

D.K. Govt. College for Women, (A) Nellore

Code of Conduct



I. The Administrative Structure:

The Principal of the college is the Administrative and Academic Head of the college and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative staff under his control. There are:

1. Associate Professors / Selection Grade lecturers
2. Assistant Professors / Senior scale lecturers/ Lecturers
3. Contract and Guest Lecturers
4. Librarian
5. Administrative Officer
6. Office Superintendent
7. Junior Assistant
8. Record Assistants
09. Laboratory Assistants
10. Laboratory Attendants
11. Library Attendants
12. Attender
13. Sweepers

II. The Powers & Duties of Officers & Employees

Powers of Principal

Under the administrative supervision of the Commissioner of Collegiate Education Government of Andhra Pradesh and Vikrama Simhapuri University, the Principal as an administrative and academic head of the college shall be responsible for:

- a) The academic growth of the college.
- b) The teaching, research and extension programmes of the college.
- c) The assisting in planning and implementation of academic programmes such as seminars, workshops, conferences and training for enhancing the academic competence of the faculty members.
- d) The admission of the students and maintenance of discipline of the college.
- e) The management of the college library, computer rooms etc.

- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the college.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Andhra Pradesh Universities Act, and the statutes, ordinances, regulations, rules and other orders issued by the Vikrama Simhapuri University from time to time, especially as under the statutes for autonomy.
- j) The supervision of college and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The assessing of reports of teachers and maintenance of service books and of other records of the college.
- l) Any other work relating to the college as may be assigned to him by the competent authority from time to time.

Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code of Andhra Pradesh Government and Andhra Pradesh Civil Service Rules.

Administrative officer (Head of the Non-teaching Staff):

- a. The Administrative officer shall regulate the work and conduct of the staff in accordance with the Standard Code and the Andhra Pradesh Civil Service Rules. It shall be the duty of the Administrative officer to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
- b. The Administrative officer shall have the power to issue warnings, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
- c. The Administrative officer shall be the custodian of the records, the common seal and such other property of the college as the Principal may commit to his charge.
- d. The Administrative officer shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e. The Administrative officer shall coordinate the work in the college amongst the teaching and non-teaching staff.
- f. The Administrative officer shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the college and/or are not in the interest of the college.
- g. The Administrative officer shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.

h. The Administrative officer shall sign letters issued from the college office of a routine nature.

i. The Administrative officer shall watch over the work of the college affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of maintenance and other grants and keep a check on accounts of the college.

j. The Administrative officer shall look after the examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.

k. The Administrative officer shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the.

Superintendent:

The Superintendent is head of the section/college office and controls the functioning of assistants working under him/her. The following are the duties and responsibilities of superintendent working in a college.

- He/ She should monitor the movement of files going to the Officers/Principal and back from them.
- He/ She should guide the Officers/Principal with correct and latest rule position on the subject and Assist them in taking correct decision.
- He/ She should monitor the movement of files going to the Officers/Principal and back from them.
- He/ She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistants.
- He/ She should see that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
- He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proformas and submit them to the Officers/Principal before 5th of every month.
- He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to Officer/Principal.
- He/ She should supervise the remainder files maintained by assistants.
- The Superintendent working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.
- He/ She will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.

- He/ She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,
- The superintendent will attend to the inspection parties and audit parties visiting the college and help the principal interviewing them every month and sending replies to the commissioner.
- The superintendent should monitor the reconciliation of accounts from the treasury and the banks.

Senior/Junior Assistants

- The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
- After receiving the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
- All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The current on the subject are maintained in current file. The note file and current file are always together in the same file pad.
- The assistants should maintain a 'Remainder Diary' in prescribed proforma. Month wise records of remainders to be sent should be maintained. It is the duty of assistants to verify the remainders for the day and issue them promptly and enter the same in the remainder diary.
- The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.
- The assistant should bring forward all un disposed files to the current years personal file on the 1st of April every year.
- When the file is disposed of finally the assistant should send it to the record room by rounding off the current numbers in P.R. with red ink. The type of disposal be noted on the file before sending it to stock.
- The assistants should dispose off the file with in three working days of its receipt by him/her.
- The Senior and Junior Assistants are accountable to the Superintendent of the office.

All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

Librarian:

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.

2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Honours in Library Science
20. Training Staff

Library Attendants:

- a. Issue / Return of books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & dusting
- e. Shelving of Journals
- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time

III. The Procedure followed in decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principal and Academic Council and ratified by the Governing Body as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process as outlined in the University statutes on autonomy is followed.

IV. The norms set for the discharge of functions

The norms set by the Autonomous College as ratified by the Governing Body of the College for the discharge of functions are followed.

V. The rules, regulations, instruction manuals and records held or used by employers for discharging their functions:

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC, Department of Higher Education, Government of Andhra Pradesh, Andhra Pradesh Civil Service Rules and directions issued by the Vikrama Simhapuri University

The Following files are kept for the permanent record as per Government of Andhra Pradesh Civil Services Rules.

Sr. No	Particulars
1	Salary Register
2	Dead Stock Register
3	General Register
4	Consolidated Annual Results
5	Admission Forms
6	College Handbooks
7	Student Term Books
8	Cash Book
9	Book Accession Register
10	Return Book Register
11	Daily Reference Book Register
12	Prof. Issue-Return Book Register
13	Periodical / Journal Register
14	Donated Books Accession Register

VI. A Statement of Categories and documents that are held or under control:

S. No	Particulars	Period of preservation
1	Salary Register	30 years
2	Dead Stock Register	30 years
3	General Register	30 years
4	Consolidated Annual Results	30 years
5	Admission Forms	30 years
6	College Handbooks	30 years
7	Student Term Books	30 years
8	Cash Book	30 years
9	Book Accession Register	30 years

VII. The Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof:

1. A detailed website which includes information of the various courses and programmes conducted by the college functions with the id www.dkwgdcnellore.ac.in. There is also an

email I.D. of the College nellore.jkc@gmail.com where clarifications on various College educational programmes are responded to.

2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

VIII. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public: For administrative and academic work of college following important Boards/Committees along with many more are formed as per the Statutes of the UGC, CCE, Govt. of AP and Vikrama Simhapuri University, Nellore

1. The Governing Body
2. The Academic Council
3. The Finance committee
4. The Examination Committee
5. The Internal Quality Assurance Cell (IQAC)
6. Women Empowerment Cell
7. Students Placement Committee

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the rules of the college under autonomy and in other sections and are displayed on the website.

Teacher code of conduct

Teachers and their Responsibilities –

Teachers are expected to:

- a. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the Students –

Teachers are expected to:

- The teacher shall give foremost consideration to the pupil's well-being
- The teacher shall direct his/her whole professional effort to assist the pupil to develop his/her whole personality including his/her ability to work.
- The teacher shall foster in his/her pupils honesty, integrity, and consideration for others and shall do nothing, by precept or example, to discredit these qualities
- The teacher shall act, and shall be seen to act, with justice.
- The teacher shall recognize that each child is an individual and that children can differ in what is required for the promotion of their education. Respect the right and dignity of the student in expressing his / her opinion.
- The teacher shall recognize an obligation to assist all pupils under his/her charge to develop their talents suitably and to the fullest extent feasible.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristic.
- 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 students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainments 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 and refrain from inciting students against other students, colleagues or administration.
- Plans, prepares and delivers lessons.
- Teaches according to the educational needs, abilities and attainment of the individual pupils and groups of students.
- Assigns work, corrects and marks regularly work carried out by his/her students.
- Assesses, records and reports on the development, progress and attainment and behaviour of his/her students.
- Provides or contributes to oral and written assignments, reports and references relating to individual students or groups of students.

Teachers and Colleagues –

Teachers are expected to:

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavour.

Teachers and Authorities –

Teachers are expected to:

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

- b. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

Teachers and Non-Teaching Staff:

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

Teachers and Guardians:

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Student Code of Conduct

All members of the family of Dodla Kousalyamma College for Women (A) (DKWGC) play a pivotal role in keeping the troth of the college by manifesting integrity and respect in the daily activities and in the performance of the responsibilities. The student code of conduct is established to foster and protect the core values of the DKWGC (A) and to promote the scholarly and civic development of the college students in a safe and secure learning environment and to protect the people, properties and processes that support its vision. The values our students imbibe are integral part of their personal growth. Admission of a student in this college implies adherence to the prescribed code of conduct and observance of the rules laid down by the college. Full co-operation in this regard is sought from the parents.

All students are answerable to the principal, staff and other college authorities for their conduct and behavior.

- Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution. Students have the responsibility to attend all their classes regularly.
- A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 4.00p.m.
- All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour.
- Students without minimum attendance will not be allowed to write examinations and thus are detained without progress to the next semester.
- Courtesy requires that every student greets the staff when she meets them for the first time in the day.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the event of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
- Students shall come to the college in approved uniforms. All the students are expected to attend all college functions in college uniform unless otherwise specified.
- Every student should aspire to create an atmosphere of friendliness and good cheer in the college.
- They should refrain from any conduct that would interfere with college functions or endanger the health, welfare, or safety of other persons.
- Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness. Do not put any waste anywhere in the campus except in the waste baskets kept. 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.
- They will avoid standing in the verandahs of the college during and between the class hours

- Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- As a citizen of the State, a student should not discriminate on the basis of race, colour, creed, caste, age, religion, gender, national or ethnic origin, marital status, physical disability, or any other legally protected status
- Any damage to the property of the college will be severely dealt with. Anyone damaging any property in the college or the Hostels is liable to punishment which may include fine, suspension from hostel or even from the college. The cost of the damaged property shall be recovered from the resident(s) guilty of the damage to such property.
- Students are generally not permitted to take leave during working days. In exceptional cases, on a written request made by the Parent/Guardian addressed and on the approval, may avail leave.
- The principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel.
- Students and staff are always required to wear their identity card when they are in the college.
- A Student or group of students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the College.
- Students must not use cell phones for any purpose inside the college buildings and hostel. Violation of this rule will be punished by confiscation of the mobile set.
- Students are expressly prohibited from speaking on behalf of college with any media organization or publication, or from inviting the same to any college-owned or operated property, facility, or events without the express written permission of the Principal of the College.

Anti-Ragging Policy:

Ragging is a punishable offence. Honorable Supreme Court of India has held as follows, “If any incidents of ragging come to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution. **Ragging of any kind is strictly for bidden in the campus.**”

Grievance Cell:

The college has constituted a Grievance Committee to address any grievance(s) of student(s). The student(s) are hereby informed to follow the list of committee members and the procedure for such grievances. The students shall submit their grievances to the Student Council as constituted from time to time by the College.

Constitution of Student Council:

The nomination of class representative shall be based purely on merit.

- Students Representative from I Semester: Intermediate Marks may be taken into consideration for nomination of the Class Representative (CR).
- Student Representative for the rest of the Semesters: Two students from each section who have secured highest CGPA for the academic year shall be considered for nomination. If the student scoring highest declines to be the CR, then the student next in line/rank and so on shall be nominated.
- Nominated members shall constitute “The Student Council” (herein after referred as SC). The SC shall be headed by the Student Union Chair Person who is the cumulative topper at the end of four semesters and shall continue for the complete academic year.
- A topper is nominated to the position of the Student Union chair person on rotation basis among the toppers of B.Sc, B.A, and B.Com.
- Any student involved in any disciplinary action (either pending or decided) stands disqualified to be the CR in the Student Council.

Functions and procedure for Student Council:

- a. The CR is authorized to discuss any grievance(s) with the Class Teacher and then to the College Grievance Committee/Cell. Any grievance shall be represented in writing only. The Grievance Committee may make any recommendation to the Vice-Principal, Vice president of the Student Union.
- b. The SC should meet under chairmanship of the president, the Principal of the college. The grievance(s) shall be discussed in the meeting in a democratic manner. The proceedings of the meeting shall be in writing, duly signed by all the representatives present and submitted to the concerned authorities.

Punishment and Penalties:

One or more of the following punishments / penalties may be imposed when student(s) is/are found to have violated this code or any other regulations from time to time by the college.

- a. Warning: A written letter of reprimand including marking absence for class/classes.
- b. Suspension: Terminating the student’s enrolment in the college for a specified period of time.

Revision of the Code: The Code shall be continuously reviewed from time to time to make sure it is consistent with the best practices.