

VISVODAYA GOVT. DEGREE COLLEGE
VENKATAGIRI :: TIRUPATI DT.



Code of Conduct for Students and Staff

Student's code of conduct:

Dos:

- ❖ Recognize the fact that he/she is coming to college in order to acquire sound knowledge and skills of the subjects concerned besides their communication and personality development in order to ready themselves to confront the future challenges of their personal as well as professional lives.
- ❖ Attend college regularly in time with proper dress code and identity card.
- ❖ Mark biometric attendance while entering and leaving the campus.
- ❖ Be attentive and interactive in the classrooms so as to attain maximum comprehension of the subjects.
- ❖ Be courteous with the faculty and fellow students.
- ❖ Utilize the laboratories and library to the core.
- ❖ Submit the assignments, project works and records on time to the concerned faculty.
- ❖ Maintain high standards of discipline and manners both on and off the campus.
- ❖ Participate actively in seminars, co-curricular and extra-curricular activities.
- ❖ Keep the classrooms and campus clean and tidy.
- ❖ Represent the college in various intercollegiate events and community services.
- ❖ Minimize the use of plastic in the campus.

Don'ts:

- ❖ Deviate themselves from the rules and norms of the college.
- ❖ Indulge in any antisocial activities like ragging and eve teasing. On finding guilty such students will be rusticated from the college with immediate effect besides filing criminal case against them.
- ❖ Smoke or consume alcohol/drugs.
- ❖ Disturb others during class, library or laboratory sessions.
- ❖ Using cell phones during the class.
- ❖ Arrange any unauthorized meetings or celebrations on the college campus.
- ❖ Indulge in violence or gather in groups at the portal, entrance or pathways.
- ❖ Damage the building or any other property of the college.

Teaching staff code of conduct:

Dos:

- ❖ Recognize that teaching is a noble profession and good teachers build nation. Therefore, you are the most responsible professional in making India intellectually and ethically rich.
- ❖ Maintain formal dress code and adhere to dignified conduct and demeanor as expected by community.
- ❖ Go well-prepared for each class and give your best inputs for the students.

- ❖ Deal justly and impartially with all the students irrespective of their religion, caste, political, socio-economical and physical characteristics.
- ❖ Allow students to express their views and opinions freely and frankly.
- ❖ Inculcate scientific outlook, dignity of labour and ideals of democracy, patriotism, peace and brotherhood among students.
- ❖ Be caring and recognize the innate potentials, aptitudes and interests of the students en route to meeting their individual needs.
- ❖ Use appropriate teaching methods and techniques in order to create and sustain students' interest in your respective subject.
- ❖ Mark the attendance of themselves and students through Face recognition app.
- ❖ Conduct unbiased assessment and provide constructive feedback at regular intervals in addition to sending their progress reports to their parents.
- ❖ Encourage students to take part in social service.
- ❖ Strive for continuous professional growth through relentless study and research.
- ❖ Be co-operative in college administration and participate in extension, co-curricular and extra-curricular activities besides involving in community service.

Don'ts:

- ❖ Violate any of the norms and rules of the college, C.C.E and the govt. of A.P.
- ❖ Use cell phones during teaching periods and meetings.
- ❖ Take leave without prior permission.
- ❖ Avoid FRS attendance unless there is a technical issue.
- ❖ Be rude or discourteous with the principal, colleagues, parents and students.
- ❖ Neglect any of the academic and administrative duties assigned.
- ❖ Indulge in any sort of antisocial activities.

Non – Teaching staff do's & don'ts:

- ❖ Keep the records intact and safe.
- ❖ Maintain absolute integrity at all times.
- ❖ Never share confidential data with external parties.
- ❖ Act in accordance with the college norms and policies.
- ❖ Respect your Organization, fellow workers, teaching staff and students & avoid gossip.
- ❖ Maintain independence and impartiality in the discharge of your duties.
- ❖ Render prompt and courteous service to the students.
- ❖ Never indulge in corruption of any sort.
- ❖ 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.

- ❖ While performing your duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and be abide by its rules.
- ❖ Do not indulge in any act sexual harassment of any women at her workplace.
