

# **S.A.S GOVERNMENT DEGREE COLLEGE, NARAYANAPURAM**



## Preamble

Our institution has formulated code of conduct for all stake holders which ensure overall development of students and improving professional skills of teaching and non-teaching faculty. The aim is to ensure that all the stakeholders are aware of the rules and regulations of the college. Code and Conduct aims to accomplish the vision and mission of the institution



## Core Values of our Institution

- Integrity
  - Respect
  - Responsibility
  - Truth
- Ethics  
Quality  
Learning Environment  
Student Service

### **Integrity:**

Our institution conducts all activities in an ethical manner. Commit to Practices that are fair, honest and objective in dealing with students, faculty members and stakeholders at all levels of the community.

### **Respect:**

Support a Community and climate of Respect and thoughtfulness among students, faculty staff and the people of our community.

### **Responsibility:**

Commit to being responsible and academic programs, transparency in our fiscal and operational proceedings.

### **Truth:**

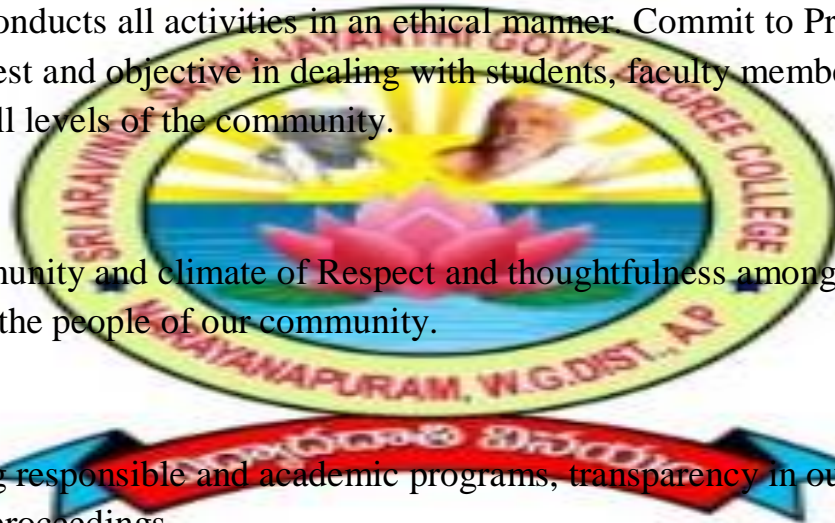
Value and continually seek earn the public's truth in all of our actions.

### **Ethics:**

Principled behavior, Honesty, Courage, trustworthiness and Respect and Dignity.

### **Quality:**

Provide educational programs that lead to the acquisition knowledge and skills necessary to achieve information. Leadership and service to the community.



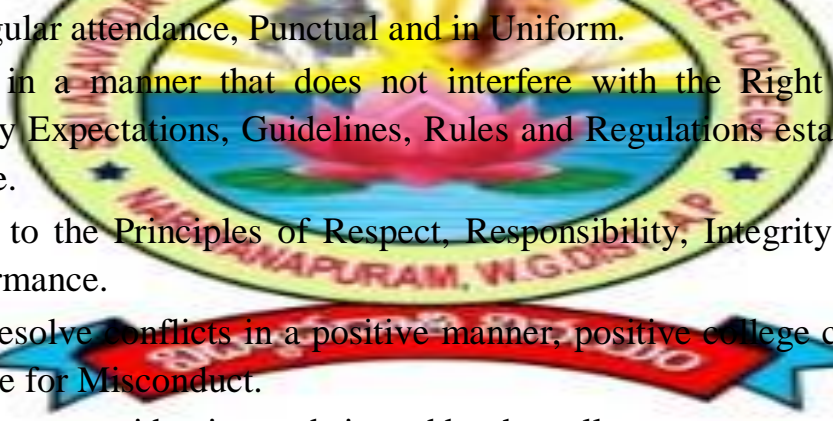
### **Learning Environment:**

Our institution believe that an Outstanding Physical infrastructure along with the culture excellence in all our endeavors. Providing state of the art learning space Safe and healthy environment for students.

### **Student Service:**

Strive to ensure that curriculum delivery, support services respond to in queries timely manner and pursue excellence. NSS service to local community, camps for social services. Creativity and scholarships are our culture.

### **Code of Conduct for Students**

- 
- Being Regular attendance, Punctual and in Uniform.
  - Behaving in a manner that does not interfere with the Right of others. Abiding by Expectations, Guidelines, Rules and Regulations established by the college.
  - Adhering to the Principles of Respect, Responsibility, Integrity, Courtesy and Performance.
  - Students resolve conflicts in a positive manner, positive college culture and responsible for Misconduct.
  - Always carry your identity cards issued by the college
  - Do not indulge in ragging activities. Ragging is a punishable offence as per UGC Guidelines of the government
  - Mobile phones should always be kept in silent mode when in class, Laboratory and Library.
  - Use internet/ wifi facilities of the college only for academic purposes.
  - Work for a Clean, Green Plastic free college.
  - Switch off the Lights and Fans when not in use.
  - Students are encouraged to post their grievances in the Complaint Box provided

- Students should have a sense of patriotism, brotherhood, religious and communal harmony.

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

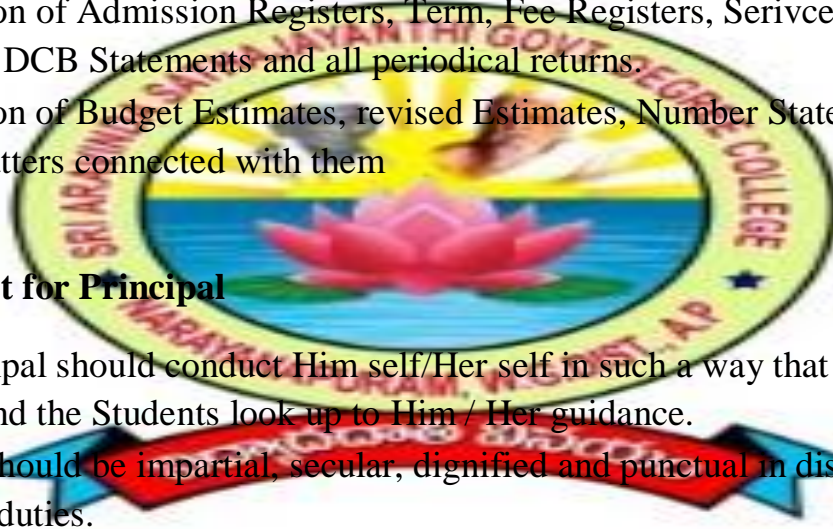
- Being Regular attendance, Punctual and prepared to perform His / Her teaching duties.
- Treating each student with dignity and respect.
- Creating a healthy, nurturing and safe environment for students in His / Her charge.
- He/ She should always try to command the respect of the student community.
- Reviewing with students the college expectations, guidelines, rules and regulations.
- 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 to the Principal in maintaining the discipline in the college.
- Rewarding and recognizing appropriate behavior and communicating with students and parents if student behavior is not appropriate.
- Teachers should be good counselors, facilitators, mentors and role model
- Teachers should strive to achieve the vision and mission of the college.
- Conduct activities for promotion of universal values and ethics
- Organize Parent Teacher meetings.
- Avoid using mobile phones when in Class/Library/Examination Hall
- Teachers should promote brotherhood, Nationalism and Patriotism among the students. They should have respect for National Anthem, National Flag and National symbols

### **Code of Conduct for Non-Teaching Staff**

- Non-teaching Staff must represent loyalty to the college.



- Discharge duties with Honesty, fairness and integrity
- Non-teaching Staff must avoid any conflict of interest with respect to their fiduciary responsibility.
- Non-teaching Staff don't have the authority to exercise individual authority over the institution.
- Deal with students politely
- Non-teaching Staff a good manner that reflects fair play ethics and straight forward communication.
- When allotted to the Laboratories shall maintain a stock register for all articles, equipments, chemicals and work material.
- Non-teaching Staff shall meet expectations as reasonably required by the college.
- Preparation of Admission Registers, Term, Fee Registers, Service Registers, DCB Statements and all periodical returns.
- Preparation of Budget Estimates, revised Estimates, Number Statements and all matters connected with them



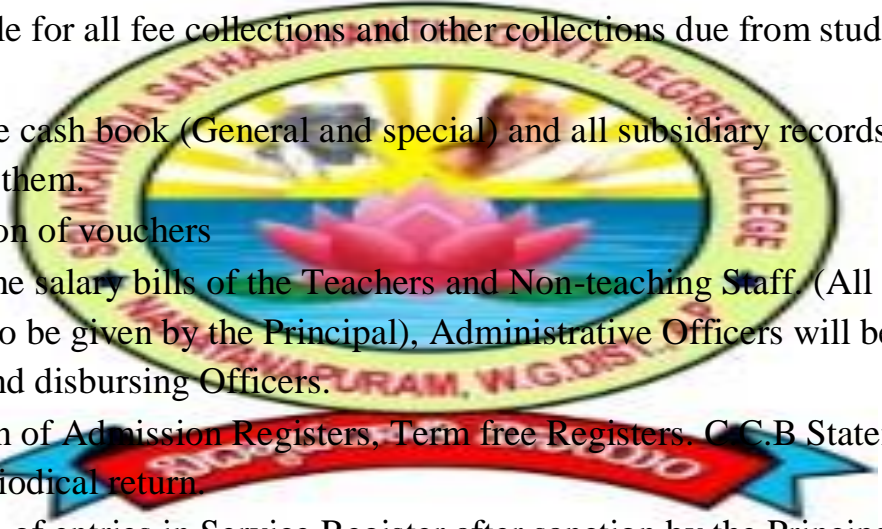
### **Code of Conduct for Principal**

- The Principal should conduct Him self/Her self in such a way that both the Staff and the Students look up to Him / Her guidance.
- She / He should be impartial, secular, dignified and punctual in discharging Him /Her duties.
- She / He should be a pale settler in dress, demeanor, attendance, punctuality etc.
- The Principal should be in constant touch with students and resistance of the hostel which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- The Principal should be a true academic & administrative leader and assume full responsibly for discipline of the college.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- The Principal should see that the Long term and Short term plans are prepared for the growth of the Institution.

- The Principal should plan for the use of Alternative and Innovative teaching methods. And the teachers should be motivated to adopt them in the class rooms for better results.
- The Principal should encourage the talented students in the field of Co-curricular and Extra-curricular activities by providing necessary facilities in the college.

### **Administrative Officers in Government Degree Colleges**

The following are duties/ powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide Proc. Rc. No. 116-k1-4/80 Dt. 12.3.1981 under the overall supervision and control of the Principal.

- 
- Responsible for all fee collections and other collections due from students and others
  - Signing the cash book (General and special) and all subsidiary records relating to them.
  - Cancellation of vouchers
  - Drawing the salary bills of the Teachers and Non-teaching Staff. (All sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing Officers.
  - Preparation of Admission Registers, Term free Registers, C.C.B Statements and all periodical return.
  - Attestation of entries in Service Register after sanction by the Principal or other higher authorities.
  - Preparation of Budget estimates, Revised Estimates, Number statements and all matters connected with them.
  - Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account) Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of U.D. Clerks.
  - Attestation of non-teaching staff Attendance Registers daily.
  - In charge of Stationery and Forms, Indents, Issue of Stationery and maintenance of connected records.

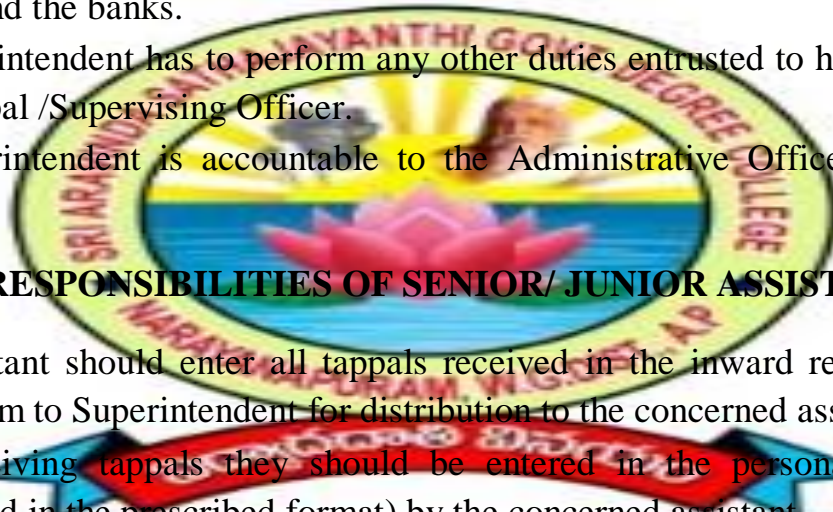
- Routine correspondence not involving policy matters and signing of fair copies The Administrative Officer is accountable to the Principal of the College.
- Principals should verify cash book and pass books and other important records at least once in a month regularly and sign on them as a token of verification to ensure updating and correctness.

## **DUTIES AND RESPONSIBILITIES OF SUPERINTENDENTS**

- The Superintendent is head of the section/college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of Superintendents working in a college.
- He / She should monitor the movement of files going to the Officers/Principal and coming back from them.
- He/ She should guide the Officers/ Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- He/ She should assign current numbers to each and every paper received by him/ her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
- He/ She should see that the assistants, working under him/ her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly
- He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proforma and submit them to the Officers/Principal before 5<sup>th</sup> of every month.
- He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to Officer/ Principal.
- He/ She should supervise the remainder files maintained by assistants.
- The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.



- He/ She will guide the Principal in the operation of the Government budget, special fee collection and the funds/ grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- He/ She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.
- The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/ She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
- The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
- The Superintendent has to perform any other duties entrusted to him/ her by the Principal /Supervising Officer.
- The Superintendent is accountable to the Administrative Officer and the Principal



### **DUTIES AND RESPONSIBILITIES OF SENIOR/ JUNIOR ASSISTANTS**

- The Assistant should enter all tappals received in the inward register and submit them to Superintendent 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.
- All details of the new currents be clearly entered in the P.R in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- 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 in the same file pad.

- The assistant should maintain a 'Remainder 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.
- The assistant should bring forward all undisposed files to the current years personal file on the 1<sup>st</sup> of April every year.
- When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
- The assistant should dispose off the file within three working days of its receipt by him/her.
- The Senior and Junior Assistants are accountable to the Superintendent of the office.

**For Assistance, queries and complaints, please contact below**

1. Class Teachers
2. Mentors
3. Respective Incharges of Departments
4. Respective conveners of Committees
5. Academic coordinator –M.Ram babu , Academic coordinator
6. Vice-Principal –Sri. M.Ram babu
7. Principal – Sri.Y.Radha Krishna

#### **For Complaints and Redressal:**

Dr V Durga Praveena, Convener, Assistant Professor of Hindi,  
Complaints and Redressal Cell

#### **For Complaints on Sexual Harassment:**

Dr V Durga Praveena, Convener, Internal Complaints Committee(ICC)