



SGK GOVT. DEGREE COLLEGE-VINUKONDA

PALNADU DISTRICT, ANDHRA PRADESH - 522647

Accredited with B⁺⁺ by NAAC

(AFFILIATED TO ACHARYA NAGARJUNA UNIVERSITY, GUNTUR)



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OFFICIAL CODE OF CONDUCT

I. CODE OF CONDUCT FOR STUDENTS

The students are the primary stakeholders of this 38-acre eco-friendly campus. Their conduct should reflect the philanthropic vision of our founders.

Academic Discipline

- Students must maintain a minimum of 75% attendance.
- Punctuality is mandatory for all theory and practical sessions.

Identity & Decorum

- Carrying a valid College ID card is compulsory.
- Students must dress modestly and maintain formal decorum within the premises.

Anti-Ragging Policy

- Ragging is a criminal offense.
- Any student found guilty of teasing, manhandling, or harassing peers will be subject to immediate expulsion and legal action.

Resource Management

- **Library:** Silence must be maintained. Books from the 13,500+ collection must be handled with care and returned on time.
- **Laboratories:** Students must follow safety protocols in the Science, English Language, and Virtual Labs.
- **Gymnasium:** Equipment must be used only under the supervision of the Physical Director.

Eco-Consciousness

- As an eco-friendly campus, littering, damaging plants, or wasting water is strictly prohibited.
- Use of plastic is discouraged.

JKC Participation

- Students are expected to actively engage with the Jawahar Knowledge Centre to enhance their employability and soft skills.

Substance Abuse

- The campus is a 100% Tobacco and Alcohol-Free Zone.
- Possession or consumption of prohibited substances will lead to permanent rustication.

II. CODE OF CONDUCT FOR TEACHING STAFF

Faculty members are the pillars of academic excellence and mentors to the youth of Palnadu.

Professional Ethics

- Teachers must adhere to the academic calendar.
- Ensure timely completion of the syllabus and internal assessments.

Inclusive Mentorship

- Teachers must provide remedial coaching and emotional support, especially to students from academically backward areas.

Innovation & Research

- Faculty should actively use Virtual Labs and ICT tools.
- Participation in seminars, workshops, and research publications is encouraged.

Impartiality

- Evaluations must be objective.
- No teacher shall discriminate against any student based on gender, caste, religion, or socio-economic background.

Institutional Loyalty

- Teachers must cooperate with the Principal in all administrative and extracurricular activities (NSS, NCC, JKC, etc.).

Social Conduct

- Faculty should avoid any activity that may bring disrepute to the institution or interfere with their teaching responsibilities.

III. CODE OF CONDUCT FOR NON-TEACHING STAFF

The administrative and technical staff ensure the smooth functioning of the institution's infrastructure.

Student Service

- Staff should be courteous and helpful in addressing student queries related to scholarships, admissions, and certificates.

Maintenance of Records

- Absolute confidentiality and integrity must be maintained in handling examination data, financial accounts, and service registers.

Infrastructure Upkeep

- Technical staff are responsible for maintaining lab equipment, gym facilities, and ICT infrastructure to prevent loss to the government.

Punctuality

- Staff must strictly adhere to office hours and be available during peak academic periods such as admissions and examinations.

Resource Preservation

- Staff should ensure judicious use of electricity and water across the campus.

IV. GENDER SENSITIZATION & SAFETY

Internal Complaints Committee (ICC)

- The college maintains a zero-tolerance policy toward sexual harassment.
- Any grievance will be addressed within 48 hours.

Security

- All members of the college must report any unauthorized entry or suspicious activity to the Principal's Office immediately.