ANANNTHA LAW COLLEGE
HYDERABAD
Affiliated to Osmania University, Hyderabad

CODE OF CONDUCT FOR PRINCIPAL, FACULTY, NON TEACHING

Code of Ethics for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal. He/ She has to

- Chalk out a policy and plan to execute the vision and mission.

- 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.

- 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/her actions for all the members of faculty, non-teaching staff and students.

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

Code of Conduct for Faculty

The first thing that you must know about teaching as a profession is that teaching is about inspiring and motivating students to realize and exceed their potentials. The greatest teachers of all time have devoted their life in inspiring and empowering their students to achieve great things and be a good human being.. Besides, the teachers have to

- Report to duty at least 10 minutes in advance.

- Adhere strictly to the laws and regulations of the college.

- Remain on duty during college hours.

- Respect and maintain the hierarchy in the Administration.

- Must wear an outfit which is in tune with our culture. Which must be decent and presentable.

- Maintain honesty, integrity, fairness in all activities.

- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.

- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.

- Uphold the honour and dignity of the teaching profession.

- Provide an innovative and quality education to students

- Be impartial and non-discriminative against students. Help, guide, encourage and assist students in their learning.

- Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralising the management, institution, colleagues etc,. Not to involve in any kind of gossips in the premises or on social media like whatsapp, Facebook, Twitter or any such platform.

- Avoid applying leave during the examinations (both External and Internal). Invigilation duties are part and parcel of academics.

- Must not be absent from duty without official approval of leave.

- Must take up any work assigned by the management, head of the institution without refusal, in the interest of the institution.

- Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.

Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 10 minutes in advance.

- Remain on duty during college hours.

- Adhere strictly to the laws and regulations of the college.

- Respect and maintain the hierarchy in the Administration.

- Maintain honesty, integrity, fairness in all activities.

- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.

- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.

- Must not intercept or misappropriate college money.

- Must not be absent from duty without official approval of leave.

- Avoid social networking sites such as Facebook, Whatsapp, etc for demeaning, demoralising the management, institution, colleagues etc,. Not to involve in any kind of gossips in the premises or on social media like whatsapp, Facebook, Twitter or any such platform.

- Avoid applying leave during the examinations (both External and Internal). Invigilation duties are part and parcel of academics.

- Must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.