



Government College for Men:: Kadapa

(NAAC Accredited at "B" Grade)

Andhra Pradesh-516004

Internal Quality Assurance Cell

Code of Conduct

The Principal should ensure quality in education and academic activities.

The Principal should chalk out policy and plan to execute the vision and mission of the college.

- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.

Code of Conduct for Employees: (Teaching and Non-teaching Staff)

A. All the employees of the Institution shall be subject to the General Disciplinary Code and Code of Conduct.

1. All the employees of the institution are required to be present on time, on all working days.
2. Every employee shall, at all times, be devoted to his / her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline.
3. The employees (teaching staff)shall complete the syllabus, course work, examinations, projects, etc. They shall conform themselves to the academic integrity of the College.
4. An employee shall inform to the Principal, 24 hours before applying for Casual Leave(except in medical condition or in health emergency).
5. No employee shall absent himself / herself from his / her duties without prior permission from the Principal. Prior permission of the competent authority is necessary for availing Special Leaves
6. An employee shall be courteous and polite in his / her dealings with the Management, Principal, Staff, Students and Parents. He / she shall exhibit utmost loyalty and shall always act in the best interest of the institution.



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7. An employee shall attend all common meetings / committee meetings, as and when decided by the Principal.

8. No employee shall leave the headquarters except with the permission of the Principal. Whenever leaving station, an employee shall inform the Principal in writing through the respective HODs or the Principal directly.

9. No employee shall undertake any other employment or work or engage directly or indirectly in any trade or business or in politics.

10. The services of an Employee, probationary or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her duties satisfactorily by giving three months notice or three months salary in lieu thereof. The employee concerned, however, shall be given full and fair opportunity to represent his / her case before effecting such termination.

An employee shall give three months notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal.

12. The Employees shall be prepared for undertaking additional duty assigned by the HOD or the Principal, whether before or after college hours.

13. The employees should not indulge or encourage the students to indulge in any malpractice in the examinations. He / She shall devote herself / himself during the requisite number of teaching hours allotted by the HODs or Principal, as per norms.

14. An employee shall not discriminate any student on the grounds of caste, creed, language, place of birth, social and cultural background.

15. The employee shall not incite the student against any religion, but promote peace and harmony among the students.

16. An employee should not use any abusive language, or quarrel or display violent behavior.

17. An employee should not possess weapons, explosives or any objectionable materials, or possess/consume alcohol on the college premises.

Any of the following behavior or misconduct may justify suitable disciplinary action:

a. Willful in-subordination or disobedience, whether individually or in combination with other, to any lawful authorities.



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- b. Theft, fraud, or dishonesty in connection with the employer's business or property.
- c. Willful damage or loss of the employer's goods or property.
- d. Taking or giving bribes or illegal gratification.
- e. Habitual late attendance or habitual absence without leave for 10 consecutive days. f. Habitual negligence or neglect of work.

The following procedure should be followed for disciplinary action:

Make known the charges to the employee concerned by issuing a Show Cause Memo.

Afford him / her an opportunity to submit his / her explanation.

c. The Enquiry Committee / Grievance and Redressal cell shall make an enquiry and submit its report to the Principal. If the employee is proved guilty, the disciplinary action is taken.

d. As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employee of the Institution, after establishing the facts about committing an offence and negligence of duties:

- Censure
- Withholding increments / promotion
- Suspension / Dismissal
- Removal from service .

For students:

1. Be regular and punctual to the classes.
2. Maintain the discipline, dignity and decency inside and outside the campus.
3. Follow the instructions of concerned lecturers and submit the assignments and project works within time.
4. Attend the curricular and non-curricular activities conducted in the college.
5. No student shall leave the classroom, without the permission of the lecturer.
6. Be polite and courteous towards the teaching, non-teaching and the office staff.
7. Not use any indecent language with fellow students and staff members.
8. Carry the identity cards all the time and they should be ready to produce it at any time, when required by college authorities.



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9. Brining outsiders into the college premises without obtaining prior permission from the principal is deemed as misconduct.
10. A student involving in violent cases in and around the college is a serious case of misconduct.
11. Do not bring any valuables to college. College is not responsible for the loss of your valuables.
12. Looking at notice boards of the institution/ department every day.
13. To attend all counseling sessions convened by their mentors and to feel free to explain their academic /personal/career difficulties and seek solutions.
14. If a student falls short of required percentage(75%) of attendance , he/she will be detained in the same class and no further correspondence will be entertained in this respect.
15. The Student should make optimum use of the learning resources and other support services available in the institution.
16. As the college is the Temple of Learning, no political activity or groupism of any kind is allowed here.
17. The students are not permitted to leave the class during the instructional hours. In case of emergency, they have to take permission of the principal.
18. Mobiles keep in silence mode in classrooms. Using the mobile and
19. Parents are informed to be in regular telephonic contact with the class incharges to know the academic performance of their sons/daughters.
20. A Discipline committee has been constituted to monitor the cases of misbehavior and misconduct will be dealt with by it and action will be taken against the erring students.
21. In case of any Indiscipline is noticed among the students, the principal will contact the concerned parents and request them to correct the erring wards. Failure to do so by the parent is liable to result in the expulsion of the student from the college.
22. The students are required to follow the rules given above and also the rules framed from time to time by the college Administration and the Management in the best interests of the institution.