



Y.A. Government College for Women
Chirala - 523155, A.P.
Re-accredited with 'B' grade by NAAC(Cyc-2)

<https://yagcwchirala.ac.in>

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CODE OF CONDUCT FOR STAFF

“Education is the key to success in life and teachers make a lasting impact in the lives of their students” – Solomon Ortiz

Staff members are usually taken as role models by students in an educational institution. Hence it is imperative on the part of the staff to be unique, exemplary in their behavior for the students to follow. The following are some of the principles of conduct to abide by the staff on the campus:

- **Punctuality:** The staff members are expected to be punctual and attend the class work on time.
- **Biometry attendance:** The members of both teaching and non teaching staff are instructed to mark their attendance on the biometry devices before 10 am and after 5 pm on all working days.
- **Use of mobile apps for students' attendance:** The teaching staff members should upload the students' attendance using their mobile app before completing the class/period on all working days.
- **Dress code:** The staff members are to wear formal dress; women are to wear invariably sari so as to represent the Indian culture.
- **Patience and empathy:** With a conviction that the students are under their protection, the staff are supposed to be patient and empathetic with them and treat them with courtesy and with a smiling face. Then only a healthy bond of relationship is established between the teachers and the students
- **Self motivation and thorough preparation:** The teaching faculty members are supposed to be motivated in discharging their duties. Thorough preparation is expected of the teaching staff for handling teaching activities. They should have a certain degree of mastery of knowledge in their respective subjects.



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- **Offering guidance and lending help:** The staff members are required to guide the students not only in academic matters but in psychological issues. Students who come from rural background have a low level of confidence and hence the staff should facilitate an ambience of open and free communication.
- **Completion of syllabus and getting the students prepared for examinations:** It is the duty and responsibility of the teachers to complete the syllabus in the stipulated time and make the students prepared for the semester end examinations.
- **Participation in examination related duties:** Examinations are part and parcel of the curriculum. Hence the teachers should take part in all the duties related to both internal and external examinations.
- **ICT enabled teaching and learning:** The teaching staff members are supposed to conduct teaching learning activities through ICT and student centered methodologies as far as possible. Students are to be motivated to participate in the teaching and learning process actively.
- **Quality education:** The teaching staff members are required to sustain quality while teaching. Students are to be motivated to develop the habit of self learning as well. They need to be involved in co-curricular activities so as to ascertain all round development of students.
- **Co-curricular activities:** The teaching staff members are required to make the students participate in all the co-curricular activities as per the academic plan. They are supposed to maintain appropriate records with regard to the conduct of such activities.
- **Vigilance and counseling:** The staff members need to keep the girl students on a watch constantly. Any stray behavior of students on the campus has to be addressed in a polite and friendly manner. In case of the students' irregularity in attending the classes, the staff members are directed to call for the parents and discuss the matter with them.



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ROLE OF THE NON TEACHING STAFF:

- The non-teaching staff members need to treat the students with a sense of empathy and urgency.
- The non-teaching staff members should attend to matters like taking admissions, disbursement of scholarships, issue of certificates, collection of examination fees and conduct of examinations etc.
- The non teaching staff members need to assist the Head of the Institution in the smooth administration of the institution.
- The non teaching staff members should maintain all the records properly and systematically.
- The non teaching staff members need to be transparent and accountable in administrative and financial matters.