



GOVERNMENT DEGREE COLLEGE RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269

(Accredited with C grade by NAAC)



CODE OF CONDUCT

Government Degree College, Rayachoty, a government institution affiliated to Yogi Vemana University, Kadapa, provides undergraduate programs in Arts, Commerce, and Science. Ensuring quality education, the college has prepared a Code of Conduct, aligning with APCCE and Yogi Vemana University norms. This code aims to enhance the overall development of students and teachers by fostering an effective teaching-learning atmosphere. Its purpose is to familiarize students, teachers, and committees in the college with the rules and regulations, aligning with the mission and vision of the institution.

Code of conduct for the Principal:

- Carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.
- Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.
- It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory government bodies and the Management, from time to time.
- Monitor and manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.
- Empower all his staff and students to reach their maximum potential.
- Do not discriminate the faculty members and students on grounds of gender, religion, caste, colour, and creed.

Code of Conduct for the Teachers:

- Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the APCCE from time to time.
- Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Every teacher should apply their knowledge and experience for overall development of the students of the college.
- The Teacher should behave and perform fair and committed to the best interest of students of the college.
- The teacher should be sincere, dedicated and academically focused.
- Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
- Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
- The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.

- The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
- Every teacher should inform the college code of conduct to the students time to time and encourage/compel them to follow accordingly.
- The teacher should devote his time and energy to develop and improve his academic and professional competence.

Code of Conduct for the Non-Teaching Staff:

- Every non-teaching staff member is expected to efficiently and diligently fulfil their duties in accordance with the administrative standards and performance norms established by the APCCE/RJDCE/Government.
- All staff members must abstain from any form of harassment or unlawful discrimination based on existing legislative norms regarding gender, sexuality, age, or marital status
- Keep their professional knowledge and skills up-to-date for the effective fulfilment of assigned duties.
- Support in executing administrative responsibilities for the college and university, including assessing admission applications, offering advice and counselling to students, and aiding in the coordination of university and college examinations.
- Respect the rights and dignity of students, extending assistance and guidance as required.
- Speak courteously and behave with politeness towards the stakeholders of the college.

Code of Conduct for the Students:

- Students are strictly instructed to carry their college ID card and adhere to a clean and neat college dress code.
- During class hours, students cannot leave the classroom without the teacher's permission.
- The use of mobile phones is strictly prohibited in the classroom.
- Maintaining a minimum attendance of 75% for lectures and practicals is mandatory.
- Punctuality is emphasized, and students must arrive on time.
- Ragging in any form is strictly prohibited.
- Students must handle furniture and other properties with care.
- Engaging in anti-social activities is strictly prohibited.
- The use of any kind of drugs/tobacco/Alcohol on the college campus is strictly forbidden, and violations will result in disciplinary action.
- Circulation of any printed materials or pamphlets requires permission from the Principal.
- All students are responsible for keeping the college premises, campus, classrooms, and desk-chairs clean and neat, using dustbins for garbage.
- Respect for fellow students, staff, and college property is expected at all times.
- Participation in extracurricular activities and community service is encouraged.
- Adherence to ethical behaviour and academic integrity is non-negotiable.
- Maintaining a positive and inclusive environment is a collective responsibility.
- Students are encouraged to express their ideas and concerns through appropriate channels.

- All college rules and regulations are subject to periodic review and may be updated as needed.
- Abiding by the college's code of conduct ensures a harmonious and conducive learning environment.



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PRINCIPAL
Govt. Degree College
Rayachoty.