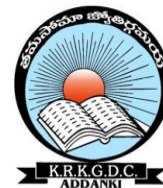




GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF COLLEGIATE EDUCATION
K.R.K.GOVERNMENT. DEGREE COLLEGE,
ADDANKI, PRAKASAM DISTRICT, A.P - 523201



Code of conduct of Principal

General Duties

1. The Principal is the academic and administrative head of the institute and works for the growth of the institute.
2. He will implement the policies approved by the Board of Governors, the highest decision making body of the college.
3. He shall achieve coordination among various statutory committees and nonstatutory bodies including Academic Council.
4. He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations.
5. He monitors admissions, examinations, evaluation for smooth functioning of the system.
6. He is authorized to Nominate Directors, Coordinators, members and other administration, functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council. Conduct the meetings of the Board of Governors as per the stipulated guidelines. Hold Academic Council meetings as per the norms. Coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
7. He shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
8. He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
9. He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

- a) Academic Administration: On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Universities, AICTE, UGC, State Government and the Governing Body of the college.
- b) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- c) In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
- d) In matter of admissions, Coordinator, admissions will assist the principal. In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.
- e) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- f) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges
- g) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- h) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- i) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- j) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of Examinations and additional controllers of Examinations of the college.
- k) In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Director Academic.
- l) The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- m) Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.

- n) shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter.
- o) He should advise the faculty members to get sponsored research projects from various funding agencies.
- p) The principal should promote industry-institute interaction for better employability of the students.
- q) Shall promote internal revenue generation (IRG) activities with the help of staff and students.
- r) Arrange finishing School for the students with the active association of Director, Training and Placement
- s) Shall take efforts to look after overall welfare of staff and students. For effective functioning of the college he shall build close rapport between staff, students and management.
- t) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- u) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
- v) Shall involve faculty members at different levels for various institutional activities. b) General Administration On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc
- w) Shall make proposal for appointment to all posts of cadres including contract, parttime, adhoc, and daily wage employees Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff. Arrange performance appraisal of faculty and supporting staff.
- x) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- y) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal. Campus maintenance cell shall work under the instructions of Principal.

Financial Administration:

Principal is assisted by the Finance committee in financial administration. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.

The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

Shall countersign T.A bills Shall have power to sanction advances and final withdrawal of EPF of the staff

Discipline:

This is one of the important aspect of College administration.

The Principal monitors the college discipline.

He will observe the each and every movement of staff and students through CC cameras.

He directs the discipline committee when any untoward incident is observed and takes necessary action.

Social Relations:

As a Principal he arranges parents committee meeting and establishes good relations with parents.

He discusses various issues regarding the students and maintains harmonious relationship.

He may approach the local Politicians like M.L.A and M.P., Industrialists and Alumni members to develop the college infrastructure and facilities.

Professional code for teachers

1. Professional Values and Relationships:

Teachers should

be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success

acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development

be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.

seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterized by professional integrity and judgement of

work to establish and maintain a culture of mutual trust and respect in their schools.

2. Professional Integrity

Teachers should: act with honesty and integrity in all aspects of their work

respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual

represent themselves, their professional status, qualifications and experience honestly use their name/names as set out in the Register of Teachers, in the course of their professional duties

avoid conflict between their professional work and private interests

The Code of Professional Conduct for Teachers applies to all registered teachers. Its purpose is threefold:

It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

It may be used by the education community and the wider public to inform their understanding and expectations of the teaching profession in their carrier

It has an important legal standing and will be used by the Council as a reference point in exercising its investigative and disciplinary functions under Part 5 of the Teaching Council, Act, 2001, dealing with fitness to teach. Professional misconduct by a registered teacher is defined in Section 41 of the Act in the following terms:

“ (a) engaging in conduct which is contrary to a code of professional conduct established by the Council under section 7(2)(b);

(b) engaging in any improper conduct in his or her professional capacity or otherwise by reason of which he or she is unfit to teach.” It is envisaged that the Council will exercise its powers in this respect when the requisite legal effect is given to Part 5 of the Teaching Council Act.

In respect of each individual complaint against a registered teacher, the Council, according to its procedures, will consider whether the conduct complained of amounts to a serious falling short on the part of the teacher, of the standards of teaching, knowledge, skill, competence and conduct that could reasonably be expected.

Existing nationally agreed procedures for dealing with difficulties and complaints at school level will continue to operate.

The Council believes that, in most cases, these will offer the best means for resolving problems as they arise in the day-to-day operation of the education system.

CODE OF CONDUCT (STUDENTS)

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
2. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
3. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 5.00 p.m.
4. All the students are expected to be present in the class well -within time. Late coming will result in loss of attendance for the corresponding hour.
5. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit.
6. Strict Silence shall be observed during class hours.
7. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Miss" when the teacher leaves the class room.
8. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.

9. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.

10. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.

11. Students can leave the campus during class hours only after getting a gate pass from the Principal, or the teacher and after making entry in the Gate Register maintained by the gate keeper.

12. All students shall leave the classes immediately after 5.00 p.m. 13. No students shall wander or gather in verandah, corridor, and staircase etc.

14. They should not spend much time in canteen, coffee shops etc .

15. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

16. Students shall come to the college in approved uniforms except Friday.

17. All the students are expected to attend all college functions in college uniform unless otherwise specified.

18. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

19. The student can avail relaxation in dress code in case of religious functions or birthday functions

20. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the discipline committee.

21. Any dress code violation noticed within the campus could initiate disciplinary actions.

22. The students are permitted to use their bicycles and they should be kept in the cycle stands.

23. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

24. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.

25. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
26. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
27. All the students are advised not to use Mobile phone within the campus.
28. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to internet sites are permitted for education purpose only under the guidance of the teacher.
29. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a punishment
30. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
31. 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.
32. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to Property
33. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair
34. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
35. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
36. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive. 37. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

38. During internal examinations, students are not allowed to leave the hall within the stipulated time, and students have to occupy the seat 5 minutes before the commencement of the examination.

39. The student should observe the notice board and announcements made during the college hours and should follow the instructions

40. The College Union will be formed as per Students Union Committee recommendations approved by the Academic Council.

41. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

42. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

43. Misbehavior towards other students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

44. Pay fees, mess bills etc. in advance or in time, which will avoid fines.

45. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

46. Expulsion from the College leads to expulsion from the hostel.

47. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of College, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

1. Mobile Phone Policy : Introduction The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

2. Mobile Phone Policy Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at. Students are not permitted to use mobile phones within the campus. Students who are staying in college hostels should not bring the mobile phones to the college. Day scholars carrying mobile phones to the college shall deposit the same in the designated Place before 9.55 AM and can collect the same after 5.00 PM. The mobile phones shall be kept in silent mode while depositing in the designated place. All the staff members are empowered to confiscate mobile phones found with

students violating the above rules. Students violating the above rules will not be given to students and the confiscated mobile phones will be returned to the students only after the completion of their course. Staff members are allowed to use mobile phones in their respective cabins.