

GAYATRI VIDYA PARISHAD COLLEGE OF ENGINEERING FOR WOMEN

(Affiliated to Jawaharlal Nehru Technological University Kakinada)

MADHURAWADA, VISAKHAPATNAM-48

Code of Conduct
for
Students, Teachers, Administrators and Other Staff

Disclaimer

This document is compiled in compliance with the regional employment standards and is provided for information purpose only. The college has no legal liability for loss or damage caused as a result of the reliance on the information.



CORE VALUES OF THE INSTITUTION

Gayatri Vidya Parishad College of Engineering for Women is established by 'Gayatri Vidya Parishad' an educational society that was established in 1988. The Parishad is proud to have renowned erstwhile Vice-Chancellors, Academicians, Legal Luminaries, Industrialists, Philanthropists and elite of Visakhapatnam on its Governing body.

Gayatri Vidya Parishad College of Engineering for Women (GVPCEW) is established with a vision to emerge as an acclaimed centre of learning that provides value based technical education for the holistic development of students.

GVPCEW tries its best to attain its vision by committing to the core values of Commitment, Intellectual excellence, Ethics and Dignity, Diversity and Accountability.

The college is committed to maintain and endorse a culture of conduct that showcases excellence, justice, integrity, fairness, inclusiveness, respect and accountability.



Code of Conduct for Students:

1. The students of the college are governed by the rules and regulations of the affiliating university – JNTUK that is prescribed from time to time.
2. The students are required to treat all the employees of the institution with respect, dignity, impartiality, courtesy and sensitivity.
3. The students are expected to develop a sense of belongingness to the institute. They are required to keep it clean and create a congenial environment that is conducive for studies.
4. Academic honesty and Punctuality are mandatory and students are required to adhere to both of these with utmost commitment. The academic regulations of affiliating University are to be scrupulously followed.
5. The students are required to wear the ID card, follow dress code and scrupulously follow the rules pertaining to Library, Laboratories, Workshops, Drawing Halls and Classrooms.
6. Students are refrained from getting involved in or encouraging any sort of discrimination, harassment of employee or other students, posting derogatory comments about individuals on social media or indulging in any related activities that harm/damage the reputation of the institute.
7. Causing damage to college property or personal property of others, stealing, misusing, defacing of college property or property of others is strictly prohibited.
8. Audio/Video recording of activities in classrooms or actions of other students, faculty or staff should not be done without the prior permissions of the individuals involved or Authorities.
9. The students are required to follow the instructions disseminated through the college website, notice boards from time to time.
10. The usage of personal electronic gadgets is governed by the rules of the government and as a principle, usage of mobile phones in the campus is prohibited.
11. The students are entirely responsible for their personal belongings such as electronic gadgets, valuables etc and college is not responsible for any loss or damage to these belongings.
12. Ragging is an offence and is strictly prohibited according to A.P, Govt.Act1997. Any complaint of ragging entitles severe disciplinary action after enquiry if students of the



college are found to be involved in Ragging inside or outside the college campus. Action will be initiated as per the act.

13. In case of any indiscipline, irregularity, default in payment of fee and poor performance or failure in Examinations or any other matter of concern the parents/guardians will be informed for any subsequent corrective action. Further they are governed by the rules of the college enforced from time to time.



AL
Vice Principal
GVP College of Engineering
for Women
Visakhapatnam

Code of conduct for teachers, administrators and other staff:

Gayatri Vidhya Parishad College of Engineering for Women is striving for academic excellence and progress of Engineering. The primary goal of Education, research has been conducted in alignment with our national needs and priorities to ensure that our mission, objectives make contributions to global needs.

1. Teachers shall read, understand and comply with institutes' policies as mentioned in the service rules.
2. Teachers should strive to advance the interests of the teaching profession through responsible ethical practices.
3. Teachers should regard themselves as learners and engage in continual professional development.
4. They should be truthful when making statement about their qualifications and competencies.
5. Teachers should prepare students for their examinations. Hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the JNTUK, Kakinada.
 - Syllabus completion should be according to academic calendar.
 - Students learning should be assessed periodically and modification of teaching and assignments should be done accordingly. It should be done in an impartial manner.
 - Teachers shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
 - Mentorship should be fulfilled in order to enhance students' academic performance.
6. It is mandatory for faculty members to display Identity cards at all times when they are inside the college campus.
7. Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HoD/Principal for necessary action.
 - Cases of indiscipline, misbehaviour or insubordination should be dealt at the HoD level or Principal level and as such teachers should not

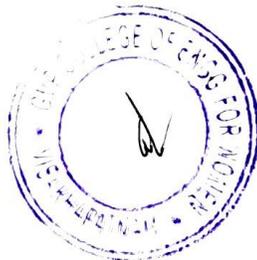


threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

8. Faculty should not summon parents to the Institution under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Administration.
9. As per the rules of the institute, staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.
10. Teachers are advised to refrain from awarding punishments like:
 - Dismissal from the classrooms.
 - Making them stand in the class rooms.
 - Summoning their parents to campus.
11. As members of Gayatri Vidya Parishad College of Engineering for Women college community, all administrative officers are responsible for sustaining highest ethical standards of the institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices. Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
12. The institute will not tolerate harassment (and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to align their behaviour that uphold the ethical, professional and legal standards as mandated by statutory bodies like UGC, AICTE etc.
13. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability.
14. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
15. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be reflecting good values.



16. Every employee should protect the confidential, proprietary and private information generated by the Institute or acquired in the course of an individual's association with the Institute. Information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institution.
17. Every employee should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, They should not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.
18. An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.
19. The employees are refrained from furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
20. The employees are also refrained from defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.



M. M. Khan
Vice Principal
GVP College of Engineering
for Women
Vietnam