



GAYATRI VIDYA PARISHAD

COLLEGE FOR DEGREE AND PG COURSES (AUTONOMOUS)

Affiliated to Andhra University || Accredited by NAAC

VISAKHAPATNAM

CODE OF CONDUCT

FOR STAFF(Teaching & Non-Teaching)

These Code of Conduct apply to all staff members, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of Gayatri Vidya Parishad College for Degree and PG Courses (A), approved by governing body meetings dated 28-10-2019.

- The provisions contained in this shall apply, without exception, to all staff members of the college whether, ad-hoc, probationary, temporary, part-time, contractual or permanent.
- Every staff member, without exception, shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.
- The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the college that may be in force from time to time by any staff and shall have the power to appoint an Inquiry Officer(s) to conduct an inquiry into the charges against such staff member.
- Every staff member shall be governed by the following code of conduct, which is not exhaustive:
- Every staff member shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- Every staff member shall maintain absolute integrity, a high sense of devotion to duty and high standard of conduct. The staff members shall be loyal to the college and abide by the rules and regulations made from time to time.
- Every staff member shall carry out the work assigned to him/her by his/her superiors consciously in accordance with the specific or general instructions of his /her superiors and shall maintain discipline at all times in the department or workplaces or premises of the college. He/She shall also co-operate with his/her superiors and co-staff members and not commit a nuisance and abet indiscipline among others.

- No staff member shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college/college management or members of the staff.
- Any staff member is required to accept any work allotted to him/her by the Principal/Director/HOD in addition to the work allotted to the particular post held by the staff member, keeping in mind the culture and ethics of the college.
- Staff members shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the college.
- Staff members who have been provided with uniform/identity card shall wear it while on duty. Uniform provided by the college shall not be worn during off-duty hours.
- Staff members shall take proper care of machines, tools, materials, equipment, furniture and all other various property of the college, movable and immovable.
- Staff members shall promptly report of an accident or hazard noticed by them on the premises of the college and shall promptly do the needful to minimize the damage forthwith. 10) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 5 minutes for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the College if he/she is late by 45 minutes, and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the concerned authority.
- No staff members are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the college.
- No staff member shall tamper or cause to tamper with the record so notices of the college.
- The staff member shall not communicate directly or indirectly any official document or information to any other person/authority without prior permission from the authorities concerned.
- No staff member shall disturb the harmony and peaceful atmosphere of the college by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the college.

- No staff member shall indulge in quarrels, cross-talk, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the college.
No staff member shall make a collection of money in any manner on the premises of the college.
- No staff member shall interfere with the work of other staff members, disturb or cause annoyance to them or misbehave with them at work.
- No staff member shall smoke and shall not bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- No staff member shall undertake employment while in service of the college other than his duties connected with the college, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes


Principal
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Visakhapatnam - 45