



CODE OF CONDUCT FOR FACULTY

1. Preamble

This Code of Conduct is framed in accordance with:

- Regulations and Guidelines of the University Grants Commission
- Policies of the Government of Andhra Pradesh
- Statutes of the Affiliating University
- Autonomous regulations approved by the Governing Body

The faculty members of the Institution are expected to uphold the highest standards of professionalism, academic integrity, and ethical conduct.

2. Applicability

This Code applies to:

- Permanent faculty
- Contract/Ad-hoc faculty
- Visiting/Guest faculty
- Research supervisors
- Faculty holding administrative responsibilities

3. Professional Ethics

Faculty members shall:

1. Maintain absolute integrity, honesty, and fairness in teaching and evaluation.
2. Uphold the dignity of the teaching profession.
3. Respect the rights and dignity of students.
4. Avoid discrimination based on caste, religion, gender, disability, or socio-economic status.
5. Act in accordance with the Code of Professional Ethics prescribed by the University Grants Commission.

4. Teaching Responsibilities

Faculty shall:

1. Prepare and deliver lectures as per the approved autonomous curriculum.
2. Follow academic calendar and timetable strictly.
3. Maintain attendance and academic records accurately.
4. Conduct Continuous Internal Evaluation (CIE) transparently.

5. Encourage critical thinking, innovation, and research culture.

5. Research & Academic Integrity

Faculty members shall:

1. Avoid plagiarism and research misconduct.
2. Adhere to UGC guidelines on academic integrity.
3. Properly acknowledge sources in publications.
4. Obtain necessary ethical clearances for research involving human/animal subjects.
5. Not claim authorship without substantial contribution.

6. Examination & Evaluation Duties

Faculty shall:

1. Maintain confidentiality in question paper setting and evaluation.
2. Avoid favoritism or bias.
3. Refrain from disclosing marks before official publication.
4. Follow autonomous examination regulations strictly.

Malpractice or breach of confidentiality may attract disciplinary and legal consequences.

7. Prevention of Sexual Harassment (POSH Compliance)

Faculty must strictly comply with:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted by the Parliament of India
- Guidelines issued by the University Grants Commission

Faculty shall:

- Maintain professional boundaries with students.
- Avoid inappropriate communication (including digital platforms).
- Cooperate with the Internal Complaints Committee (ICC).

Sexual harassment shall result in strict disciplinary action.

8. Anti-Ragging Responsibilities

As per UGC (Curbing the Menace of Ragging in Higher Educational Institutions) Regulations, 2009:

Faculty shall:

- Prevent ragging within their departments.
- Report incidents immediately.
- Participate in Anti-Ragging Committees and awareness programs.

Failure to act may invite accountability under UGC regulations.

9. Conduct with Students

Faculty shall:

1. Treat students impartially and respectfully.
2. Provide academic mentoring.
3. Avoid private tutoring of enrolled students without permission.
4. Not exploit students for personal or financial benefit.
5. Maintain confidentiality of student information.

10. Conflict of Interest

Faculty shall:

1. Avoid situations where personal interests conflict with institutional responsibilities.
2. Declare financial or professional conflicts when participating in committees.
3. Not accept gifts or Favors influencing official decisions.

11. Political & External Activities

Faculty may participate in academic or civic activities provided that:

- Such activities do not interfere with official duties.
- Institutional name is not misused without authorization.
- Political activities within campus comply with institutional policies and Government norms of Andhra Pradesh.

12. Use of Institutional Resources

Faculty shall:

- Use laboratories, ICT, and library resources responsibly.
- Protect institutional property.
- Not misuse official email or digital platforms.

13. Confidentiality

Faculty must maintain confidentiality regarding:

- Student records
- Examination materials
- Institutional strategic decisions
- Sensitive administrative matters

14. Disciplinary Procedures

Violation of this Code may result in:

- Written warning
- Withholding of increments
- Suspension
- Termination of service
- Legal proceedings (where applicable)

Action shall be taken as per institutional service rules and applicable statutory provisions.

15. Undertaking

All faculty members shall sign an undertaking confirming adherence to this Code of Conduct at the time of appointment and annually thereafter.



CODE OF CONDUCT FOR GOVERNING BODY

1. Preamble

This Code of Conduct is framed in accordance with:

- Guidelines of the University Grants Commission on Autonomous Colleges
- Applicable policies of the Government of Andhra Pradesh
- Statutes of the Affiliating University
- Resolutions of the Governing Body

The Governing Body (GB) is the apex policy-making authority of the Autonomous Institution and is entrusted with ensuring academic excellence, transparency, accountability, and institutional integrity.

2. Applicability

This Code applies to:

- Chairperson of the Governing Body
- Management nominees
- University nominees
- Government nominees
- Faculty representatives
- Industrial/community representatives
- Member Secretary (Principal)

3. Core Principles of Governance

Members of the Governing Body shall uphold:

- Institutional autonomy with accountability
- Academic excellence
- Transparency in decision-making
- Fairness and equity
- Ethical leadership
- Compliance with statutory regulations

4. Fiduciary Responsibility

Governing Body members shall:

1. Act in the best interests of the Institution at all times.
2. Exercise due care, diligence, and independent judgment.
3. Ensure proper utilization of financial and academic resources.
4. Safeguard the reputation and long-term sustainability of the Institution.

5. Statutory Compliance

The Governing Body shall ensure compliance with:

- Regulations of the University Grants Commission
- Policies of the Government of Andhra Pradesh
- Conditions of autonomous status
- NAAC/NBA and other accreditation requirements
- Applicable labour, finance, and education laws

Non-compliance shall be viewed seriously.

6. Academic Oversight

The Governing Body shall:

1. Approve institutional vision, mission, and strategic plans.
2. Ratify recommendations of Academic Council and Board of Studies.
3. Ensure quality in teaching, research, and extension.
4. Protect academic freedom consistent with regulatory norms.
5. Monitor student outcomes and institutional performance.

7. Financial Stewardship

Members shall ensure:

- Proper budgeting and financial planning
- Transparent procurement processes
- Periodic internal and external audits
- Prevention of financial irregularities
- Compliance with grant conditions (if any)

No member shall misuse institutional funds or influence financial decisions for personal gain.

8. Conflict of Interest

8.1 Disclosure

Members must disclose any:

- Financial interest
- Personal interest
- Professional interest

that may conflict with institutional decisions.

8.2 Recusal

Members with a conflict shall:

- Abstain from discussion
- Not vote on the concerned matter
- Ensure the conflict is recorded in minutes

9. Ethical Conduct

Governing Body members shall:

1. Maintain integrity and impartiality.
2. Avoid favouritism, nepotism, or undue influence.
3. Respect confidentiality of institutional matters.
4. Not interfere in day-to-day academic administration except through policy decisions.
5. Uphold the dignity of the Institution in public forums.

10. Meetings & Participation

Members shall:

- Attend meetings regularly
- Review agenda papers in advance
- Participate constructively in deliberations
- Respect majority decisions
- Ensure proper quorum and documentation

The Chairperson shall ensure orderly and effective conduct of meetings.

11. Confidentiality

Members shall maintain strict confidentiality regarding:

- Examination matters
- Staff appointments and disciplinary cases
- Financial negotiations
- Strategic institutional decisions
- Sensitive student matters

Unauthorized disclosure may attract removal and legal action.

12. Relationship with Institutional Authorities

The Governing Body shall:

- Respect the operational autonomy of the principal.
- Provide policy direction without micromanagement
- Support statutory bodies (Academic Council, Finance Committee, etc.)
- Ensure grievance redressal mechanisms function properly

13. Compliance with Anti-Ragging & POSH

The Governing Body shall ensure institutional compliance with:

- UGC (Curbing the Menace of Ragging in Higher Educational Institutions) Regulations, 2009
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted by the Parliament of India

It shall periodically review reports of:

- Anti-Ragging Committee
- Internal Complaints Committee (ICC)
- Student Grievance Redressal Committee

14. Accountability & Review

The Governing Body shall:

- Periodically review institutional performance
- Ensure implementation of NAAC recommendations
- Monitor compliance with autonomous conditions
- Conduct self-evaluation of governance effectiveness

15. Removal for Misconduct

A Governing Body member may be removed as per applicable statutes for:

- Proven misconduct
- Conflict of interest violations
- Financial impropriety
- Breach of confidentiality
- Actions detrimental to the Institution

16. Undertaking

Every member of the Governing Body shall sign an undertaking agreeing to abide by this Code of Conduct upon assumption of office.



Code of Conduct for Students

1. Preamble

This Code of Conduct is framed in compliance with the regulations of the University Grants Commission, the Government of Andhra Pradesh, and other applicable statutory bodies.

As an Autonomous Institution, the College exercises academic autonomy while remaining bound by the statutes, ordinances, and regulations of the affiliating university and national regulatory authorities. All students admitted to the College shall abide by this Code.

2. Scope & Applicability

This Code applies to:

- All undergraduate and postgraduate students
- Students residing in hostels
- Students participating in online/offline academic activities
- Conduct on campus, off campus, and in digital spaces where the reputation of the College is involved

3. General Discipline

Students shall:

1. Maintain discipline, dignity, and academic integrity.
2. Show due respect to faculty, staff, visitors, and fellow students.
3. Carry valid Identity Cards at all times on campus.
4. Not damage or misuse institutional property.
5. Comply with lawful directions of the College authorities.

4. Attendance & Academic Responsibilities

1. Students must maintain minimum attendance as prescribed by the autonomous academic regulations (normally not less than 75% as per UGC norms).
2. Participation in Continuous Internal Evaluation (CIE), assignments, seminars, and practicals is mandatory.
3. Academic dishonesty—including plagiarism, impersonation, and cheating—is strictly prohibited.
4. Examination conduct shall follow the rules framed under autonomous examination regulations.

Legal Reference:

- UGC Minimum Standards of Instruction for Grant of the First Degree Regulations.

5. Anti-Ragging Policy (Mandatory Compliance)

Ragging in any form is strictly prohibited.

5.1 Statutory Basis

This institution complies with:

- University Grants Commission (Curbing the Menace of Ragging in Higher Educational Institutions) Regulations, 2009
- Relevant directions of the Hon'ble Supreme Court of India

5.2 Definition

Ragging includes any conduct that:

- Causes physical or psychological harm
- Creates fear, shame, or embarrassment
- Forces students to perform acts against their will

5.3 Punishments

As per UGC Regulations, penalties may include:

- Suspension from classes
- Debarment from examinations
- Rustication
- Expulsion
- FIR with police authorities

The decision of the Anti-Ragging Committee shall be binding.

6. Prevention of Sexual Harassment (POSH Compliance)

The College has zero tolerance for sexual harassment.

6.1 Legal Framework

The College complies with:

- Parliament of India — The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
- Guidelines of the University Grants Commission

6.2 Internal Complaints Committee (ICC)

- The ICC is constituted as per statutory norms.
- Complaints shall be handled confidentially.
- Retaliation against complainants is strictly prohibited.

7. Prohibition of Discrimination

Discrimination based on caste, religion, gender, disability, language, region, or economic status is prohibited.

Legal Basis:

- Constitution of India — Articles 14, 15, and 21
- Guidelines of the University Grants Commission

8. Dress Code & Identity

1. Students shall follow the dress code prescribed by the autonomous institution.
2. Dress must be modest and appropriate for an academic environment.
3. Wearing ID cards is compulsory within campus.

9. Use of Campus Facilities

Students shall:

- Follow library and laboratory rules
- Use ICT resources ethically
- Not access restricted areas without permission
- Switch off or silence mobile phones during classes unless permitted

10. Substance Abuse

Possession or consumption of:

- Alcohol
- Tobacco
- Narcotic drugs
- Any intoxicating substance

within campus is strictly prohibited.

Legal Reference:

- NDPS Act, 1985 (where applicable)
- State Government regulations of Andhra Pradesh

11. Political Activities

1. Students shall not organize or participate in political activities on campus without prior written permission.
2. Activities disrupting academic functioning are prohibited.
3. The autonomous status of the institution shall not be used to promote partisan activities.

12. Social Media & Cyber Conduct

Students shall not:

- Post defamatory content about the institution or individuals
- Engage in cyberbullying or online harassment
- Circulate misinformation using the College name

Violations may attract disciplinary and legal action under the Information Technology Act, 2000.

13. Grievance Redressal Mechanism

The College maintains:

- Student Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee (ICC)
- SC/ST/OBC/Minority Cell (where applicable)

Legal Reference:

- UGC (Redressal of Grievances of Students) Regulations, 2019

14. Disciplinary Procedures

Depending on the severity of misconduct, the autonomous institution may impose:

- Warning
- Fine
- Withholding of scholarships/results
- Suspension
- Rustication
- Expulsion
- Legal action

The decision of the Principal/Disciplinary Committee shall be final, subject to appeal provisions under autonomous regulations.

15. Undertaking by Students

At the time of admission, every student and parent/guardian shall submit:

- Anti-ragging affidavit
- Code of Conduct undertaking