricular and extra-curricular activities.
- A teacher should always encourage, motivate students to pursue their goals and dreams and treat all students equally.
- Each student has their own potential. It is responsibility of the teacher to identify their abilities and encourage in strengthening their respective capabilities.
- A teacher ought to keep in mind that every student is different in receiving the knowledge imparted. A teacher has to be kind and patient while dealing with slow learners.
- As a nation builder the colossal responsibility of a teacher to guide the youth to evolve as responsible and productive citizens of the country.

### INSTITUTIONAL CODE OF CONDUCT FOR SUPPORT STAFF

College expects all support staff to evolve to the standards of professionalism. Support staffs whose demonstrate behavior that does not suit with the minimal standards of professionalism could also be subject to the range of disciplinary actions by the administrative authority.

- Familiarize themselves with college policies that are relevant to their responsibilities.
- Have to draw any kind of problem to the attention of the appropriate authority.
- Not to use abusive or obscene language.
- They should not, on any account, undertake any other job within the stipulated office hours.

- No support staff should be under the influence of alcohol or narcotics during office hours.
- The support staff often has access to confidential information of official records. It is expected that they respect the confidentiality of such matters and should be no falsification of official documents entrusted to them.
- Should show courtesy, respect, patience and willingness to help in all their interactions with students, teachers, guardians, administrative personalities, general public in any context.
- They should maintain a supportive and harmonious environment for smooth functioning of college activities.
- They should respect the decisions made by the college authorities. Any matter of contention should be settled amicably.
- It is expected that they behave in a helpful, friendly and patient manner towards the students as well with other staff members of the institution.

For queries and complaints, please contact the addressed below on priority basis:

1. Respective class teachers
2. Respective heads of the departments
3. Academic coordinator
4. Vice Principal
5. Incharge Principal
6. Principal