

A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN(A)

CODE OF CONDUCT FOR TEACHING STAFF

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
5. Two internal tests for each semester are to be conducted, valued and marks lists should be intimated to the Controller of Examiners well in time.
6. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
7. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
8. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should sign the attendance register while reporting for duty and also biometric attendance.
4. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 18 a week.
5. Teachers are expected to be present in the college campus atleast 10 minutes before the College beginning time.
6. Teachers should remain in the campus till the end of the College hours.

Leave

1. Prior written permission is required from the Principal / atleast a day in advance while availing CL or OD.
2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL /OH on a particular day.
3. Half-day CL can also be availed.
4. 15 days of causal leave, 7 days of special casual and 5 days of special casual for women can be availed in a calendar year.
5. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
6. All must report for duty on the reopening day and the last working day of each semester.
7. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
8. Study leave for higher studies will be granted at the discretion of the management.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed without the permission.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should attend the College neatly dressed, and wearing shoes. Jeans & T-Shirts are prohibited. Dress regulations should be followed as the occasion demands. Lady teachers should wear saree..
5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
8. Teachers are barred from using cell phones while taking classes.
9. Teachers must always wear their identity card while inside the college premises.
10. Each Department must conduct at least two special meetings in each semester.

11. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
12. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
13. Unless it is urgent, any representation in person to the Principal can be made only after College hours
14. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (10 a.m. to 5 p.m.). They should report for duty atleast 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff must always wear their identity badge during working hours.
3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
4. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
6. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
8. Non-Teaching staff shall not leave the College premises without permission before 5.00 p.m.

CODE OF CONDUCT FOR STUDENTS

Anti-Ragging

No student is allowed to participate in any form of ragging. Ragging in all its forms is totally banned in this Institution including in its departments, constituent units, in all its premises (Academic, Residential, Sports, Cafeteria and the like) whether located within the campus or outside and in all means of transportation of students. The Institution shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging.

An offence of Ragging may be charged either through a written complaint by the affected or on the independent finding of the Anti-Ragging Squad. The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.”

Punishment for Ragging:

Depending on the nature and severity of the offence, as established by the Anti-Ragging Committee of the College, those found guilty of ragging shall be liable for any one or more of the following punishment. The decision of the Anti-Ragging Committee shall be **final and binding**.

Compulsory Attendance:

- Attendance in classes as per university norms is strictly enforced and is a prerequisite for appearing for Final/University exams. Students are expected to adhere to the prescribed rules strictly.
- Leaves are granted for valid reasons only.
- Students are not expected to go out of campus during their class hours
- Students are allowed out at lunch time only.
- Students must have a cumulative attendance percentage of 75 & above in order to be eligible to attend the Semester End Examinations

Campus Norms:

- Students are expected to conduct themselves in a worthy manner in their dressing, demeanour and sense of discipline. Students are expected to be seated in their respective classrooms during class hours, loitering in the campus, corridors will not be appreciated.

- Dress Code: Students have to wear uniforms of the college without any deviation.
- Students must always carry and wear their College Identity Cards; the ID cards must be displayed at the College gates & whenever asked for.
- Code of conduct on the campus includes safeguarding the Institutional property, keeping the campus clean & tidy and dressing civilly.
- Defacing any part of the campus is treated as an offence.
- Use of mobile/cell phones along the corridors or inside the classrooms is strictly forbidden and will lead to confiscation & strict action against the student.
- Students are expected to make use of the library services during free hours.
- Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The College is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk
- Important Notices/Notifications/Circulars etc. are displayed at separately allocated Notice Boards & Information corners in the campus, students are expected to make it a practice to regularly read such displayed information.
- For any certificate that is to be collected from the Principal's Office(s), request letter(s) must be submitted two days in advance.