

**SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN  
KADAPA**



**SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN - KADAPA**

**(Affiliated by Y.V.University)**

Near -Y. Junction, Pakeerpalli Road, Kadapa-516002, Y.S.R. Dist, A.P.

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# Code of Conduct for Faculty

## Code of Conduct:

- a) Every employee of Sri Vivekananda Degree College for women shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any trade or business/activity in any other institution which is likely to interfere in the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, talks or any other work undertaken with the prior permission of the Principal.
- b) Every employee shall at all times maintain absolute integrity and have committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, students and visitors to the college.
- c) No employee, without the previous sanction of the principal/Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine Farewell

or felicitation functions connected with the college.

d) No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.

e) No employee, while in service, participates in politics or contest in elections either as an independent or on any party.

f) No employee shall invite or participate in strikes or induce there to pertaining to this service or other conditions which tends to bring dishonour to the college.

g) No employee shall take recourse to any organization / forum / courts of the press in order to vindicate or air his grievances. The governing body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his/her case.

h) No employee may absent himself/herself from duty without prior permission. In case of proceeding on leave in an emergency without earlier permission, he/she must explain the circumstances before rejoining duty.

i) Every employee shall be at work punctuality at timings fixed unless permitted otherwise by his/her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him/her.

j) The following shall be considered as misconduct

a. Failure to exercise efficient supervision.

b. Insubordination or disobedience shown to his/her superior officer.

c. Gross negligence in teaching or other duties.

d. No outsider should be allowed into the college premises so as to endanger college property.

e. Any act which is immoral and can be punished under the IPC.

f. Intemperate habits affecting the efficiency of teaching.

g. Failure on the part of an employee in suppressing factual information of his/her previous history.