

**Sri Vani Degree and PG College, Anantapur**  
(Affiliated to Sri Krishnadevaraya University, Anantapur)

**Code of Conduct to Students**

1. To maintain dignity, decency, order, calmness and also obey the instructions of teacher in the class rooms.
2. To maintain silence in reading in the Library and also in the campus.
3. To submit to the disciplinary jurisdiction of the authorities and obey the rules and regulations made by the College from time to time.
4. Not to form any formal and informal groups on the basis of caste, community and religion.
5. Not to sow seeds of discord among students on the above or any other basis.
6. Not to engage in any kind of activity that interrupts the corporate life of the College.
7. Not to adopt any coercive measures.
8. Not to abuse the privileges or status of students.
9. Not to go outside the place of study during the working hours of the department.
10. Not to commit any offence under Civil Rights Act 1955 or any offence involving moral turpitude.
11. Not to be in the canteen or at any public place during working hours of the college.



12. Smoking inside the classroom, laboratory, library and within the department is prohibited.
13. Easing women and committing nuisance on the campus, on college grounds, and at programmes are strictly prohibited.
14. Any violence on the campus, destruction of College property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion for specific period or rustication etc.,
15. Ragging in any form, within or outside any educational institution is strictly prohibited (refer ordinance of A.P.Govt. 1997). Any student convicted of an offence of ragging will be punished with imprisonment as laid down in the said ordinance.
16. Defacing of the campus buildings and walls by sticking bills posters, etc, or by writing is prohibited.
17. Demand for postponement of examinations, demand for reexamination or any agitation in the examination hall like boycotting particularly when once the examination paper is issued are prohibited and if students boycott examinations on any ground no reexamination shall be conducted during that year.
18. All types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the hall and impersonation are punishable offences under A.P. Govt. G.O.M.S. No. 114 Edn., dt. 13-5-97.



19. Any candidate detected violating any of these rules will be sent out of the examination hall forthwith and his conduct will be reported to the university authorities. Such a candidate stands the risk of having all his/her answer books for the examination rejected for valuation and of being debarred from taking the university examinations for such a period as the Executive Council may decide.

#### **Attendance Rules**

1. If a student does not report for class work within 15 days after admission into the course, he or she will forfeit his or her seat.
2. Names of students who absent themselves for more than eight days continuously without leave are liable to be struck off from the rolls unless the appropriate authority condones it on reasonable grounds.
3. However such students may seek registration into attendance rolls on payment of a penal fee of Rs. 25/- fulfilling the prescribed condition A candidate, in order to qualify himself to appear for the examination at the end of each semester, must have to put in a minimum of 75% attendance.
4. However shortage of attendance may be condoned up to 10% for valid reasons, like participation in games and NSS. However, candidates who have put in 62 % of attendance may be condoned on medical grounds on payment of condonation fee as given below.



A. 1- 5 days short Rs. 10/- per day

B. 6 - 30 days short Rs. 12/- per day

### **READMISSION RULES**

1. Candidates after completing a semester successfully and discontinue the course in the subsequent semesters on valid grounds and intend to rejoin: Should apply in response to the SKUCET advertisement for admission into I,III,V Semesters.
2. Should apply well in advance (preferably 15 days before the commencement of the semester) on a plain paper through the Head of the Department concerned for admission into II, IV, VI Semesters.
3. Prolonged sickness, employment and marriage (in case of women) are considered to be valid reasons. Those who discontinue on medical grounds have to produce evidence from a District Medical Board. Those who discontinue on account of employment have to apply for appropriate leave and produce relieving certificate from the employer. Women students who discontinue on account of marriage have to produce appropriate evidence. The period of discontinuation can not be more than two academic years.
4. Students doing semester based courses and left taking T.C. and C.C. to join B.Ed course, are permitted to rejoin the course in the respective semester in the succeeding academic year.
5. Each semester course is a qualifying course. Without completion of the preceding semester course a candidate is not eligible to join the succeeding semester course. A candidate who has completed I semester but did not do II semester (say during the year 2002-03)



has to do II Semester during next year (2003-04) along with the batch of candidates admitted in the academic year 2003-04 and III and IV Semester during 2004-05. Students who discontinue I semester course after putting in a minimum of 30% of attendance in any academic year alone, be given readmission to I Semester in the succeeding academic year without the Entrance Test.

6. Those who do not put in 30% of attendance in I semester have to appear for SKUCET/LAWCET/ICET and qualify themselves for admission. Candidates who discontinue II, III, IV, V, VI semester courses after the completion of the preceding semester will be given readmission in the succeeding year of discontinuation in the immediate next semester course, irrespective of the attendance put in by the candidate in semester II, III, IV, V, or VI as the case maybe.

#### **Registration of candidates for Examinations**

1. All the candidates shall pay examination fee and register for the examination at the end of each semester irrespective of whether they appear for examination or not.
2. If a candidate fails to register for I,II, ..... VI, semester examination for any reason, such candidate shall be permitted to appear for the examinations of his choice at a time for valid reasons by paying double the examination fee for each semester.,br> Guidelines for passing criteria classification in award of class and reperation of failed candidates The passing minimum for each paper is 35% for all courses. Each practical is also considered as a paper.
3. The aggregate for pass in each semester is 40%.



4. In Arts and Social Sciences and in Sciences where Project work is there, Viva Vocea examination forms a component of the project work. The passing minimum in Project work and Viva-voce examination put together is 40%.
5. The aggregate for pass for each semester is 40%. A candidate who fails to get 35% either in the theory papers or in practicals has to appear only for those theory papers or practicals as the case may be, in the succeeding normal course of examinations.
6. A candidate who fails to get 40% aggregate but secures 35% and above marks in each theory paper and in each practical has to reappear for any paper or papers/practical(s) of his/her choice in order to make-up the aggregate of a minimum of 40% in the succeeding normal course of examination.

Award of class in the course of study be given to any candidate if he or she secures.

- (i) 40% and above but less than 50% - Third Class
- (ii) 50% and above but less than 60% - Second Class
- (iii) 60% and above but less than 70% - First Class
- (iv) Above 70% - First Class with Distinction

1. Ranks will be awarded to those candidates who pass the course within the course duration.
2. Revaluation cases are not eligible for re-ranking, but eligible for class.



3. Candidates in any course will be allowed for improvement of their earlier performance within 3 years after completion of the course by taking examination in all papers of any semester or semesters.

### **Scholarship Rules**

1. Candidates who pursue a second course of study are not eligible for scholarship.  
Until the sanction of scholarship is communicated by the sanctioning authority, students shall have to pay their mess charges etc., regularly.
2. Payment of EPP and other residential scholarships of all categories of students is conditional subject to their putting in a minimum of 75% of attendance in the college every month. If candidates put in less than 75% attendance without any valid reasons, they will not be paid scholarship amount for the period (Vide E.P.P.G.O.Rt No.921, Dt.30-5-85 Reg. of S.K.U. DATED 23-11-85/86)
3. E.P.P. Residential scholarships are given to meet hostel mess charges only. There shall be no refund of amount to any E.P.P. Scholar. If the mess charges are less than the amount sanctioned the excess amount shall be paid by the student.
4. Residential Scholarships are tenable for a period of 10 months in an academic year. In cases where the academic year gets affected or postponed due to student disturbance, students shall have to bear the mess charges incurred on that account i.e., for the period of the strike. Hostel administration may even close the hostels immediately after the beginning of any strike vide, C.I.5 TR C.B.2/112/15, dated 1-6-85.



5. If for any reason, hostel charges exceed the amount of scholarships specified, the amount in excess shall have to be borne by the boarders themselves.
6. As residential scholarship is given to meet hostel expenses only, there shall be no refund to any scholar, if he is absent from the hostel for any period.
7. Payment of residential scholarship in respect of all categories of students is conditional subject to their putting in a minimum of 75% of attendance in the college in each semester. If the candidate puts in less than 75% of attendance for valid reasons (due to unavoidable reasons like sickness, for example) he shall be paid scholarship in proportion to his attendance. Those who absent themselves without valid reasons and put in less than 75% of attendance will not be paid any scholarship.
8. The Scholarship will be terminated on report of misbehavior of a student in the college or in the hostel including the Dining Hall. Parents/guardians of the student will also be informed about the cancellation of scholarship if the scholarship-holder violates any of the Rules and Regulations of the University College.
9. While applying for scholarships, candidates, should furnish correct information about name s of parent(s) who are earning members of the family, and give their correct designations, addresses and annual income.
10. Candidates who are not in receipt of any scholarships have to pay mess bills regularly.





11. If the income certificate of the parent/guardian of a student is found to be false on verification, the parent/guardian as the case may be, shall have to refund twice the amount received by the student by way of scholarship. Necessary bond shall have to be executed to this effect and for recovery, vide recovery proceedings G.O.M.S.No. 608 E Dept, Dt. 17-7-82.
12. Every student admitted to the hostel should pay the caution deposit. Under no circumstances it is refundable. The amount will be adjusted towards the expenditure for the last month of the academic year.



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### **TEACHERS CODE OF CONDUCT**

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.



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**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 has to

1. Chalk out a policy and plan to execute the vision and mission.
2. Promote industry institution interaction and inculcate research development activities.
3. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
4. Recommend and forward communication to the authorities.
5. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
6. Execute any other qualitative and quantitative work for the welfare of the institution.
7. Listen to the student's ideas and set a supportive tone.
8. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
9. Empower all his staff and students to reach their maximum potential.
10. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills.

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

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

1. Report to duty at least 30 minutes in advance.
2. Remain on duty during college hours.
3. Adhere strictly to the laws and regulations of the college.
4. Respect and maintain the hierarchy in the Administration.
5. Maintain honesty, integrity, fairness in all activities.
6. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
7. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
8. Must not intercept or misappropriate college money.
9. Must not be absent from duty without official approval or approved sick leave.



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10. Avoid social networking sites such as Facebook, Whatsapp, etc during the working hours.



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