



# **Adusumilli Gopalakrishnaiah & Sugarcane Growers Siddhartha Degree College of Arts & Science**

Vuyyuru – 521165, Krishna District, Andhra Pradesh

(An Autonomous College in the Jurisdiction of Krishna University, Machilipatnam)

Accredited by NAAC with “A” Grade

ISO 9001:2015 Certified Institution

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## **Code of Conduct**

Our college has code of conduct for Principal, Head of the Departments, Teaching staff, Non-Teaching staff, Students as detailed below:

### **A. Code of Conduct for Principal:**

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He/She have to:

- Be a dynamic and democratic administrator.
- Be punctual and sincere in work.
- Monitor all activities of the college campus efficiently and effectively.
- Periodically convene staff meetings to take appropriate decisions on College campus activities.
- Oversee the maintenance of College campus properties.
- Take initiatives in introducing new programmes/ courses related to the need of the hour and in upgrading the pedagogical inputs.
- Encourage the Heads of the Departments to organize conferences, seminars, symposia, workshops and special lectures.
- Be impartial and maintain cordial relationship with the members of staff, students and other stakeholders.
- Supervise academic and administrative work efficiently and effectively
- Acknowledge the academic excellence of the staff and the stake holders
- Be accountable to all stakeholders
- Facilitate good rapport between the management and the staff
- Give a patient hearing to the grievances of students, staff and parents.
- Insist on discipline, punctuality and accountability of the staff & students.
- Focus on the required efforts for the placement of the students in reputed companies.
- Be a responsive in monitoring the characters of students on lives of nationalism, patriotism, social commitments and individual achievements.

### **B. Code of Conduct for Head of the Department:**

- The Heads of the Departments shall lead, manage and develop the departments.
- Prepare academic plan for every semester and ensure proper implementation of the same in a continual manner.
- Be responsible for ensuring the educational progress and welfare of students.
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- Involve themselves and other faculty in process of curriculum development and delivery.
- To supervise the attendance of students in Classes and laboratories.
- Represent the staff & students of the department in optimal ways in the statutory bodies.

### **C. Code of Conduct for Teaching Staff**

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties. The Teaching Staff is expected to:

- Maintain decorum both inside and outside the classroom and be role model to the students.
- Be punctual and honest in service delivery
- Dress modestly and formally
- Respect the ideals of democracy, patriotism and peace
- Treat the colleagues in the same manner as they themselves wish to be treated
- Speak respectfully and render, in all possible ways, assistance for their professional betterment.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Consider the rights and dignity of the students in expressing their opinions
- Motivate students to improve their personal attributes and at the same time contribute to community welfare
- Encourage students to participate in both curricular and co-curricular and extensional activities.
- Inculcate research aptitude among students
- Be friendly towards students and not behave in a vindictive manner with them for any reason.
- Meet students after the class hours if needed and guide them
- Help the students to understand the importance of our national heritage, national goals, & national integrity.
- Treat students impartially regardless of their caste, creed and religion, political, economic and social characteristics.
- Be good counsellors and facilitators in guiding the students.
- Co-operate and support the institution in carrying out the programmes related to the educational responsibilities such as advising and counselling students and facilitate the smooth conduct of college examinations including supervision, invigilation and evaluation.

### **D. Code of Conduct for Non-Teaching Staff:**

The Non-Teaching Staff is supposed to assist and support the academic and administrative departments of the college and is expected to:

- ✚ Report duty on time and remain in the campus during the working hours.
- ✚ Sign the attendance register while reporting for duties.
- ✚ Wear identity cards inside the college premises during working hours.
- ✚ Comply with the instructions issued by the higher authorities.

- ✚ Perform duties with sincerity and confidentiality.
- ✚ Avoid using phones during working hours.
- ✚ Dress neatly and modestly.
- ✚ Be conversant with the rules and regulations and the relevant procedures.
- ✚ Have updated knowledge about computer.
- ✚ Cooperate with the members of other sections.
- ✚ Behave with dignity and decorum to others.
- ✚ Respond to students enquiries with concern and ensure all possible help.
- ✚ Treat the students impartially regardless of caste, creed & religion, political, economic and social characteristics.

## **E. Code of Conduct for Students:**

### **1) Admission**

- Students are advised to read the prospectus carefully, before filling up the application form.
- They should clearly understand all aspects of the program they want to choose and are solely responsible in making correct choice of the program, to which they want to seek admission. All admissions are governed by the rules communicated from time to time by Krishna University, Machilipatnam / Govt of A.P
- Students must be careful in enclosing all the required documents to the application form, while submitting for registration. Defective and incomplete applications in any manner will be summarily rejected.
- Students are advised to keep at least six attested copies of all their certificates SSC/Intermediate, Pass-cum-Marks Memo, Caste certificate, Transfer Certificate, Conduct Certificate, Income certificate etc., with them before submitting the originals to the College office at the time of admission.

### **2) Discipline**

- Discipline is the key note of the collegiate life; strict discipline shall be maintained at all times on the college premises.
- All students must follow the rules and regulations of the college. They should keep the college campus clean and green, for a healthy environment.
- Use of Cell Phones by the students in the class rooms is strictly prohibited.
- No student is allowed to enter or leave class room without prior permission of the Lecturer concerned.
- When a student is asked to leave the class by any lecturer for whatever reason, he/she must immediately obey the instruction. Failure to do so will be construed as an extremely serious violation of the disciplinary rules and the erring student/s, run the grave risk of expulsion, subject to final decision by the Principal, after hearing the student's grievance, if any.
- Students can approach the Principal either personally or through the staff members of Teacher-Ward Counselling System to obtain solutions to any of their legitimate problems pertaining to education.
- All the students of the College are expected to behave politely towards the staff members, and maintain harmonious interpersonal relations among them.

- Any charges of misconduct by student/s in any manner on the campus or outside the campus involving the college reputation will be handled by the College Disciplinary Committee consisting of teaching staff constituted by the Principal. Disciplinary action will be taken basing on its report and the information available with the Principal. The decision of the Principal shall be final in such matters.
- A seat offered is liable to be forfeited if the student absents himself/ herself for more than 15 days without a proper leave letter.
- The student should attend the classes promptly and regularly.
- The parent or the guardian of a student must give an undertaking to the effect that he knows the rules and regulations of the college, and his/her ward will be regular to the college and will maintain good character and conduct during the course of his/her study in the college. The parent should note his/her ward academic progress. They have to accept the punishment or penalty levied by the college authorities in case of violation.
- Students who fail to rise up to the required average academic standard may approach the faculty concerned, for improvement.
- No student must be a member or sympathizer of any Organization, which directly or indirectly affects the discipline of the college.
- Students are not permitted to resort to strikes and demonstrations illegally, and are not permitted to participate in any such activity.
- All the rules and regulations made by the College from time to time are bound on all the students.

### 3) Student Dress Code

- To inculcate a sense of discipline, oneness, unity and a bond of brotherhood among the students the following uniform is prescribed, from Monday to Saturday in every week.(except Friday)
- Boy-students: Trousers-- snuff (dark) colour  
Shirt-- cream & snuff checks.
- Girl- students: Punjabi dress with cream & snuff checks Top  
Snuff coloured bottom & Chunni.

### 4) Foot wear: Shoes or Chappals.

- All the students must attend the college in neat and normally tailored uniform. All the boy-students are expected to attend the college with neat and normal hair-cut.
- Students who do not come in the prescribed uniform will not be allowed to the classes. Students are permitted to attend the college in civil dress on Fridays only.

### 5) Identity card

- Every student will be provided with an identity card which should be worn around the neck in the college.
- He / she must produce the identity card whenever required by the office / departments on academic or administrative matters.
- The student should bring the ID card along with the hall ticket to write the theory and practical examinations.

## 6) Ragging

- Ragging is prohibited in this institution. The rules framed under "A.P. Prohibition of Ragging Act 26 of 1997 will be implemented against all those who violate the Act and rules.
- In case any students are found indulging in ragging in any form within or outside the campus, concerned action will be taken by the Anti - Ragging Cell of the college.
- The admission of such student/s will be refused or they will be expelled from the college.
- Ragging entails heavy fines or even punishment.



A handwritten signature in blue ink, appearing to be "A. Gopalakrishnaiah".

Principal

A. Gopalakrishnaiah & Sugarcane Growers  
Siddhartha Degree College of Arts & Science,  
Vuyyuru-521 165, Krishna District.