



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**7.1.10 - Code of Conduct for Students, Teachers and Administrative Staff**

**TABLE OF CONTENT**

<b>Sr. No.</b>	<b>Description</b>	<b>Page Number</b>
1	Introduction	2
2	Code of Conduct for Students	3
3	Code of Conduct for Teachers	5
4	Code of Conduct for Administrative Staff	11
5	Code of Conduct for Principal	13
6	Code of Professional Ethics	15



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**Code of Conduct for Students, Teachers and Administrative Staff:**

Teaching is the noble profession and plays a very important role in nation building. The teachers have all the time stayed 'Role Model' for the students as well as the society. In a developing country like India, a teacher has played important role in shaping the character and career of the students. Other than this, the noble character of a teacher has an all the time best impression in the society at large. All of these are expected to contribute a long way to make our country an energetic and strong nation. All the faculty members are expected to display a good behaviour so that the students consider their teachers as their role model. This Code of Conduct is intended as a guide and a help to all staff of The College. It sets out standards of conduct which staff are expected to follow when within, or representing the College. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

All Staff members are requested to read this Code carefully and consider the issues which it raises. The Principal should ensure that all staff are aware of the Code's contents and are fully briefed on its implications. Investigations of alleged breaches of this Code will be covered under the College's Disciplinary procedures and related codes of practice. Following are the code of conduct applicable for each faculty of The College.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**CODE OF CONDUCT FOR STUDENTS:**

1. Students should behave well with Teaching and Non-Teaching staff of the College.
2. Students must observe the notices displayed on notice-board. College administrative will not be responsible if any loss is recurred due to not observing the notice displayed on the notice board.
3. Students should carry with them valid Identity card in college campus or representing the college at any other place. If demanded. At any time by the teaching or non-teaching staff of the college she will have to produce it.
4. Possession of mobile phones during the teaching hours in Academic Departments is strictly prohibited.
5. Girls' students are not allowed to leave the Hostel premises after 8.00 pm. If any Girl student wants to leave the Hostel after 8.00 for some valid reasons, she has to seek prior permission of Hostel Warden.
6. Students should take care of college property and should not involve in damaging the property.
7. Admission will be cancelled if they behave against the rules.
8. Student's attendance for lectures, practical's and examinations is a must. 75% attendance in the class is a must. Severe action will be taken against the absentees.
9. Students should not make any change in the documents like Bonafide, T.C., Identity Card etc. issued by the college.
10. Admission will be rejected to the students having misbehavior record in the examination or any other activity in the college.
11. Students should return the books on or before the due date and take care of library books and materials.
12. Students should pay the fees in the account section and preserve their receipt.
13. The students will be fined if her attendance for lectures and practical is not satisfactory.
14. Spitting and throwing bits of paper inside the College campus are harmful and must be avoided. Any violation of these orders will lead to disciplinary action.
15. Possessing firecrackers of any kind in the hostel and College campus is strictly prohibited.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**



Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007

16. Scribbling on the desks or the black board or on the walls of the College and hostels strictly prohibited.
17. All vehicles should be parked in the allotted place. Vehicles found parked munauthorized places shall be impounded.
18. While attending any College functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the College.



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**CODE OF CONDUCT FOR TEACHERS:**

**i. GENERAL CODE OF CONDUCT:**

1. The teaching faculty should sign the attendance register while reporting for duty.
2. The teaching faculty should follow the rules and regulations of the College as prevalent from time to time.
3. The teaching faculty shall devote their time and their best efforts for the progress of the College and Institute.
4. Faculty should contribute to the vision, mission and goals of College through engagement of working hours.
5. Every Faculty in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
6. Every teaching staff employed in the college shall stay within the college during office hours and discharge his/ her duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
7. Teaching staff must be punctual, sincere and regular in their approach.
8. All teaching faculties of the College are responsible for protecting and taking reasonable steps to prevent the misuse of or damage to College assets including all kinds of physical assets, movable and immovable property.

**□ Cell phone-**

We allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- 1) Use your cell phone in a manner that benefits your work (academic calls, University and College apps, calendars.)
- 2) Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- 3) Avoid playing games on your phone or texting excessively. Don't use your phone to record confidential information.
- 4) Don't download or upload inappropriate, illegal material using college internet connection.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**Data Protection Act:**

- 1) It is the responsibility of all employees to ensure the College's compliance with the Data Protection Act.
- 2) All College data should be secured and should not be given or share to anyone unless prior permission of the Principal.
- 3) Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it.
- 4) All staff should maintain the security of all computerized databases of information on individuals, whether they are staff or members of the general public. Staff should refer any queries to the Principal.

**Leave rules:**

Teaching faculty shall get casual leaves, medical leaves and vacations as per Rules of College.

- 1) Leave cannot be claimed as a matter of right.
- 2) Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- 3) Written application well in advance is required for the grant of leave. No teaching staff member shall leave the place before getting intimation from the authorities'.
- 4) The teaching staff is eligible for 12 days casual leave in a calendar year.

**Unprofessional Behavior:**

- 1) Any form of physical/verbal violence towards students.
- 2) Physical violence, actual or threatened towards other staff or visitors to the College.
- 3) Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the College.
- 4) Racial offences, racial insults or racial discrimination against students, other staff or visitors to the College.
- 5) Theft of College monies or property and of monies or property of colleagues or visitors to the College. Removal from College premises of property which is not nominally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
- 6) Acceptance of bribes or other corrupt financial practices.
- 7) Wilful damage of College property or of property belonging to other staff or visitors to the College.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



- 8) Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- 9) Gross neglect of duties and responsibilities.

**ii. CODE OF CONDUCT FOR DISCIPLINE:**

- 1) The faculty members are expected to be present in the college campus at least 10 minutes before the College beginning time.
- 2) The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/Institution.
- 3) Whenever a faculty member intends to take a leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

**iii. CODE OF CONDUCT FOR CONTINUOUS ASSESSMENT:**

- 1) Once the subject is allotted the faculty should prepare lecture wise lesson plan.
- 2) The faculty should prepare the teaching plan and approved it by HOD. The teaching plan should be maintained as per the prescribed format.
- 3) The faculty member should not involve himself/herself in any unethical practice while doing continuous assessment.
- 4) The faculty member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- 5) The faculty should get the feedback from students and act / adjust the teaching appropriately.
- 6) The faculty should interact with the Head of Departments and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.
- 7) Every Faculty member should maintain academic record book. Teachers should remain in the campus till the end of the College hours.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**iv. CODE OF CONDUCT FOR CLASSROOM TEACHING:**

- 1) The Faculty should engage the complete lecture and should not leave the class early.
- 2) The Faculty should use ICT for effective delivery of the lectures.
- 3) The Faculty should encourage students asking doubts / questions.
- 4) The Faculty should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- 5) The Faculty should motivate the students and bring out the creativity/ originality in the students and should make himself/herself available for doubt clearance.
- 6) Faculty members should also attend Orientation, Induction, and Quality Improvement & Faculty Development Programs to update their knowledge.
- 7) Teachers are barred from using cell phones while taking classes.
- 8) Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- 9) All the teachers are expected to be honest and loyal in their public and private lives. Their loyalty, sense of dedication and integrity of character at all-time should be an inspiration to their students.
- 10) Teacher should abide by the rules and regulations of the institute and also show due respect to the constituted authorities.
- 11) Teacher should be good counsellors; they should help, guide, encourage and assist the students to ensure that the teaching, learning process become effective and successful.
- 12) Teachers have to make all efforts for the physical, mental and intellectual development of students.
- 13) Impartial treatment to all students irrespective of religion, community, caste, creed, economic and social status.
- 14) To make regular contribution for the personal development of students, while looking after their interest and welfare.
- 15) To be a role model for inculcating the virtues of self-reliance, national consciousness, human and democratic values among students.
- 16) To be fair and to assess the students impartially and only on merit/performance.
- 17) A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students.





**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**



Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007

- 18) A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should.
- 19) Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students.
- 20) A faculty member must engage lectures well prepared with theory and practical examples of the subject. He/ she may use pictures and videos to explain the subject extent as medium of communication for such discussion.
- 21) A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she is teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession.
- 22) A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- 23) General counselling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counselling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wise to explain what is best in the interest of a student.
- 24) Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student about the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
- 25) Many a times, it happens that the student is not always at fault. So, faculty should communicate politely and respectfully so that a good rapport with students gets maintained. In such situations "give respect to command respect", should be followed.
- 26) Behavior of faculty members with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty members should be able to convey to the students that they are being taken care for their all• round growth.
- 27) A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the college.



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**CODE OF CONDUCT FOR LIBRARIAN:**

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

1. The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
2. The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
3. The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**CODE OF CONDUCT FOR ADMINISTRATIVE STAFF:**

This Code of Conduct is intended as a guide and a help to all administrative staff. It sets out standards of conduct which staff are expected to follow when within, or representing the College. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

The underlying purpose is to ensure that College provides a high quality service to its students and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity of the College. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the College, its staff and its students. It has been drafted to comply with College Policies and Procedures.

Administrative Staff are requested to read this Code carefully and consider the issues which it raises.

The Principal/Registrar should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

Investigations of alleged breaches of this Code will be covered under the College's Disciplinary procedures and related codes of practice.

- 1) All the staff Members should follow the rules and regulations of the College as prevalent from time to time.
- 2) All staff shall devote their time and their best efforts for the progress of the College and Institute.
- 3) Staff should contribute to the vision, mission and goals of College through engagement of working hours.
- 4) Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- 5) Every staff employed in the college shall stay within the college during office hours and discharge his/her duties efficiently and diligently and maintain honesty, integrity, fairness and total quality management in all activities with mutual respect.
- 6) Staff must be punctual, sincere and regular in their approach.



## ANDHRA MAHILA SABHA

### ARTS & SCIENCE COLLEGE FOR WOMEN

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



All staff of the College are responsible for protecting and taking reasonable steps to prevent the misuse of, or damage to College assets including all kinds of physical assets, movable and immovable property.

Staff must attend all functions of the college as per the instructions of Principle, Vice• Principal, Registrar and Head of the respective departments.

Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.

Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of Standards Code Rules and College Rules.



## ANDHRA MAHILA SABHA

### ARTS & SCIENCE COLLEGE FOR WOMEN

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



#### CODE OF CONDUCT FOR PRINCIPAL

Principal as the Head of institute is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

#### **Responsibility of the Principal:**

Subject to the supervision and general control of the Management, the Principal as the principal executive and Academic Head of the College, shall be responsible for

- 1) Academic growth of the college.
- 2) Participation in the teaching, research and training programs of the college.
- 3) Assisting in planning and implementation of academic programs such as refresher/orientation course, seminars, in-service and other training programs organized by the University/College for academic competence of the Faculty Member.
- 4) Admission of students and maintenance of disciplines of the college.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the college and recognized Institution and their libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the college.
- 8) Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the college and Recognized Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.



**ANDHRA MAHILA SABHA**  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



- 10) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of college/recognized Institution.
- 11) Overall supervision of the University Examinations.
- 12) Observance or provisions of Accounts Code.
- 13) Maintenance of Self-Assessment Reports of teachers and their service Books.
- 14) Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**CODE OF PROFESSIONAL ETHICS**

Those who accepted teaching as a profession, all of them should behave in such a way that this profession is ideal one. Primarily, the teacher works to prepare the good student for the society. Hence, each teacher should see that there is no mismatch between his principles and practice. The most need for this profession requires that the teachers should be calm, patient and communicative by temperament and sociable in disposition.

**Teachers should:**

1. 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.
2. Participate in extension, co-curricular and extra-curricular activities including community service.
3. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
4. Seek to make professional growth continuous through study and research.
5. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
6. Maintain active membership of professional organizations and strive to improve education and profession through them.

**Teachers and the students:**

1. Respect the right and the dignity of the student in expressing his/her opinion.
2. Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare.
3. Pay attention to only the attainment of the student in the assessment of merit.

**Teachers and colleagues:**

1. Treat with other faculties in the same way as they themselves wish to be treated.
2. Speak respectfully of other faculties for professional advancement.



**ANDHRA MAHILA SABHA  
ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007



**Teachers and non-Teaching Staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**Teachers and Guardians:**

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, 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:**

1. Recognize that education is a public service and try to keep the society informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.



PRINCIPAL  
ANDHRA MAHILA SABHA  
Arts & Science College for Women  
(Autonomous)  
O.U. Campus, Hyderabad - 500 007.