

**VIVEKANANDA GOVERNMENT DEGREE COLLEGE,  
VIDYANAGAR, HYDERABAD**

***(Affiliated to Osmania University)***

**Accredited by NAAC with “B” Grade ISO 9001:2015**

**Code of Conduct**



**Students Code of Conduct**

**Principal Code of Conduct**

**Vice-Principal Code of Conduct**

**Teachers Code of Conduct**

**Employees Code of Conduct**

## STUDENTS - CODE OF CONDUCT

A Student who joins Vivekananda Government Degree College, Vidyanagar, Hyderabad should follow certain disciplinary rules of conduct. The Code of conduct of the students are made known through the College Website and handbook. It shall be the responsibility of the students

- To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- To behave and conduct themselves in the Institution Campus, premises in a dignified and courteous manner and show due respect to the authorities, teachers and employees.
- The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the college, from time to time.
- Attendance is taken every period and also subject- wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the teacher, The Principal may condone the deficiency in attendance to the extent of 10%, subject to the production of medical certificates and payment of condonation fee. The students shall follow the rules of UGC and Osmania university with regard to attendance, examinations and promotions.
- Students should be regular, punctual to the classes, attend seminars and other academic activities.
- The students are expected to safeguard the property of the college.
- It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.
- The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the college authorities.
- Any kind of demonstration that restricts the freedom of the members of the college or disrupts any activity in the college is forbidden. Groupism of any kind that disturbs the harmony is not permitted.
- The Student should make optimum use of the learning resources and other support services available in the institution.
- Students are expected to dress up in a simple and decent manner which conforms to the standards of modesty.
- Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- Unauthorized entry of outsiders into the campus is strictly prohibited.
- No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus or hostel. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus.
- No student shall collect money, either by force or by request, from anyone on the campus.
- Rash or negligent driving of vehicles in the Campus premises is prohibited.

- No student shall enter or leave the classroom when the session is on without the permission of the teacher.
- Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
- Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms.
- Any conduct which leads to lowering of the esteem of the institution is prohibited.

### **B. Disciplinary code**

Any student exhibiting prohibited behaviour mentioned in this Code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations, in the opinion of the authorities, will be removed from the rolls.

**Enquiry Committee:** An Enquiry Committee / Grievance and Redressal cell shall make an enquiry and submits the report to the Disciplinary committee. The principal decides the action to be taken.

#### **Minor Sanctions**

**Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for her act, undertaking that she shall not indulge in such or any of the prohibited behaviour, in future.

#### **Major Sanctions**

**Suspension:** A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.

**Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institution. Such a student will not be eligible for readmission in the Institution.

### **Code of Conduct for Principal**

- The Principal is the Chief Executive Authority of the college. As the leader of the institution, he/she provides direction to the entire organization. He/she establishes objectives, develops right systems and procedures, and assigns duties and controls order and discipline.
- He/she is totally accountable for the educational standards of the institution in all aspects.
- He/she supervises all Academic Programmes of the college.
- He/she supervises the strategies and implementation of Year Plan/ Semester Plan of all departments.
- Facilitating curricular, co-curricular and extra-curricular activities.
- Governing administration, academics, exams etc.
- The Principal of the college shall be the Chief Controller, Examinations.
- Supervision of various activities conducted in the College
- Supervision of Admissions, Free-ships, Concessions, Scholarships etc.
- Supervising the teaching and non-teaching staff. Ensuring discipline, attendance, punctuality, productivity, quality etc. Student and staff discipline. Performance, results, achievements, leaves etc.
- Interacting and Receiving feedback from various stakeholders to sustain and enhance the standards of the institution.

### **Code of Conduct for Vice-Principal**

- To be In-charge of college in the absence of Principal
- Assisting the Principal in administration
- Reviewing completion of syllabus and monthly academic reports
- Taking care of the Discipline of the college
- Supervision of upkeep, general facilities and amenities
- Any other tasks as assigned by the Principal

### **Code of Conduct for Teachers**

- Developing Curriculum delivery strategies, Developing Learning Resource Material & Laboratory Development.
- Attending to the work allotted by HOD/ Principal from time to time,
- helping in the cause of Academic Development of the Institute.
- Assessing & Evaluating of Students including examination.
- Participating in the Cocurricular & Extra-curricular Activities.
- Act as a guardian & Counsellor to Students. Helping the student in personal, ethical, moral and overall character development.
- Continuing Education Activities. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- Upgrading qualification, experience & professional career for Self-development.

- Involving in the Academic and Administrative Management of the institution.
- Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab- In-charge, Coordinator (Attendance),
- Assistance in conduct of seminars, symposia, guest lecturers.
- Promotional activities both at Departmental and Institutional level.
- Involving and Assisting the HOD in the Design and Development of new programs.
- Monitoring and Evaluation of academic and research activities.
- Assisting the HOD in Planning and implementing Staff Development activities.
- Maintaining accountability, Conduct performance appraisal. Guiding Research, any other work assigned by the HOD/ Principal periodically.
- Assessing and Evaluating Students along with acting as paper setter.

### **Code of Conduct/Ethics for Employees**

- **Employees (Principal, Teaching and Non-teaching Staff):** All the employees of the Institution shall be subject to the General Disciplinary Code and Code of Conduct.
- All the employees of the institution are required to be present on time, on all working days.
- Every employee shall, at all times, be devoted to his/ her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline.
- The employees shall complete the syllabus, course work. Examinations projects, etc.
- They shall conform themselves to the academic integrity of the College.
- An employee shall be courteous and polite in his/her dealings with the Principal, Staff, Students and Parents. He/she shall exhibit utmost loyalty and shall always act in the best interest of the institution.
- 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.
- An employee shall attend all common meetings/ committee meetings, as and when decided by the Principal/Convener.
- 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.
- No employee shall undertake any other employment or work or engage directly or indirectly in any trade or business or in politics.
- The Employees shall be prepared for undertaking additional duty assigned by the HOD or the Principal, whether before or after college hours.

- The employees should not indulge or encourage the students to indulge in any malpractice in the examinations.
- The employee shall not incite the student against any religion, but promote peace and harmony among the students.
- An employee shall not discriminate any student on the grounds of caste, creed, language, place of birth, social and cultural background.
- An employee should not use any abusive language, or quarrel or display violent behaviour.
- An employee should not possess weapons, explosives or any objectionable materials, or possess/consume alcohol on the college premises.

**Disciplinary Action**

- An Employee is liable for disciplinary action for disobedience. Misconduct, and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action was initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

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

- Willful in subordination or disobedience, whether individually or in combination with other, to any lawful authorities.
- Theft, fraud, or dishonesty in connection with the employer's business or property.
- Willful damage or loss of the employer's goods or property.
- Taking or giving bribes or illegal gratification.
- Habitual late attendance or habitual absence without leave for 10 consecutive days.
- 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 Charge Sheet or Show Cause Memo. There should be no indication of punishment in the Charge Sheet.
- Afford him/her an opportunity to submit his/her explanation.
- 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.
- As part of the disciplinary action, the Procedure as implied by the Commissionerate of Collegiate Education, Government of Telangana will be followed.