



NIZAM COLLEGE (AUTONOMOUS)

Constituent college of Osmania University

INTERNAL QUALITY ASSURANCE CELL CODE OF CONDUCT FOR STAKEHOLDERS 2020-2021

PRINCIPAL
NIZAM COLLEGE, O.U.
HYDERABAD-500 001.

Preamble

Effective teaching and learning atmosphere can be ensured only by strictly adhering to certain disciplinary measures. Our institute has formulated Code and Conduct for all the stakeholders which ensures overall development of students and improving professional skills of teaching and non-teaching faculty. The aim of framing the Code and Conduct is to ensure that all the stakeholders are aware of the rules and regulations of the college. It helps in improving the academic performance of the students and preparing them as productive and responsible citizens. Code and Conduct aims to accomplish the vision and mission of the institute which is to emerge as one of the best institutions offering quality higher education in the state of Telangana and to disseminate knowledge through students globally.

Code of conduct for students

- Attend classes regularly and on time. Do not enter the class or leave the class in between as it causes disturbance and distraction
- Students with attendance percentage less than 75% will not be allowed to appear for their examinations
- Always carry your identity cards issued by the college
- Wear decent dress that does not attract undue attention. Maintain decent hair style
- Mobile phones should always be kept in silent mode when in class, laboratory and library. Strictly avoid carrying mobile phones to the examination halls
- Use the internet/WiFi facilities of the college only for academic purposes.
- Food and beverages are not permitted into the class, laboratory, library and examination hall
- Students should respect and wish their teachers within the campus or outside the campus. They should not address their teachers by their names
- Do not indulge in ragging activities. Ragging is a punishable offence as per UGC and government guidelines
- Do not indulge in smoking – The College is a NO SMOKING ZONE
- Work for a clean, green, plastic-free College
- Do not zoom around the college campus on motorbikes disturbing the academic ambience of the college
- Do not indulge in honking and removal of silencers of vehicles
- Park vehicles at the specified parking space only and walk to the classrooms and examination halls.
- Students should utilize the limited parking space at their own risk, college authorities are not responsible for the damage/theft/loss of the vehicle
- Ride or drive the vehicles at moderate speed only. Over speed is considered as an act of indiscipline. Don't use horn in the campus
- Vehicle races/elephant procession inside the campus are prohibited
- Do not waste time at the College canteen, food court and corridors of the campus
- Follow the time schedules, rules and regulations of the institution examinations
- Be present in the examination hall half an hour before the commencement of the examination.

- Strict action will be taken against students involved in malpractices during their examination
- Understand the evaluation system of the college • Complete the chosen course within the stipulated time schedule
- Students should attend meetings, functions and other activities of the college in time
- Students are expected to read the notice boards everyday for important announcements made by the college.
- If someone wishes to leave the college premises during the college hours they should take prior permission from concerned authorities
- Do not waste water – Save water
- Switch off lights and fans when not in use
- Keep your surroundings clean, do not litter the waste everywhere
- Keep toilets clean – flush toilets before and after use – Keep yourself free from infectious diseases
- Work towards keeping yourself fit – Use the facilities of YOGA, sports ground and gymnasium
- Use the library regularly – Improve your skills and knowledge
- All students should respect their teachers, fellow classmates, other students, staff of the college and special concern for divyangjan students
- Students should have sense of patriotism, brotherhood, religious & communal harmony
- Hostel students are expected to maintain discipline and decency when in hostel.
- Do not damage and destroy the property of college/hostel as it is punishable crime
- Students should obey all the rules and regulation imposed by the college authorities, anyone deviating from them are liable for disciplinary action
- Fee once paid will not be refundable
- Students are strictly prohibited from indulging in any political matters/antisocial activities within the college campus or outside the college premises
- Students with poor academic performance will be detained. They are recommended to attend the remedial coaching classes conducted by the college
- Students should actively participate in activities organized by NCC, NSS and various clubs/cells

- Students are recommended to make proper use of all Cells/ Committees of college like ELTC, Carrier and guidance cell, placement cell, etc.,
- Attend free competitive examination coaching offered by the college
- Be actively connected with your mentors
- Girl students are recommended to attend the Self-Defence course classes offered by Womens Cell of the college
- If any teacher is absent they should notify it to the head of the department or concerned authorities
- If the syllabus of particular course is not been completed in stipulated time please report it to the concerned authorities on time. Complaints just before the commencement of the examinations are not encouraged or entertained
- Students should not get involved in collecting money for conducting any kind of activities in the college or outside the college without the prior permission the college authorities
- Students must actively participate in college/inter college/interuniversity/interstate competitions notified by the college
- Safeguard your belongings; do not blame others for theft of your belongings. College is not responsible for your loss unless you deposit your property with the college office
- Students should contact the college office for any kind of certificates/document/testimony. Do not contact Principal directly for such matters
- Use of abusive language against anyone in the college is punishable
- Examination fee should be paid within the prescribed dates only.
- Students receiving government scholarships should renew them at regular intervals
- Students should not participate in any unauthorized activities
- Students of both sex are expected to maintain healthy and decent relationship within the campus and outside the campus – To spread the spirit of gender sensitivity and gender equality
- Circulation of any printed matter/pamphlets without the permission of the head of the institution is prohibited
- Without prior permission visitors are not allowed to enter into the classrooms to meet the students

- Students parents can meet the teachers in their leisure time and Principal during visiting hours i.e., from 3-5pm
- Use the sports ground in leisure time and from 4-6 PM after the classes
- Students are encouraged to post their grievances into the grievance boxes provided 7 Code Of Conduct For Teaching Staff
- Teachers should maintain their integrity/dignity and are expected to discharge their duties sincerely with honesty
- Teachers should be well dressed and well mannered
- Teachers should be impartial with students and his/her official discharge of duties
- Teachers must report in time to duty as per the working hours prescribed and should be available in campus
- Teachers should sign the attendance register while reporting for duty
- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time
- Teachers should be good counselors, facilitators, mentors and role models. They should help, guide, encourage, and assist the students to ensure that the Teaching-Learning process is effective and successful
- Teachers should carry out other academic, co-curricular and institutional activities that may be assigned to them from time to time
- Teachers are encouraged to write text books, publish articles and present papers in seminars and conferences
- Teachers are encouraged to attend Faculty Development Programs, Quality Improvement Programs to update their knowledge
- All the teachers must report for duty on the re-opening day and the last working day of each semester • Any instructions issued by the competent authority by way of Circulars and Notices from time to time must be complied with
- Heads of the Departments must submit the Department's time table and individual teacher's time tables to the Principal before the commencement of the academic year. Any change must also be reported to the Principal in writing
- Smoking in class/library/examination hall is prohibited
- Under emergency/unexpected situations teachers are expected to discharge their duties even after college scheduled working hours/holidays
- Teachers should take leave/vacation with prior written permission of the concerned authority

- Teachers should notify to the head of the institution if they are moving out of the station
- Do not get involved in any political/anti-social activities as it is punishable crime
- Writing critical articles/publications against College/University is not encouraged
- Initiation of any criminal proceeding against a teacher should be immediately notified to the authorities
- Teachers grievances should be intimated to the head of the institution before submitting it to higher authorities
- All teachers are governed by college/university rules and regulations
- Teachers are subjected to enquiry/punishment if they deviate from discharge of their duties or commits an offence
- Teachers should strive to achieve the vision and mission of the college
- Avoid using mobile phones when in class/library/examination hall
- Provide quality education in innovative method. Regularly update your skills/knowledge.
- Develop reasoning ability and research skills of the students
- Organize parent teacher meetings
- Teachers must maintain healthy/peaceful environment in the campus
- Teachers should promote brotherhood, nationalism and patriotism among the students. They should have respect for National anthem, National flag and National symbols.
- Conduct activities for promotion of universal values and ethics Code Of Conduct For Non- Teaching Staff
- Non Teaching staff working in the college office or departments should be available in campus during the college hours
- You are expected to strictly follow rules and regulations of the college
- Discharge duties with honesty, fairness and integrity
- Deal with students politely
- Do not waste/misuse college finances
- Non Teaching staff assigned to the laboratories should keep the labs clean
- Non Teaching staff assigned to the laboratories shall maintain a stock register for all the articles, equipments, chemicals in the lab.
- Non Teaching staff shall sign in the attendance registers while reporting for duty
- Non Teaching staff working in office should maintain the service records of all employees and periodically update them

- All the staff members should display the highest possible standards of professional behavior that is required in an educational institutional establishment
- Take leaves with prior intimation/permission Code Of Conduct For The Principal And Administrative Staff
- To plan and achieve the Vision and mission of the college
- To run the administration in a transparent manner
- To abide by the guidelines of UGC and Telangana State Council for Higher Education (TSCHE)
- To delegate authority and follow the principle of decentralization
- To strive for quality sustenance in all the institutional activities, decisions and processes
- To maintain decency and discipline on the college campus
- To be impartial towards staff and students
- To keep the institution's flag flying high
- Encourage research activities among teachers and students
- To always act in good faith and the best interests of the college
- To be fair and reasonable and act in a just manner
- To address all the eco-concerns in the campus and make the campus environment friendly
- To involve all the stakeholders and facilitate participative management
- Promote industry institution interaction and inculcate research development activities.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the institution.
- Listen to the student's ideas and set a supportive tone.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Empower all his staff and students to reach their maximum potential.


- Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

For queries and complaints, please contact the addressed below on priority basis:

1. Respective class teachers
2. Respective heads of the departments
3. Academic coordinator – Dr. Chand Pasha, Dept of Microbiology
4. Vice Principal – Dr.C.V. Ranjani
5. Principal – Prof. B. Narayana

For complaints on sexual harassment, contact Dr. Melissa Helen, Coordinator ICC, Department of English

**For information regarding the cells, contact the Cell coordinators



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