

# Government First Grade College, Kavoor



## Code of Conduct

Code of conduct represents the guidelines for the stakeholders of the college and thereby all have to abide by it in all situations. All the stakeholders are expected to uphold the same and exhibit highest ethical standards in all their transactions in and outside the college premises.

### CODE OF CONDUCT FOR TEACHERS:

The following are the code as applicable for every teacher of the college including the Principal and Guest faculties who ought to provide quality time in college and work for the benefit of the student community.

1. Teachers are expected to align themselves to the work as allocated by the senior teacher or the head of the department of the concerned programme and keep a record of the same in their work diary as made available by the college.
2. Completing the syllabus on time and encouraging the students to do well in the exams plays a vital role in the growth of every student.
3. Punctuality and discipline will be accorded the highest priority while in the college premises.
4. Building win-win relationship between the students and encouraging them to take up challenging task in their life.

  
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5. Teachers' role is not just mere teaching, it should be extended to acting as a counsellor, philosopher and guiding light to all the students of the college.
6. Apart from academic work, the teachers are also expected to involve themselves in the tasks as allocated by the Principal in the smooth functioning of the college.
7. Every teacher should set a good example of oneself in both words and deeds for every student to emulate.
8. Teacher should continue to stay abreast, grow in the subject and make a mark for oneself in their area of specialisation and beyond.
9. It goes without saying that Punctuality and collaboration with other staff is inevitable for day to day transactions in the college.
10. Keeping up to oneself and indulging in healthy talks both inside and outside the college premises is an important part of this code.
11. Every teacher should strive very hard to uphold and add value to the name and fame of the institution.

#### **CODE OF CONDUCT FOR STUDENTS:**

Every student studying in this college has to abide by the following code in their day to day transactions inside and outside the college. It is expected of every student to uphold highest integrity and ethical standards in their walk of life.

1. Every student will give highest importance to punctuality and discipline while in the college premises.
2. It is expected of every student to respect the teaching, non-teaching, administration staff and fellow students at all times.

  
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3. Every student will be regular to college and attend classes as per the scheduled time table and involve oneself in other academic works as allocated by the teachers.
4. For overall growth of the student, he/she is expected to enrol in some extra-curricular and co-curricular activities and to abide with the guidelines as given from time to time.
5. Every student should make use of the library and other resources made available in the college for ones benefit and at the same time safeguard it for others benefit too.
6. It is expected of every student to follow the college guidelines as to the uniform and other dress code during college functions as issued by the Principal from time to time.
7. Library and other dues must be cleared to avail a NOC from the college office.
8. Students wanting to discontinue the programme must seek a prior permission from the Principal and the concerned Head of the Department in written form.
9. Any issues of ragging, indiscipline and misconduct by a fellow student must be brought to the notice of the Principal and the staff for immediate action.
10. Organising Picnics, tours, excursions, etc. without the prior written permission of the Principal is strictly prohibited.
11. Every student must uphold the integrity and the name of the college whenever they are permitted to represent the college in inter-collegiate competitions.
12. No student will indulge in political activities and provoke others to be a part of the same within the college premises.
13. Student cannot engage themselves either directly or indirectly in strikes or lockout and against the college authorities at any time.

  
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14. Carrying explosives, arms and ammunition and other dangerous objects to the college is strictly prohibited and the same will be reported to the police authorities immediately and necessary action will be taken against the defaulter.
15. Every student is expected to safeguard the college property and not indulge in any kind of damage. It is expected of a fellow student to report the matter to the higher authorities if in case any other student is involved in it.
16. Students are not allowed to represent the college in any media talk show or other, without the prior written permission of the Principal.
17. Examination and other academic tests, assignments, etc are part and parcel of the academic activity of any educational institution. Attending the examination, class tests, submission of assignments as and when asked for, must be obliged and attended to. Students ought to display the highest ethical standards during the examination.
18. Videography, Photography, etc within the college premises is allowed only with the written permission of the concerned teacher incharge of the event. No student can share the same AV with the outside media.

#### **CODE OF CONDUCT FOR NON-TEACHING STAFF:**

Non-teaching staff forms the face of the institution. The students, parents and other stakeholders first meet the non-teaching staff of the college. Hence, decorum, patience and clarity of ideas and solving immediate issues must be given importance.

1. Punctuality and discipline will be accorded the highest priority while in the college premises.

  
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2. Work as allocated by the Principal and daily routine tasks have to be completed within the time specified.
3. In case of leaves of any kind, the concerned staff will take a written permission from the Principal in advance.
4. While dealing with students, the concerned staff must give highest priority to the task at hand with a smile.
5. University and Department emails, circulars, letters must be attended to and addressed immediately and if required, the same should be brought to the notice of the Principal.
6. It goes without saying that Punctuality and collaboration with other staff is inevitable for day to day transactions in the college.
7. Keeping up to oneself and indulging in healthy talks both inside and outside the college premises is an important part of this code.
8. Every no-teaching staff should strive very hard to uphold and add value to the name and fame of the institution.

  
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