



GOVT. COLLEGE FOR MEN(A), KADAPA
 (NAAC ACCREDITED WITH 'B' GRADE)
 ANDHRA PRADESH - 516004



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 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)**

For Students:

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 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.
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.
9. The Employees shall be prepared for under taking additional duty assigned by the HOD or the Principal, whether before or after college hours.
10. An employee shall not discriminate any student on the grounds of caste, creed, language, place of birth, social and cultural background.
11. An employee should not use any abusive language, or quarrel or display violent behavior.

1. Be regular and punctual to the classes.
2. Maintain the discipline, dignity and decency inside and out side the campus.
3. Follow the instructions of concerned lecturers and submit the assignments and projectworks within time.
4. Attend the curricular and non-curricular activities conducted in the college.
5. No student shall leave the classroom,with out 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 anytime, when required by college authorities.
9. Bringing outsiders in to the college premises without obtaining priorpermission 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. Looking at notice boards of the institution/department every day.
12. To attend all counseling sessions convened by their mentors and to feel free to explain their academic/personal/career difficulties and seek solutions.
13. The Student should make optimum use of the learning resources and other support services available in the institution.
14. The students are not permitted to leave the class during the instructional hours. Incase of emergency, they have to take permission of the principal.