

**SVB. GOVT. DEGREE COLLEGE
KOILKUNTLA
KURNOOL (D.T) - 518134**

Handbook Code of Conduct



CODE OF ETHICS FOR STUDENTS

The code of ethics and all the norms to be observed by students are conveyed to them through the college website, orientation classes, open assembly sessions, and mentors.

1. Students are requested to familiarize themselves with the rules of the institution.
2. Students must maintain dignity and decorum, throughout their day in the campus.
3. Attendance is taken in every period and subject/course wise. 75% of attendance is required for a student to be eligible for semester end examinations. Short fall in the required number of days of presence may lead to the payment of condonation fee as per the norms of University.
4. Students must be regular and punctual to classes and attend all sessions conducted for them.
5. Students are not supposed to carry valuables to the college. The college does not hold any accountability for the loss of the same.
6. Students are not permitted to leave the college during working hours. Students who need to leave the campus in case of emergency must obtain permission from the Principal/Vice Principal.
7. Students are required to help in keeping the class rooms and the premises tidy.
8. Students should not damage/deface college property (chairs, benches, tables, walls, etc). Fine will be levied on students who damage college property.
9. All the students are requested to read notices displayed on the notice boards.
10. The Principal shall reserve the right to add, delete, amend or alter the conduct rules from time to time and all the students are bound by the rules in force at the time of admission every academic year.
11. Students may not leave the classroom without permission or until the lecturer has left the room or asked to disperse. On a member of the staff entering the class room or leaving it, the students shall rise and remain standing till she takes her seat or leaves the room
12. Students are forbidden to attend or to organize any meeting in the college or to collect money for any purpose without the permission of the Principal.
13. Students of the college, going on strike or in any way guilty of serious indiscipline shall immediately forfeit their scholarship, fee concessions etc.
14. Students may not address public meetings or take part in intercollegiate competitions or radio programmes without the prior permission of the Principal.
15. No matter for publication in newspapers, magazines or journals may be submitted in the name of the college by students without the permission of the Principal.
16. Ragging is totally prohibited in the college and anyone found guilty of ragging and/or abetting ragging whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with UGC regulations on curbing the menace of ragging in higher educational institutions as well as under the provisions of any penal law in force at the time.

CODE OF ETHICS FOR EMPLOYEES
(Teaching & Non-Teaching Staff)

- All the employees are required to maintain regularity, punctuality and personal and general discipline in the campus.
- Teaching faculty must maintain academic integrity and transparency.
- All employees are expected to be committed in their duties and contribute towards the progress and quality of the institution.
- All employees have to apply for leave as per norms with the prior permission of the Principal.
- Employees are not expected to indulge in business, trade or politics or any other employment or work.
- 'On Duty' assignments are to be taken upon the production of proof from the authorities
- All employees are required to undertake any additional duties after college hours.
- All employees shall follow the college code of conduct and not take up any violence, indiscriminate, and politics and threaten the academic ambience and peace and harmony in the institution, be it among students, staff or other stakeholders.
- Disciplinary action shall be initiated against those who violate the norms of discipline and the smooth functioning of the institution.