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GOVERNMENT DEGREE COLLEGE, CHODAVARAM
(An ISO 9001 certified Institution & Center for Higher Learning and Leadership, since 1981)
Anakapalle District -531036, Andhra Pradesh, India
Recognized by UGC under 2(f) & (12b), Affiliated to Andhra University, VSP



Accredited by NAAC with B⁺ grade

Code of Conduct and Ethics for Teaching Staff

1. Professionalism and Integrity:

- Maintain the integrity by following highest academic standards.
- Follow the ethics and values while discharging the duties.
- Uphold the dignity of both teaching profession and the institution.
- Be punctual, diligent, and dedicated to their duties.
- Adhere the rules and regulations of the college strictly.
- Maintain confidentiality with regard to the records of students and institution and also personal information.
- Avoid any discrimination in any form in terms of caste, region, religion, gender, or any other grounds.
- Dress appropriately and also maintain proper professional demeanor.

2. Teaching and Learning:

- Prepare the content and deliver it in an engaging manner effectively.
- Provide timely and constructive feedback to the students.
- Encourage critical thinking, independent learning, and also research among the students.
- Maintain a conducive learning environment in the classroom.
- Devise appropriate teaching methodologies and deploy the suitable educational technologies to the students
- Supervise and mentor the students in their academic as well as personal growth.

3. Student Welfare:

- Advice and support to the students in their academic and also in handling personal challenges.
- Promote a safe and inclusive learning environment for all students in academics.

- Address the grievances posted by the students promptly and fairly.
- Safeguard the interests and the rights of all students without any bias.
- To be a role model for the students in terms of ethical behavior and social responsibility.

4. Research and Scholarship:

- Engage in the research and scholarly activities to enhance the professional development of individual actively.
- Publish the research articles in reputable national and international journals.
- Participate in the academic conferences and workshops with much enthusiasm.
- Contribute to the intellectual growth of the institution.

5. Community Engagement:

- Participate in the community outreach programs and activities without fail.
- Contribute to the social and economic development of the rural community nearby the college.
- Promote awareness of social issues among the students through various sensitizing activities and programs.

6. Administrative Duties:

- Perform both academic and administrative duties efficiently and accurately.
- Maintain the academic records and document them properly.
- Provide timely and effective support to the principal and higher official in need.
- Ensure the smooth functioning of the college administration with cordial relations.

7. Professional Attire and grooming:

- Maintain the professional appearance that reflects the academic environment.
- Attire should be formal, neat, clean, and appropriate for the setting of an educational institute.
- Maintain a very good personal hygiene.
- Avoid excessive or distracting jewelry, makeup, or hairstyles etc.
- Ensure the attire is not revealing or offensive in nature.

Code of Conduct for Students

1. General Behavior

- **Respect:** Students must treat faculty, staff, peers, and visitors with respect and courtesy at all times.
- **Discipline:** Students should maintain discipline within the campus, following the rules and regulations of the institution.
- **Decorum:** Proper decorum should be maintained in the classrooms, library, labs, and all areas of the college.

2. Attendance and Punctuality

- **Attendance:** Students are required to maintain a minimum attendance percentage as prescribed by the college or university regulations. Absenteeism without valid reasons may lead to disciplinary action.
- **Punctuality:** Students must be punctual to their classes, exams, and college activities. Latecomers may not be allowed to enter the classroom or examination hall.

3. Academic Integrity

- **Honesty:** Students must uphold the highest standards of academic honesty and integrity. Cheating, plagiarism, or any form of academic dishonesty is strictly prohibited.
- **Assignments and Exams:** All assignments, projects, and exams should be completed independently unless otherwise specified by the instructor. Sharing or copying others' work is not acceptable.

4. Dress Code

- **Attire:** Students are expected to dress appropriately, respecting the cultural and academic environment of the college. Any form of attire that is deemed indecent or inappropriate is not permitted on campus.

5. Use of College Property

- **Care of Property:** Students should handle college property with care. Any damage or defacement of college property (e.g., furniture, equipment, library books) may result in penalties or fines.

- **Library and Labs:** Students must adhere to the rules of the library and laboratories, maintaining silence and order while using these facilities.

6. Anti-Ragging Policy

- **Prohibition:** Ragging in any form is strictly prohibited on campus. Students found involved in ragging will face severe disciplinary action, including suspension or expulsion, in accordance with the Anti-Ragging Act.

7. Substance Abuse

- **Drugs and Alcohol:** The possession, consumption, or distribution of alcohol, drugs, or any illegal substances on campus is strictly forbidden. Violations will lead to disciplinary action and may involve legal consequences.

8. Harassment and Discrimination

- **Zero Tolerance:** The College has a zero-tolerance policy toward harassment, bullying, or discrimination based on race, religion, gender, caste, or any other characteristic. Violations will be addressed according to the college's grievance redressal mechanism.

9. Participation in College Activities Involvement:

Students are encouraged to participate actively in college events, seminars, and extracurricular activities, contributing to the holistic development of the college community.

10. Use of Technology

- **Ethical Use:** Students are expected to use technology (internet, social media, college portals) responsibly and ethically. Misuse of digital platforms, including cyber bullying, inappropriate content sharing, or unauthorized access to systems, will be met with strict consequences.

11. Environmental Responsibility

- **Sustainability:** Students should take responsibility for maintaining a clean and sustainable campus. Littering, wasting resources, or damaging the environment is discouraged.

12. Grievance Redressal

- **Process:** Students have the right to raise concerns or grievances through the appropriate channels. The college will ensure a fair and transparent process for resolving complaints and addressing issues.

13. Legal Compliance

- **Adherence:** Students must comply with all laws of the country and the state, including traffic rules, public safety regulations, and other applicable laws. Any legal violations, both on and off campus, can lead to disciplinary action by the college.

14. Social Media Conduct

- **Representation:** Students should represent themselves and the college positively on social media. Defamatory, offensive, or inappropriate posts that harm the reputation of the college or its members will result in disciplinary action.