

# **HAND BOOK FOR CODE OF CONDUCT**

**2017-2018**



## **A.V. College of Arts, Science & Commerce & A.V. College Post Graduate Centre,**

Affiliated to Osmania University (Established in 1968)  
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## CODE OF CONDUCT FOR STUDENTS

### 1. Must Do

- Be regular and punctual to the classes.
- Put in the mandatory 75% attendance.
- Maintain discipline, dignity, decency, order in the classroom and campus.
- Follow the college dress code.
- Always wear their Identity Cards.
- Be polite and courteous towards college staff.
- Outside the College must strive to maintain the reputation of their Institution

### 2. Appreciated

- Cultivate the habit of looking at notice boards of the college/departments every day.
- Active participation in all activities organized by the college.
- Visit the Library.
- Attend all counseling sessions convened by their mentors.
- Assist academically weak students.
- Dress code- formal dressing

### 3. Don't Do

- Avoid mobile phones in classrooms/labs/common areas.
- Disturbing the lecturer inside the classroom
- Agitations without exploring all avenues of redressal.
- Instigate other students to participate in boycotts.
- Bringing outsiders into the college premises without obtaining prior permission.
- Spitting on the walls, dirtying college premises etc.

### 4. Prohibited (Can result in suspension)

- Ragging is strictly prohibited in all forms and is a punishable offence.
- Involving in clashes in and around the campus. .
- Bribing the office staff for personal gains.
- Smoking / consuming Alcoholic beverages etc inside the college.
- Destruction of college property, manhandling of teachers or administrative staff or any other person in the institute campus or the authorities of the institute, and misbehavior with girl students will be viewed seriously.
- Manhandling of any college Teaching / Non Teaching staff.
- Promote / be part of any political activity in College.

## **CODE OF CONDUCT FOR FACULTY OF ALL CADRE - PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR.**

### 1. Must Do

- Be dressed in formals at all times
- Be polite and courteous towards parents
- Be on time to classes
- Conduct yourself with dignity at all times
- Be an example to students
- Uphold the name of the Institution
- If, for any unavoidable reason, one has to leave the work place, prior written permission should be obtained from the Principal/ Head of Institution through their HOD.
- To attend all counseling sessions convened by their mentors and to feel free to explain their academic/ personal / career difficulties and seek solutions.

### 2. Appreciated

- Introduce innovative teaching methods
- Facilitate students participations in publications, workshops, conferences, seminars, guest lectures etc.
- Take leave only after arranging for alternative faculty.
- Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
- The details of student Mentor Forms, feedback forms, self-performance appraisal reports given by the individual to the superior shall be treated as confidential
- Mentor and groom students

### 3. Don't Do

- Do not show partiality or hold personal grudges towards students
- Do not take unauthorized leave from college
- Do not discuss personal financial or college issues with students
- Do not use mobile phones in classrooms/common areas
- Do not engage in financial transactions with other staff members
- Form any formal and informal groups on the basis of caste, community and religion.

### 4. Prohibited

- Never manipulate marks of students
- Never engage in arguments in the common areas
- Never instigate students
- Never discriminate on the basis of caste, creed, religion, region, nationality, gender, political affinity etc.
- Never take favors from students
- Never conducts tuition for AV College students.

## **CODE OF CONDUCT FOR PRINCIPAL / DIRECTORS / HODs**

### **A. Directors: Are the key person with a good vision, who works for the overall development of the college day and night.**

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the AICTE, UGC and COLLEGE..
3. To conduct the periodical meetings with the HODs and faculties for effective administration of College.
4. To make the employees and students aware of the rules, policies and procedures laid down by the College and see to it that they are enforced.
5. To take Institute and Faculty feedback and accordingly take the remedial actions.
6. To maintain good rapport with the public and staff.
7. Plan and take the necessary actions for improvement of college results and academics.
8. To promote Industry Institution interaction and research & development activity.
9. To give unbiased attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search

### **B. Head of Department:**

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities.
2. To take remedial actions on department and faculty feedback.
3. To coordinate term work assessment and conduct of practical/oral examinations
4. To plan and take the necessary actions for value addition to curriculum by arranging activities, guest lectures, workshops etc for the benefit of the student and faculty to promote growth of the department results and academic performance.
5. To maintain discipline, conduct regular meetings with teaching , non teaching staff and students.
6. Prepare the department requirements and budget needed.
7. To execute any other work assigned by the Management / Director.

## **CODE OF CONDUCT FOR NON-TEACHING - PROGRAMERS & TECHNICAL STAFF:**

They have to perform the following duties:

1. To update and maintain institute website with institute data.
2. To provide support for various software servers and maintain servers, firewalls, routers, manageable switches UPS and batteries
3. To provide support for Lab Classes & Practical Exams
4. To give support for On-line exam, Seminar, Workshop, technical training program.
5. To ensure continuous internet during assigned hours.
6. To prepare the laboratories for smooth conduction of laboratory session.

### **CODE OF CONDUCT FOR LIBRARIAN & LIBRARY STAFF:**

1. To implement all library rules as defined by the management and be responsible for overall functioning of the library.
2. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
3. To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
4. To execute any other work given by the Director/management.

### **CODE OF CONDUCT FOR TRAINING AND PLACEMENT OFFICER:**

1. To maintain complete information regarding student appearing for placement activities.
2. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action and conduct placement activities smoothly.
3. To update and maintain the contact details of companies interested in recruitment activitie and arrange for personal development programs for student.
4. To take feedback from industry about the students recruited.
5. To execute any other work given by the Director/management.

### **CODE OF CONDUCT FOR MANAGER/OFFICE SUPERINTENDENT /OFFICE ASSISTANTS / SUPPORTING STAFF:**

1. To provide secretarial support to the College Management and Principal.
2. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
3. To ensure that documented Quality Management System is followed at various stages of administrative processes.
4. To execute the admission process and University Examination process of students.
5. To execute attendance monitoring, salary payments to faculty & staff.
6. To execute any other assignments given by Management and Principal

### **DUTIES AND RESPONSIBILITIES OF COLLEGE COMMITTEES:**

The Management and Principal constitute different committees like (Disciplinary, Anti-Ragging, Transport, Editorial, Women Grievance, Web committee, etc.,) for smooth running of the institution. The committee consists of a coordinator and members from each department. Their duty and responsibilities are:

1. To support the Principal in the smooth functioning of the committees.
2. They should send the Minutes of the Meeting copies of every meeting to the Principal/ Directors.
3. To conduct periodical meetings and pass resolutions that help promote the purpose for which the Committee has been formed, within the interests of the College.