



Dr.V.S.KRISHNA GOVT. DEGREE COLLEGE
(AUTONOMOUS)
NODAL RESOURCE CENTRE & AU CENTRE FOR RESEARCH
Maddilapalem, Visakhapatnam – 530013, Andhra Pradesh.
0891-2553262, <https://www.drskrishnagdc.edu.in>



CODE OF CONDUCT FOR STUDENTS

Introduction:

To ensure a safe, respectful and inclusive environment on the campus, Dr. V.S. Krishna Govt. Degree & PG College (A), has formulated a Code of Conduct to which all the students should adhere strictly. The implementation of the college Disciplinary Policy and Procedures fosters the values and harmonious learning environment and promotes desired behaviour in the student. It outlines the behavioural responsibilities that the students are expected to follow.

General Conduct:

1. Students should familiarise themselves with the institution's policies and guidelines and should abide by them.
2. Students should contribute to a sustainable campus environment by practising resource conservation and waste reduction.
3. Students should attend the classes regularly and arrive on time. They should obtain prior permission in case of unavoidable absences.
4. Students must maintain cleanliness in the classrooms and on the premises of the college.
5. Students are not allowed to leave the classroom without the permission of the teachers or until the class is over.
6. In case of cancellation of a class, students are directed to go to the reading room but are not to be found anywhere else on the campus.
7. Students should park their vehicles only in the allocated parking slots.
8. Students should regularly check the notice board and college website for important announcements and co-curricular and extra-curricular activities.

Safety and Security

9. Ensuring a safe and secure environment on the campus is a shared responsibility of all the stakeholders. They should promptly comply with the safety and security norms of the college.
10. Students should attend college in the prescribed uniform. They have to wear their identity cards on the campus.

Non Discrimination

11. Academic integrity is of utmost importance. Every student should treat others with respect regardless of their differences in caste, creed religious background, race, ethnicity, language and gender or any other characteristics.

Prohibition of political propaganda

12. Political activity and involvement in any form is not permitted on the college campus. Unauthorised meetings, propaganda, processions or fundraising activities are forbidden within the college.

Conflict Resolution

13. The institution's code of conduct implies peaceful resolutions to conflicts if any. Students are encouraged to resolve disagreements and disputes through respectful dialogue. Bullying, harassment, or any kind of physical or verbal aggressiveness will not be tolerated. The Principal has all the powers to impose punishments like inflicting a fine, or suspension of a student based on the nature of misconduct or indiscipline indulged by the student.

Anti Ragging

14. Any kind of spoken, written or physical acts of misconduct or undisciplined activities are strictly prohibited on the campus. Severe action will be initiated against the student/students involved in such activities.

Prohibition Of Intoxicating Substances

15. Students are highly prohibited from chewing pan, pan masala, gutka, smoking, or consuming any other tobacco products or any other intoxicating products on the campus.

Protecting college property

16. Students should care for campus facilities, equipment and resources.

17. Students should adhere to established rules and regulations regarding the use of library materials, computer labs, research facilities, and other campus resources.

18. Any disruptive behaviour towards the property of the college or public property on the campus will be considered a punishable act.


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Code of Conduct for Students in Learning Resource Centre

1. Every student of the college will be given membership in the library.
2. All students should sign the entry register of the library before entering.
3. Silence must be observed in the library.
4. Students must handle all the learning resources with utmost caution.
5. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as a fine.
6. Misbehaviour in the library/in the study room will lead to cancellation of membership and serious disciplinary action will be taken against the concerned student/s.
7. All final-year students should return their library token and library book/s and obtain a “NO DUE CERTIFICATE” from the library to get hall tickets for semester-end examinations.

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Code of Conduct for Students to be Followed in the Women's Hostel

1. The inmates of the hostel are not permitted to stay out of the hostel beyond 7.30 pm.
2. If they want to stay out of the hostel beyond 7.30 pm they should seek written permission showing valid/genuine reasons which will be given only once a month.
3. They should take their food in the allotted mess only and food should not be wasted.
4. They should use electricity moderately.
5. The hostellers themselves are personally responsible for safeguarding their belongings including cash, ornaments, garments etc. They are advised to keep their belongings with good-quality locks and keys.
6. The inmates are personally responsible for their security. They should take all the safety measures such as closing their doors properly.
7. They are not allowed for any other part-time jobs outside the campus.
8. Parents are advised to take care of their daughters, get in touch with them by enquiring about their safety and security, and observe their behavioural patterns and movements.
9. The security personnel have instructions to lock the gate after the stipulated timings mentioned above. If they have any local relatives with whom they intend to stay, during weekends,(or) if any local relative wants to visit them in the hostel, the names and addresses of such local relatives, duly authenticated by parents/guardians should be furnished along with the application.



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CODE OF CONDUCT FOR TEACHING STAFF

As per the Proceedings of Commissionerate of Collegiate Education, Rc.No:04 /Acad.Cell-Policies/ A.C -6/2022, Date: 17-05-2022

- A Lecturer should respect the rights and dignity of the student in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among student's scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
- Treat the students with dignity and do not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Treat other members of the profession in the same manner as they wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.

- Refrain from undertaking any other employment and commitment, including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Actively work for national integration.


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DUTIES AND RESPONSIBILITIES OF A COLLEGE LIBRARIAN

- **As per the Proceedings of Commissionerate of Collegiate Education, Rc.No:04 /Acad.Cell-Policies/ A.C -6/2022, Date: 17-05-2022, VII**
- The Librarian is the convenor of the college Library Committee nominated by the Principal of the college.
- He is responsible for properly administering the library grants in consultation with the Library Committee.
- The Librarian will take the necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking a usual discount or the book can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.
- The Librarian shall maintain an Accession Register.
- The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library and the library shall be fully automated.
- The Librarian shall frame the rules (Library Policy) and get the approval of the Principal regarding the issue of books, the time limit for return of books and the number of books to be issued to the students and the staff.
- The Librarian should fully cooperate with the annual stock verification committee appointed by the Principal.
- As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules/waste management policy.
- The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers, issue registers, stock registers, etc,
- The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year (Before summer vacation). For the purpose

of the stock verification, it should be seen that all staff and students return all the books borrowed by them to the library before the stock verification commences.

- Fine for late return of copies, Cost of the book for loss to be decided and collected by the Librarian as per the Library Policy of the College.
- The librarian shall prepare the List of journals and newspapers subscribed for the library (including e-books, e-journals etc.,)
- Disposal of old magazines is to be done by the Librarian following the existing Library Policy of the College.
- The Librarian is accountable to the Principal of the college.
- The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.
- Librarian shall take the initiative to digitalize the library
- Librarians should encourage the students to make use of digital resources such as NLIST, INFLIBNET, e-shodhsindhu, e-shodhganga etc.,


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CODE OF CONDUCT FOR NON- TEACHING STAFF

- He/she should remain on the college premises during the college working hours and even beyond the working hours if required.
- He/she should be punctual and reliable in all duties.
- Non-teaching staff shall perform his/her duties efficiently, as per the Institutional guidelines.
- The non-teaching staff shall ensure a cordial relationship and work together with teaching and other non-teaching members for the smooth running of the Institution.
- The non-teaching staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments /equipment.
- Respect and maintain hierarchy in administration.
- Maintain honesty and integrity in all activities.
- Maintain proper interactions and deal positively with staff, students and the general public.
- Treat students with care and kindness.
- Fulfil the responsibilities by meeting the required standards for every assigned task.
- Practice mutual respect, trust and confidentiality.
- The supporting staff shall strive hard to improve their technical and non-technical skills related to their job.
- Must not use unauthorised persons to perform official duties.
- Refrain from personal insults, especially those using racist or sexist terms. Do not indulge in any act of sexual harassment of any woman at the workplace.
- Do not indulge in the misappropriation of money.
- Consumption of intoxicating substances such as tobacco, cigarettes, alcohol etc. on campus is strictly prohibited.
- The staff shall not be involved either directly or indirectly in any form of business during their service.
- The staff shall not be involved in any unethical activities that cause hindrance to the harmony of the Institution.


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CODE OF CONDUCT FOR THE PRINCIPAL

As per the Proceedings of Commissionerate of Collegiate Education, Rc.No:04 /Acad.Cell-Policies/
A.C -6/2022, Date: 17-05-2022.

Code of Conduct for the College Principal is as follows:

- The principal should provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Conduct himself/herself with transparency, fairness, honesty, the highest degree of ethics and decision-making that is in the best interest of the college.
- Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
- Promote the collaborative, shared and consultative work culture in the college, paving the way for innovative thinking and ideas.
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities, including community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
- Conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
- Be impartial, secular, dignified and punctual in discharging his duties.

- Be present in the college at least half an hour before the commencement of the college timings and leave the college after the day's work is over.
- Be a pacesetter in dress, demeanour, attendance, punctuality etc.
- Handle the minimum number of classes prescribed in the rules and should endeavour to be an example as the first teacher in the college.
- The Principal should be in constant touch with students and residents of the hostel (wherever the hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.


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