

**M.R.R.GOV.T.DEGREE COLLEGE – UDAYAGIRI, NELLORE (Dt.)**



Code of Conduct

# **Code of Conduct**

## **Duties of the Principal**

The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.

He / She should be impartial, secular, dignified and punctual in discharging his /her duties.

The Principal should be present in the college at least half-an-hour before the Commencement of the college timings and leave the college after the day's work is over.

He / She should be a pace setter in dress, demeanour, attendance, punctuality etc.

He / She should handle the minimum number of classes prescribed in the rules and should endeavour to be an example as the first teacher in the college.

The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.

The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

## **Duties of the Teaching Staff**

The members of the teaching staff should be models of decency in their dress and demeanour, culture and academic leadership. They should be impartial in dealing with any student problem.

The lecturers should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.

He / She should be punctual to the college and enter the class rooms at the prescribed time and utilize full time allotted for teaching. He/She should not leave the class before the prescribed time is over.

He/She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.

The lecturers should utilize their leisure time for preparation of the class work or to update their knowledge in the subject.

Except giving synopsis of the lecture they should avoid dictating detailed notes on the class room.

He/She must be present during the working hours of the college and if required he/she should also be present in the college until the work assigned is completed.

He/She should not smoke, chew pan during the college hours and should not indulge in any act of indiscipline.

He/She should always try to command the respect of the student community.

The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.

The lecturer should not engage private tuition and should not take up any assignment part-time or full time in any other organization.

The Lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the principal in maintaining the discipline in the college.

## **Duties and Responsibilities of Senior/Junior Assistants**

The Assistant should enter all tappals received in the inward register and submit them to Senior assistant for distribution to the concerned assistants.

After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.

While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.

The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together.

The assistant should maintain a 'Reminder Diary' in prescribed Proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy.

The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.

## Student Code of Conduct

All members of the family of M.R.R.Government Degree College, Udayagiri., play a pivotal role in keeping the troth of the college by manifesting integrity and respect in the daily activities and in the performance of the responsibilities.

The student code of conduct is established to foster and protect the core values of the MRRGDC and to promote the scholarly and civic development of the college students in a safe and secure learning environment and to protect the people, properties and processes that support its vision.

The values our students imbibe are integral part of their personal growth. Admission of a student in this college implies adherence to the prescribed code of conduct and observance of the rules laid down by the college. Full co-operation in this regard is sought from the parents.

All students are answerable to the principal, staff and other college authorities for their conduct and behavior.

- Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution. Students have the responsibility to attend all their classes regularly.
- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 4.00p.m.
- All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour.
- Students without minimum attendance will not be allowed to write examinations and thus are detained without progress to the next semester.
- Courtesy requires that every student greets the staff when she meets them for the first time in the day.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the event of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
- Students shall come to the college in approved uniforms. All the students are expected to attend all college functions in college uniform unless otherwise specified.
- Every student should aspire to create an atmosphere of friendliness and good cheer in the college. • They should refrain from any conduct that would interfere with college functions or endanger the health, welfare, or safety of other persons.

Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness. Do not put any

waste anywhere in the campus except in the waste baskets kept. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

- They will avoid standing in the verandahs of the college during and between the class hours

Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.

- As a citizen of the State, a student should not discriminate on the basis of race, colour, creed, caste, age, religion, gender, national or ethnic origin, marital status, physical disability, or any other legally protected status

- Any damage to the property of the college will be severely dealt with. Anyone damaging any property in the college or the Hostels is liable to punishment which may include fine, suspension from hostel or even from the college. The cost of the damaged property shall be recovered from the resident(s) guilty of the damage to such property.

- Students are generally not permitted to take leave during working days. In exceptional cases, on a written request made by the Parent/Guardian addressed and on the approval, may avail leave.

- The principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel.

- Students and staff are always required to wear their identity card when they are in the college.

- A Student or group of students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the College.

- Students must not use cell phones for any purpose inside the college buildings and hostel. Violation of this rule will be punished by confiscation of the mobile set.

- Students are expressly prohibited from speaking on behalf of college with any media organization or publication, or from inviting the same to any college-owned or operated property, facility, or events without the express written permission of the Principal of the College.