



GOKULA KRISHNA COLLEGE OF ENGINEERING- SULLURPET

Approved by AICTE, New Delhi & Affiliated to JNTUA Ananthapuramu
Accredited by NAAC; An ISO 9001:2015 Certified Institution



Behind RTC Depot, Sullurpet, Tirupati Dist., Andhra Pradesh -524121
Phone: 08623-294255 Website: www.gkcesp.com Email: gkceoffice@gmail.com

CODE OF CONDUCT

All students are made aware of the code of conduct during admission, during the Orientation Program and during the class all through the session. The Principal, Heads of all Departments, departmental teaching and non-teaching staff looks after the matter individually. The Principal and IQAC Coordinator look after the matter of teaching and nonteaching staff and whether they are following the code of conduct. If any issues develop, the matter is being discussed one-to-one, though no such serious matter has ever taken place.

CODE OF CONDUCT FOR STUDENTS

- Students are expected to maintain a good environment conducive to academic pursuits and restrain themselves from passing any derogatory comment towards any religion/caste/creed etc.
- Students should be punctual and should maintain discipline in the college.
- Students should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.
- Student should not remain absent without prior permission.
- Each student should carry his/her identity card inside the college which should be exhibited on demand.
- Students' behaviour towards the teachers, non-teaching staff and other students should be decent and humble. Arrogant attitude or rude behaviour shown towards any would be considered condemnable and punishable as well.
- Ragging, in any of its forms, is strictly prohibited inside and outside the college premises. Strict action (even rustication) would be taken against anyone found guilty in this matter (UGC Regulation 2009) Student should not involve in any kind of illegal activities.
- The college campus is to be kept clean and the garbage bins have to be used for waste disposal.
- Students should not gather or loiter unnecessarily in the corridors.
- Lights and fans have to be switched off before leaving the classroom to save energy
- The students should take care of college properties and be careful to prevent any kind of damage. If identified, fine will be imposed on the particular student responsible for the damage and if not identified the entire class / section has to pay for the loss.
- Consumption of tobacco in any form (cigarette, Gutkha, Khaini) is strictly prohibited inside the college premises. Anybody found in such act would be penalized.
- Use of mobile phone/tablet/similar electronic gadget is strictly restricted inside the classroom/examination hall, library, laboratories and corridors. Violation of this rule may be followed by a penalty.
- Students must dress themselves in a simple and decent manner.
- Students must carry the Lending & Reference - cards with him or her to get the books issued / return.
- Students are not permitted to use anyone else's Lending & Reference cards. Student should protect property of the college.



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CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.

CODE OF CONDUCT FOR TEACHERS

- Teacher should maintain dignity and decorum of the post.
- Teacher should perform his or her duty honestly.
- Teacher should Ensure the all-round development and well-being of the students by having a caring approach towards them.
- Teacher should prepare the lesson plan of the allotted subjects.
- Teacher should inculcate patriotism and discipline among students.
- Teacher should avail leaves with prior intimation.
- Teacher should work towards betterment of the Institution.
- Teacher should be available for consultation to students.
- Teacher should not indulge in casteism.
- Teacher should not remain absent from duties without prior permission.
- Teacher should not engage directly or indirectly in any trade or business.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.