

S.V.A. Govt. College, Srikalahasti

(Reaccredited at NAAC B+ grade)

Tirupati District, Andhra Pradesh

(Affiliated to S.V. University, Tirupati)



**Code of Conduct for Students, Teachers, Governing
Body, Principal and Support Staff**

Code of Conduct for Students

- ❖ The photo identity card must be carried by the student at all the times while on the campus and must be produced on demand.
- ❖ Student must attend the lectures and practicals regularly as per the time table.
- ❖ Student should have minimum 75% attendance both in theory and practical.
- ❖ Students' conduct should be satisfactory.
- ❖ The absence from the institute without leave will be treated as a breach of discipline.
- ❖ Student must appear for all the tests and examinations and show satisfactory progress.
- ❖ Student are advised to read all the notices displayed on the notice boards.
- ❖ The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students or adjacent classes.
- ❖ Student must not loiter in the institute premises.
- ❖ No society or association must be formed in the institute or in the hostels and no person should be invited to address a meeting without principal's prior permission.
- ❖ No trips should be arranged without prior consent of the principal.
- ❖ Students are expected to take proper care of the institute's property. Any damage done to the property of the institute by disfiguring the walls, doors, fittings or breaking the furniture etc., is a breach of discipline.

Code of Conduct for Teachers

- ❖ Communicate clearly with the students in writing the instructions for each assignment.
- ❖ Be updated in the knowledge of subject and the current affairs.
- ❖ Prepare thoroughly the lecture to be delivered in advance.
- ❖ Conduct lectures and practicals as per the time table.
- ❖ Use modern tools of teaching to make the lectures more interesting (Audio/ Visual aids).
- ❖ Attendance of the students should be recorded regularly.
- ❖ Complete the syllabus in stipulated time.
- ❖ Conduct all the examinations as per the schedule.
- ❖ Evaluate all the examinations within the stipulated time.
- ❖ To conduct examinations that minimizes the opportunity for scholastic dishonesty.
- ❖ Be polite to the students, listen their problems and should make efforts to solve them.
- ❖ Be in contact with the parents / guardians of the students.
- ❖ Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and practical.
- ❖ Follow the rules, regulations and instructions of the institute from time to time.
- ❖ Consistently be on guard for plagiarism

Code of Conduct for Governing Body

- ❖ To ensure that the institute is well run, meets the needs for which it has been set up.
- ❖ To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.
- ❖ To regularly attend meetings of the governing body and the committees on which they serve and acquire appropriate knowledge to contribute effectively to decision making
- ❖ Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- ❖ Establish departments, colleges, schools, institutes of higher learning and specialized studies, hostels.
- ❖ Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- ❖ Consider the perspective plan for the academic development of the institute.
- ❖ Take overall responsibility for student welfare.

Code of Conduct for Principal

- ❖ Principal being head of institution is answerable to the Spl. CCE, Andhra Pradesh, Vijayawada for all academic, financial and administrative activities of the institute.
- ❖ Review current academic programs, collaborative programs and human resources management of the institute.
- ❖ Admission authority for the institute to implement admission process as prescribed by the state government.
- ❖ Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
- ❖ Plan and facilitate guidance, counselling and other students' services at institute level.
- ❖ Maintaining support services, academic facilities etc.
- ❖ Discuss and approve financial estimates, annual reports, accounts and audit reports from time to time. Maintain necessary records of the institute in stipulated formats.
- ❖ Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- ❖ Promote interactions with all stake-holders, facilitate students' placements and students' development programs.
- ❖ To act as a chief officer-in-charge for examinations.
- ❖ To facilitate industry interactions.
- ❖ To plan and implement the activities to take care of hygiene, safety and house-keeping in the institute.
- ❖ Take teaching load prescribed as per the norms issued from time to time by state government.
- ❖ Communicate regularly with all members of the institute.
- ❖ Evaluate the performance of faculty and supporting staff.
- ❖ Make efforts for upliftment of Institution's image in the society.
- ❖ To lead the accreditation activities of institute for various quality standards.

Code of Conduct for Support Staff

- ❖ Commence work in time.
- ❖ Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- ❖ Maintain a supportive environment while performing their assigned duties.
- ❖ Respect confidentiality in all matters.
- ❖ Understand the job scope, practices and procedures relating to their position.
- ❖ Ensure accuracy and thoroughness in the performance of their assigned duties.
- ❖ Meet targets regarding work to be performed to the best of their ability.
- ❖ Manage time effectively.
- ❖ Be well-organized.
- ❖ Demonstrate ability to solve problem within their scope.
- ❖ Demonstrate ability to work independently when appropriate.
- ❖ Show initiative.
- ❖ Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail leave / vacation.

Institutional Core Values

Honesty & Integrity: We are committed to promote the highest standards of honesty and integrity to ensure that all members of the community recognize the inherent benefits of living these ideals and to guarantee that academic performance is evaluated reliably and rewarded fairly.

Mutual Respect

We are committed to foster an environment in which every member of the community nurtures the spirit of trust, teamwork, openness and respect that is necessary to enhance and fully capitalize on our professional community.

Pursuit of Excellence

We are committed to create an environment where all members of the community pursue the highest possible level of academic performance and personal development for themselves and other members of the community.

Personal Accountability

We are committed to foster an environment where every member of the community understands and accepts responsibility for upholding and reinforcing our values.

Synergy through Team work

A clear team purpose, solid communication, empowerment so that the team can lead themselves and finally make sure there is a commitment to the goal.

Equality

We are committed in creating an institution and a society where everyone is appreciated and judged based on their contributions and performance rather than gender, race, religion, physical abilities, socio-economic conditions. The institution strives to eliminate individual and institutional racism.

Balance

We value the balance among teaching, scholarly activities and service that capitalizes on the strengths and interests of the individual.

Experiential Learning

We promote the philosophy and principles of experiential learning through the application of theoretical knowledge.

Innovation

We encourage innovative curricula, teaching techniques, student discovery and entrepreneurial activities.

Collaboration

We pursue partnerships with universities, government educational institutions and alumni.

Student-centeredness

We promote a student-focused environment through personal and professional interactions among students and staff.

Tradition

We encourage the tradition of career- focused education and core values through the integrity of our curriculum and instruction. We instill these values in our students.