



SRI VENKATESWARA VETERINARY UNIVERSITY
Administrative Office: Tirupati, A.P - 517 502

Proc.No.9919/SC/2007

Dated:06.06.2018

Sub: SVVU, Tirupati- "Code of Conduct" for teachers of SVVU - Guidelines - Modified - issued.

Ref: (1) SVVU Proc.No.9919/SC/2007, dated.31.10.2007
(2) SVVU Academic Council Resolution No.439 dated.14.11.2014
(3) Committee Report dated 30.10.2017
(4) SVVU Academic Council Resolution No.580 dated.21.02.2018
(5) SVVU BoM Resolution No. 1625 dated.17.04.2018

The guidelines on Code of Conduct of Teachers issued vide reference 1st cited have been reviewed and formulated by a Committee constituted for the purpose. The same have been approved by the Academic Council and Board of Management vide reference 4th& 5th cited respectively.

Therefore, as per the approval of the Board of Management the "Code of Conduct" for teachers is prescribed as follows:

CODE OF CONDUCT OF TEACHERS:

Teaching is an noble profession and a teacher is expected to be a role model in upholding moral values and virtues associated with the profession. The teacher fills the void of a parent in the campus and the students derive inspiration from the teachers. The qualities expected of a teacher are well known and well defined since long. The teacher should follow all provisions of AP Civil Services (Conduct) Rules (1964) prescribed for State Government employees.

I. The following lapses shall constitute misconduct on the part of a University teacher.

1. Wilful failure to perform the academic duties assigned to him/her accordance with the Act, Statutes and Ordinances
2. Victimization of and discrimination against students, colleagues and other staff
3. Inciting of students against other students, colleagues, the University administration and its employees
4. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects
5. Insubordination or refusal to carry out the decisions of competent authorities/ bodies and officers of the University in due exercise of their functions

II. Qualities expected from a teacher

1. The teacher should be punctual and regular in discharging his/her academic duties such as taking classes and imparting practical training etc.,
2. The teacher should be properly attired and maintain proper dress code. He/She should avoid wearing T-Shirts, jeans etc., to prevent distraction of students in the campus. They should wear aprons and shoes during laboratory/clinical work.
3. The teacher should have pleasing manners, amicable temperament and tolerance

4. The teacher should manage a class irrespective of its strength and maintain the needed discipline
5. The teacher should be unbiased, impartial and transparent in all his actions
6. The teacher should keep himself/herself abreast with the latest developments in his field through regular visits to library and on-line accessing the attending seminars and workshops etc.,
7. The teacher should undergo self-evaluation periodically and be inclined for evaluation by students
8. The teacher should not absent from the Institutions without leave or without prior permission of the Principal/Head of the Institution.
9. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
10. Maintain active membership of Professional organisations and strive to improve education and profession through them
11. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as; assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation: Participate in extension co-curricular and extra-curricular activities including community service.
12. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities

III. Relationship of Teachers with Students:

1. The teacher should be approachable for all students to redress any of his/her grievances
2. The teacher as a student advisor should be a friend, philosopher and guide. He/she should send the report to Associate Dean
3. It is the responsibility of teachers to be active participants in all the anti-ragging measures both on and off the campus. Any even of the ragging noticed by them should be immediately brought to the notice of Head of the Institution
4. The teacher should be inclined towards remedial coaching to the academically weak students as per the necessity
5. The teacher should not have any vindictive attitude towards students
6. Teacher should not engage into argument with student if there is any clash. He should report the matter to Head of the Institution, who in turn will deal into the issue promptly.

IV. Do's and Don'ts of a Teacher

1. The teacher should strive hard towards peace and harmony in the campus
2. The teacher should shoulder all the duties and responsibilities assigned by the university authorities
3. The teacher should attend all the official functions of the University
4. The teacher should never encourage groupism among staff and should not attend private meetings organised by group of students
5. The teacher should not involve in political activities and group politics in the institutions
6. The teacher should refrain from financial and business dealings against rules

7. The teacher should never criticise the University in media or public
8. The teacher should report for any additional duty assigned by the Head of the Institution, either before or after the Official hours
9. The teacher should not make false accusations against a person, whether after being provoked or otherwise.
10. The teacher should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
11. The teacher should inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
12. The teacher should co-operate in the formulation of policies of the institution by accepting various offices and discharge all the responsibilities that are demanded by such offices.
13. The teacher should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

All teachers working in this University are expected to follow the guidelines and make the institutions ideal place for learning. Any violation of the conduct rules by any teacher will attract the provisions of APCS(CCA) Rules, 1991.

Dr. D. SRINIVASA RAO
REGISTRAR

To
All the Heads of Institutions under SVVU for circulation among all the
teaching staff
All the University Officers
P.S to Vice-Chancellor

//F.B.O.//


ASSISTANT REGISTRAR

**REGULATIONS AND GUIDELINES
FOR THE BOARDERS OF THE HOSTELS
COLLEGE OF VETERINARY SCIENCE
TIRUPATI.**



**OFFICE OF THE WARDEN
COLLEGE OF VETERINARY SCIENCE,
TIRUPATI - 517 502.**

2005

COLLEGE OF VETERINARY SCIENCE, TIRUPATI - 517 502

HOSTEL REGULATIONS AND GUIDELINES FOR THE BOARDERS

1. The rooms in the hostels shall be allocated to the boarders as per the alphabetical order of their names as per I.D No. given to them at the time of admission in respect of boarder admitted in the hostels.
2. Each block of the hostel shall be demarcated for the boarders on the basis of year of study.
3. All the boarders in the hostels shall vacate their rooms during the summer break and seek re-allotment of rooms after summer break.
4. The rooms shall be re-allocated afresh to the boarders at the beginning of every academic year on the basis of year of study.
5. A 'complaint box' shall be fixed at a prominent place in each of the hostel and College. Signed complaints with full name and address shall only be taken into consideration.
6. The boarders of the hostels shall not conduct any meetings in the hostels whether in the rooms or outside on their own. The meetings with the boarders shall be convened by hostel Wardens/Chief Wardens only whenever required.
7. Any boarder of the hostel involved in police case with FIR filed shall lose his/her admission in the hostel.
8. The chief warden and warden shall identify the 'Best Hosteller' and 'Best room' in every hostel at the end of every year after observing for a period of one year. Such students shall be awarded with prizes and certificates either at the 'College day' or 'Hostel day' function.
9. The boarders of the hostel shall not leave the hostel after 8.00 PM for any purpose without the prior written permission of Hostel Warden.
10. The boarders shall carry their identify cards, whenever they go outside the hostel and produce the same to the security/Inspecting team/Warden/Chief Warden or any authorized person on demand.
11. A 'Movement Register' shall be maintained at the entrance/exit of the hostel and the boarders shall make an entry in the Register during the timings 8.00 PM to 6.00 AM whenever they go out of the hostel and come back.
12. The mess timings and menu shall be displayed at the dining hall as well as in the Notice board of hostel and the timings shall be strictly followed.

13. The boarders shall be seated in a serial order in the dining hall and they shall not sit wherever they like, when they come for dining. They shall occupy seats serially at one dining table and after the seats are filled up the boarders coming subsequently shall occupy the seats at the next dining table in a serial order.
14. The guidelines already circulated regarding the guests in the hostels and mess shall be strictly adhered to.
15. There shall be silent hours maintained from 8.00 PM to 6.00 AM in the hostels.
16. No unauthorized persons shall stay in the hostel. Any boarder of the hostel, who entertains an unauthorized person in his room or in the hostel, shall be liable for suspension from the hostel.
17. The students are permitted to take admission in the hostels only for the period N+2 years i.e., B. Tech. (DT) for 4+2 years, B. V. Sc & A.H. 5+2 years, M. V. Sc. 2+2 years, Ph.D. 3+2 years or till the completion of their degree whichever is earlier. The students shall not be permitted to stay in the hostels beyond this period.
18. The boarders shall not use electrical appliances such as immersion coils, heaters, stoves etc., and electronic goods in the rooms or any where in the hostels. Action shall be initiated against the boarders using electrical appliances and electronic goods.
19. The expenditure towards the replacement of electrical bulbs/tubes in the rooms shall be borne by the boarders themselves. However the expenditure towards replacement of electrical bulbs/tubes in common areas, such as bathrooms, toilets, corridors etc. shall be met from the hostel contingencies.
20. One or two boarders of the hostel shall be identified in each block and shall be made responsible for the maintenance of cleanliness in the hostel.
21. The boarders shall not indulge in cooking food in the rooms, including preparation of tea/coffee or boiling milk etc. Any boarder indulging in cooking inside the room or anywhere in the hostel shall be liable for action.
22. The food shall be served only in the mess and no food item shall be taken to the rooms or outside the dining hall. In the case of patients, as per the advice of medical officer, the food may be served in the room by one of the hostel workers with the permission of hostel warden.
23. All the items required for the mess in the hostel such as provisions, vegetables, fruits, eggs, meat etc. shall be purchased by the mess committee and not by an individual member of the committee, accompanied by Hostel Warden/Additional Warden.
24. The news papers/magazines/journals purchased in the hostel with the contributions made by the boarders shall be made available in the 'Common room' only. One of the boarders of the hostel shall be made responsible for the availability of reading material in the hostel. The boarders are not permitted to take news papers/magazines/journals to their rooms or to any other premises from the common room.

25. No posters or banners of any kind shall be displayed in the hostel premises by the boarders. They shall not indulge in writing on the walls any where in the hostel. Action shall be taken against such boarder, who indulge in display of posters, banners and writing on the walls.
26. An undertaking to the effect that the student shall abide by hostel rules and regulations and that action shall be taken as per the Rules and Regulations of ANGRAU against the boarder if he/she indulges in any act of indiscipline/omission in the hostel/College including ragging, shall be obtained by the boarders as well as the parents of the boarders at the time of admission.
27. The furniture and the electrical fittings, available in the rooms of the hostel shall be recorded in a Register and the acknowledgement of boarder obtained, whenever the rooms are allotted to boarders and these items are also verified at the time of vacation of rooms by the boarders/guests.
28. The boarders intending to attend computer classes or any other coaching in the evenings, shall apply in duplicate to the hostel warden in advance indicating full details regarding the name of institution, its location and timings of classes. The Warden shall send a copy of such application to the parent of boarders and obtain the willingness of parent before permitting the boarder to attend the classes after the College hours.
29. No outsiders shall be entertained in the hostels except the parents or blood relatives of boarders, that too with the prior written permission of warden, which shall be produced on demand. The stay of guests shall be limited to a maximum period of three days, with the permission of hostel warden. If a guest is likely to take food in the mess, the same has to be informed to the Mess Secretary at least six hours in advance.
30. The boarders shall not consume liquor or any other intoxicants in the rooms or any where in the hostel. The boarders found intoxicated shall be expelled from the hostel.
31. The boarders shall not play VCR in the rooms or in the TV hall. If found playing films of any kind shall be expelled from the hostel.
32. The admission of students to the hostels in on year-to-year basis and also depending on the behavior and conduct of students.

* True copy *

**WARDEN
COLLEGE OF VETERINARY SCIENCE
TIRUPATI**