

**GOVERNMENT DEGREE COLLEGE**

**JAMMALAMADUGU**

**Affiliated to Yogi Vemana University, Kadapa**

**RULES, REGULATIONS AND PROFESSIONAL**

**ETHICS HAND BOOK**

**IQAC**

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## **CODE OF CONDUCT FOR STAFF AND STUDENTS**

Government Degree College,Uravakonda has framed rules, regulations and professional ethics to cover all areas deemed essential for the maintenance of an environment conducive to carrying out all the educational goals of the college. Within the framework established in these rules, regulations, and professional code, the individual is free to conduct his or her own academic and nonacademic life. However, the privileges of being free and making independent decisions, involve the acceptance of responsibility of respecting the binding rules and regulations. Therefore, the college expects the staff and students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

### **1. THE RIGHTS AND EXPECTATIONS**

Students have the right and freedom of inquiry. They are expected to know and adhere to the standards of academic reach and integrity.

#### **1.1. GENERAL**

- 1.1.1. Students shall maintain ethical standards in all their endeavors.
- 1.1.2. Students shall greet the institutional staff.
- 1.1.3. Students shall communicate courteously with everyone.
- 1.1.4. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence in any form.
- 1.1.5. Students shall avoid talk or act in any manner outside the institution in a way that would bring disrepute to the institution.
- 1.1.6. Students shall behave with dignity at all places.
- 1.1.7. Students shall not use mobile phones within the college premises.
- 1.1.8. Students shall read notices/circulars displayed on the college notice board and comply with the directions contained in it.

- 1.1.9. Students shall pay all kinds of fees as stipulated by the college in time.
- 1.1.10. Students shall adhere to the vehicle use, vehicle speed limit within the campus and park the vehicles in the allotted place.
- 1.1.11. Students shall maintain the decorum and conduct themselves well while attending college functions.
- 1.1.12. Students shall promptly stand to solemn attention during college prayer, national anthem.
- 1.1.13. Students shall leave the foot wears neatly in the footwear stand before entering Laboratory and other A/C Rooms
- 1.1.14. Students shall avail the dust bin facility to keep the classroom and the campus clean.
- 1.1.15. Students shall maintain the beauty, serenity and greenery of the campus.
- 1.1.16. Students shall preserve the infrastructure of the college.
- 1.1.17. Students must be alert and responsible while posting their views about the Institute on social media.
- 1.1.18. Students shall not engage themselves in any political activity or other movement.
- 1.1.19. Students shall conduct meetings and activities in the college campus only with the written permission of the Principal.
- 1.1.20. Students shall circulate / display any circulars / Notices only with the written permission of the Principal.
- 1.1.21. Students shall share any information or report to press or broad casting agencies with the written permission of the Principal.
- 1.1.22. Students shall avoid pasting of wall posters, writing on walls and roads.
- 1.1.23. Students shall not endanger the health or safety of others.
- 1.1.24. Students shall avoid making false accusations against any member of the institution.
- 1.1.25. Students shall avoid giving false information to the college.
- 1.1.26. Students shall avoid forging, altering or misusing any document or record issued by the college.
- 1.1.27. Students shall avoid storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.
- 1.1.28. Students shall avoid using, possessing or distributing liquor and illegal drugs.
- 1.1.29. Students shall comply with the disciplinary measure imposed by the college.

1.1.30 Students shall not be the part of picnic/study tour/industrial visits etc. without the permission of the principal

## **A. CODE OF CONDUCT FOR STUDENTS**

### **1.2. IDENTITY CARD for students**

1.2.1. Student shall possess an identity card with her photograph affixed on it, duly attested by the principal.

1.2.2. Students shall wear the ID cards in the college campus.

1.2.3. Students shall use ID cards while:

- Borrowing books from the library.
- Entering the office, multi facility centre, classroom, office etc
- Appearing for examinations.
- Performing monetary transactions such as paying fees, receiving scholarships etc.
- Representing the college in any events hosted by other institutions.
- Availing ticket concession to travel by Bus, Rail or Air.
- Using Postal and Bank services.
- During tour/ picnic/industrial visits

### **1.3. ACADEMIC**

1.3.1. Students are expected to be regular and punctual in attending classes and all activities of the college.

1.3.2. Students are expected to be seated in the lecture halls/seminar halls/ auditorium much before the commencement of the class or any programme.

1.3.3. Students shall observe silence in the class, irrespective of the presence or absence of the faculty.

1.3.4. Students shall stand up and greet when the faculty enters the class.

1.3.5. Students shall not leave the classroom during class hours.

1.3.6. Students shall not miss the classes under the pretexts like paying fees, taking books

from libraries etc. Time fixed for such purposes during working hours must be strictly followed.

1.3.7. Students shall visit the library / college office / staff rooms only during the working hours.

#### **1.4. DRESS CODE**

1.4.1. Students shall wear clean and tidy prescribed uniform on all working days except Wednesday and Saturday.

1.4.2. Students shall wear decent prescribed formal, dress on prescribed days.

- Girls shall avoid wearing short / sleeveless / transparent tops.

#### **1.5. GRIEVANCE REDRESSAL**

1.5.1. Representation of complaints and grievances shall be made individually to the Grievance redress cell either in oral or written form.

1.5.2. The committee with directions of the principal will redress the grievances.

1.5.3. The principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the college.

#### **1.6. ANTI RAGGING**

1.6.1. Ragging in any form is strictly prohibited both within the College premises.

1.6.2. The Anti-Ragging Committee is constituted every year which takes various precautionary measures to prevent ragging on the College campus. It ensures the implementation of all regulations of the UGC about curbing the menace of ragging in higher educational institutions.

1.6.3. Ragging Complaint Mechanism:

- Drop a written complaint in complaint box of College or to Convenor of the Anti-Ragging Committee.

#### **1.7. STUDENT RESPONSIBILITIES**

1.7.1. Students in attending the college for the purpose of qualifying for academic credit shall pursue that purpose with sincerity, honesty, and commitment. They shall bear in mind that, their actions have a broad effect on the interests of the college, including its interests in attracting future students and members of the faculty, and accordingly that they have responsibility as members of an academic community.

1.7.2. Students are responsible for any actions in which they may be involved which are harmful to the welfare or property of the college or other members of the college

community. When a student is charged with violation of any law in a situation in which the college is not involved, the college has no obligation to assist, but may afford to the student such assistance as appropriate and practicable.

- 1.7.3. The responsibilities set forth herein, and the conditions pertinent thereto, are relevant to the rights and privileges of individual students in an academic community.

Therefore, the principal, following a fair hearing, may authorize sanctions to be applied to individual students who disregard these responsibilities or conditions or who, in her/his determination, have provided justifiable cause, whether, on or off the campus.

#### **A. CODE OF CONDUCT FOR EMPLOYEES**

Every employee of the Government Degree College, UKD irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified. Every employee shall be liable for the disciplinary action for breach of any provision of the code of conduct according to the SDM Employees Service Regulations and conduct & Disciplinary Regulations and other rules and regulations of the statutory and government bodies.

### **General**

1. Every employee shall all times, --

- a) Maintain Absolute integrity;
- b) Maintain devotion to duty; and
- c) Do nothing which is unbecoming of an employee of an educational institution.

2. i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his/her control and authority.

ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him/her, act in his/her best judgment.

**Professional Duties;** 1) every employee shall,

- be punctual in attendance and in respect of the work and any work connected with the duties assigned to him by the head of the Institution;
- abide by the rules and regulations of the institution and show due respect to constituted authority.

2) No employee shall,

- knowingly or willfully neglect his duties;
- while on duty in the institution, absent him/herself from the institution;
- remain absent from the institution without leave or without the previous permission of the HOI;
- show sustained neglect in correcting class-work or home work done by students;
- indulge, or encourage, any form of malpractice connected with examination work or college activities;

## **1.8. Compliance with Law**

1.8.1. Conscious of being part of the Institution, employees shall comply with all applicable laws of land and regulations, and conduct them as members of a law

abiding Trust in an ethical and responsible manner while maintaining a high level of corporate and employee ethics.

- 1.8.2. Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of the state and/or any other statutory bodies including rules and regulations, terms and conditions made for this purpose.
- 1.8.3. No employee shall indulge in or encourage any form of malpractice connected with any activity (teaching or administrative) of the Institution.
- 1.8.4. Employees shall not involve in any improper behaviors including drug and alcohol consumptions and activities related to gambling.
- 1.8.5. No employee other than the one authorized by the management shall interact with the media on matters concerning the Institution.
- 1.8.6. Employees shall not use the Institution's property, assets including telephone, internet or information system for any purpose other than for official purpose.
- 1.8.7. Employees shall treat any confidential information disclosed by a third party in the same manner as if it were the confidential information of Institution.
- 1.8.8. Employees shall be aware of the contents of the laws and regulations to the services for which they are responsible and shall comply with the prescribed procedures for obtaining permits and other procedures.
- 1.8.9. Employees shall properly manage the Institution's assets and funds and use them only for appropriate purposes. Employees shall not establish or maintain any off-Balance Sheet assets or funds.
- 1.8.10. Employees shall make timely and appropriate accounting reports by consistently ensuring the accuracy thereof and shall not make any false or misleading entries in accounting books and records.
- 1.8.11. No employee shall indulge and/ or support communal violence and sectarian approach.

## **1.9. Professional ethics**

- 1.9.1. Employees shall familiarize themselves with the cultures, customs and history of the Institution while performing their duties for the Institution and respect them.
- 1.9.2. Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence.
- 1.9.3. Employees shall constantly strive and behave in good manner for upholding good reputation of the Institution amongst the public.
- 1.9.4. Employees shall not be guilty of any act or any conduct which involves immorality.
- 1.9.5. Employee shall possess valid identity card issued by the Institution, while on duty

- 1.9.6. Employees shall not remain absent from duty without the approval from the appropriate authority.
- 1.9.7. Employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment or make others feel uncomfortable. The institution reaffirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender. Employees shall not disturb the discipline, environment and good order of the Office.
- 1.9.8. As good corporate citizens, employees shall strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships with the various customers /Stakeholders in the Institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable trust.
- 1.9.9. Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and the efficient use of resources and energy.
- 1.9.10. With loyalty, sense of dedication and courteous behavior at all times, he should be an inspiration to the students under his care
- 1.9.11. He is expected to be objective in his judgments and should not make any sustained neglect in correcting the assignments done by the students
- 1.9.12. He shall not be late to class and while in class, shall use the entire time for teaching which should include varied techniques.
- 1.9.13. "Off class" periods shall normally be spent in preparation of lessons and evaluation of assignments by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time

#### **1.10. Respect for Human**

- 1.10.1. Employees shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex, language, social status, age or physical/mental disability.
- 1.10.2. In order that the employees with their individuality and diversity perform their duties towards the institution to the best of their ability, employees shall respect the character and individuality of one another and make every effort to ensure that the office

decorum is maintained, thereby making it comfortable zone to work.

- 1.10.3. Employees should do and say all that is in his power to promote harmony and team spirit among members of staff and encourage helping one another.
- 1.10.4. Complaints from the parents, if any, are to be properly addressed, by respecting their views and proper handling of the issues raised by them.

#### **1.11. Handling Confidential Information**

- 1.11.1. If an employee of the Institution becomes acquainted with any important information pertaining to the institution there of which may materially influence the interest of the institution and its activities, he will be under bound duty of not disclosing such information in the interest of the Institution, unless the Management makes it known to public.
- 1.11.2. Institution ensures that no retaliatory action will be taken against employees for reporting an alleged violation, and the Institution will undertake every effort to protect these employees from suffering any disadvantage at their respective work places.
- 1.11.3. For violation of any of the rules contained herein or any orders issued by the Institution or for any other reason considered appropriate, an employee shall be liable for any sanctions /penalties which refers to and follows disciplinary procedure.

#### **1.12. Act of Misconduct**

Notwithstanding to the general meaning of the terms of misconduct, the following acts and/ or omissions, which are illustrative and not exhaustive, shall be treated as minor or major misconduct within the meaning of these Regulations. If these are found the employees who has violated shall face all disciplinary actions/ impositions as per the extant of regulations.

##### **Minor Misconduct**

- 1.12.1 Willful slowing down in performance of work or abetment or instigation thereof or fasting with an explicit view to influence the decision of the Management.
- 1.12.2 Use of any of the Institution's facility / equipment or any other thing for personal use without sanction or authority.
- 1.12.3 Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts, etc., or interference with safety devices or fire-fighting equipment or disobedience of a safety instruction by the superior.
- 1.12.4 Habitual late attendance and /or absence without leave and/ or late attendance on more than three occasions in a month or similar omissions of leaving the office premises before office time.
- 1.12.5 Assaulting, abusing or intimidating any employee of the Institution either within the

premises, campus or at any other place.

- 1.12.6 Habitual neglect of work or negligence in work.
- 1.12.7 Obtaining or attempting to obtain leave of absence on false pretext.
- 1.12.8 Interfering in the work of other employees and/ or the management.
- 1.12.9 Doing private or personal work within the work premises without the prior
- 1.12.10 Permission of the appropriate authority.
- 1.12.11 During his/her duty sleeping or dozing
- 1.12.12 Absence from place of work without the permission from next higher authority / HOD/office manager/principal, as the case may be.
- 1.12.13 Interference, tampering with records, attendance registers, etc., either pertaining to himself or other employees.
- 1.12.14 Righteous or disorderly behavior or any act subversive nature during working hours at the Institution premises or within the campus.
- 1.12.15 Creating nuisance in the Institution premises.
- 1.12.16 refusing to accept transfer order.
- 1.12.17 Notices/Circulars of any kind shall be circulated or displayed with the written permission of the principal.
- 1.12.18 Holding meetings within the work premises or any other premises owned by the Institution without prior written permission of the Management.
- 1.12.19 Publication of any article relating to the work of the Institution without obtaining prior written permission of the Management.
- 1.12.20 Striking work or adopting go-slow methods, either singly or along with others, in contravention of these regulations or any statute, law, agreement, memorandum of settlement agreed from time to time and for the time being in force.
- 1.12.21 Smoking / Drinking alcohol/consumption of drug in the campus
- 1.12.22 loitering, idling or wasting time during working hours
- 1.12.23 Spitting and gossiping within the premises of the Institution.
- 1.12.24 Proxy punching/registering attendance or abetting in the act of punching/ registering attendance of another employee.

### **Major Misconduct**

- 1.12.25 Theft, fraud, breach of trust or dishonesty by misappropriation of funds in connection with or damage to the Institution's property or of another employee within the work premises.
- 1.12.26 Disclosing to an unauthorized person or persons any confidential information with regard to work or any techniques used in the Institution which comes into the possession

of an employee during the course of his duty.

- 1.12.27 Giving false information regarding one's name, father's /husband's name, date of birth, qualification, details of previous employment/ salary particulars, address, etc., at the time of securing employment or thereafter.
- 1.12.28 Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee without adversely affecting his service conditions.
- 1.12.29 Attempting to obtain any benefit under false pretext or by making false statements.
- 1.12.30 Bringing or possessing or using alcoholic drinks, charas, bhang, ganja etc within the Institution's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- 1.12.31 Habitual breach or gross and/ or deliberate violation of service regulations / internal rules and regulations.
- 1.12.32 Photo or otherwise copying and taking the extracts of official documents with a view to keeping / storing them at home or to maintain files at home.
- 1.12.33 Threatening or intimidating any employee within the premises / campus or outside, on matters concerning the Institution.
- 1.12.34 Theft of property belonging to the Institution or other employees within the premises.
- 1.12.35 Falsification of record and /or defalcation.
- 1.12.36 Any act of misconduct committed by employee outside the Institution premises which are rationally connected with the Institution.
- 1.12.37 Forging the signature of a superior or that of any other person.
- 1.12.38 Sexual harassment to female employee. For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication)
- 1.12.39 Resort to or in any way instigate, incite, or abet any form of strike by any number of employee.
- 1.12.40 Demanding, taking or giving bribes/ gifts or any illegal gratification or including in any corrupt practice and/ or lending or borrowing money to and from subordinate employee.
- 1.12.41 Any act subversive of discipline and efficiency and any act involving moral turpitude committed within the premises of the Institution, campus and outside, of the same has bearing on the services of the employee.

## **2. SAFETY POLICIES**

Institution is committed to provide and maintain safe and healthy environment for its faculty, staff, students, visitors, and the general public. The heads of departments, laboratory in-charge staff, principal investigators, instructors, attenders, maintenance staff etc., are responsible for the environmental health and safety of faculty, staff, students, and visitors engaged in activities under their direction or supervision. They must ensure that faculty, staff, students, and subordinates comply with all relevant regulations and standards and that work activities are performed in a safe and considerate manner.

### **2.1. General: Care and Precaution**

Faculty, staff and students are responsible for the following:

- 2.1.1 Performing their jobs in the safest prescribed manner.
- 2.1.2 Eliminating and/or reporting workplace hazards.
- 2.1.3 Reporting accidents, incidents, and unsafe practices or conditions to the Head of Department.
- 2.1.4 Ensuring proper disposal of or transfer of all hazardous materials before leaving the place of work.
- 2.1.5 Including safety aspects as agenda at all regular meetings.
- 2.1.6 Ensuring that appropriate cautionary signs are posted and maintained.

### **2.2 Fire Prevention**

- 2.2.1 No smoking in college campus.
- 2.2.2 Open flames should not be left unattended and no open flames should be used near flammable solvents.
- 2.2.3 Keep fire escape routes clear at all times.
- 2.2.4 Before starting work, all staff and students are to become familiar with location and use of fire-fighting equipment.
- 2.2.5 Note the location of emergency exit and the use of First Aid Kit.

### **2.3. Laboratory Safety Policies**

- 2.3.1 The lab users should keep floors tidy and dry. Keep benches clean and free from chemicals and apparatus that are not being used.
- 2.3.2 The lab users should be aware of emergency procedures.
- 2.3.3 The lab users shall ensure clear access to emergency equipment (fire extinguishers, first aid kits, chemicals pill kits, emergency shower and eye washes).
- 2.3.4 The students shall avoid lifting heavy objects. seek assistance if required
- 2.3.5 The lab users shall not use any machines, equipment or laboratory apparatus without

- prior Instruction/training by the supervisor or technical staff on safe work procedures and practices.
- 2.3.6 Whilst using any equipment the lab users must adhere to the standard operating procedure.
- 2.3.7 The lab instructor shall clearly label all equipments and containers in use within the laboratory .
- 2.3.8 The instructions/supervisors shall know the safety procedures, potential hazards and precautions for each experiment before teaching or conducting a laboratory exercise and explain each experiment and alert others to possible hazards before they begin the laboratory exercise.
- 2.3.9 The lab users shall know the location and operation of emergency equipment, what emergency procedures are appropriate and how to summon assistance if needed.

### **3. ACADEMIC POLICIES**

#### **3.1. Attendance Policies**

The attendance policies are intended to develop a culture of regular attendance and punctuality among staff and students.

##### **For Staff:**

- 3.1.1. Staff shall be responsible for the maintenance of attendance record in the Registers provided. The Staff shall mark the attendance of all the students in attendanceregister for each class in ascending numeral (1,2, 3, 4, 5, ..) and if the student is absent he shall enter it as 'A'.
- 3.1.2. Staff shall preserve the attendance register as per the university guidelines.
- 3.1.3. Staff shall take written undertaking from the students in case of attendance shortage every month.
- 3.1.4. Staff shall report the attendance status to HOD fortnightly.

##### **For Students:**

- 3.1.5. Students shall attend classes regularly.
- 3.1.6. Students shall submit supporting documents within 4 days for their absence.
- 3.1.7. 75% of attendance in each subject is mandatory.

#### **3.2. Examination Policy**

The Examination Policies and procedures aim to achieve coordination, consistency and fairness in examination practices in the Institution.

#### **Procedures**

- 3.2.1. The exam committee shall conduct 2 Mid term exams which comprises written exam, assignment, attendance and seminar.
- 3.2.2. The student who has remained absent for the test shall write the exam at the end of the semester.
- 3.2.3. Staff shall complete valuation within a week and submit the marks list to college office.
- 3.2.4. Students shall pay the stipulated Semester and examination fees in the office before the due date.
- 3.2.5. The committee shall put up a notice on payment date and details on the Notice Board at least a month earlier to the payment date.
- 3.2.6. The committee shall issue hall tickets one week prior to the commencement of exam.
- 3.2.7. All practical examinations shall be held before the theory examinations.
- 3.2.8. The Departments heads/examiners shall submit the practical answer scripts and Marks list duly sealed and sent to the university soon after the exam is over.
- 3.2.9. There shall not be revaluation for practical examination.
- 3.2.10. The heads concerned shall submit the Practical Examination Time Table duly signed.
- 3.2.11. Practical Examination Time table shall be put up on the Notice Board of the concerned department a week prior to exam.
- 3.2.12. Semester end theory exam Time Table shall be put up on the Notice Board 15 days prior to the exam.
- 3.2.13. Semester end examination shall be of three hours duration
- 3.2.14. Instructions to the students regarding the examination rules shall be put up on the Notice Board much before the exam.
- 3.2.15. Instructions to the Invigilators shall be put up on the Examination Centre.
- 3.2.16. Seating arrangements shall be displayed on the notice board by the chief superintendent.
- 3.2.17. The invigilation duty chart shall be displayed on staff Notice Board much before exam.

### **3.3 Staff**

- 3.3.1 Staff shall make students aware of the portions for the internal assessment test in advance.
- 3.3.2 Staff shall inform the students about question paper patterns in advance.
- 3.3.3 Staff shall prepare the question paper as per the guidelines from the exam section.

- 3.3.4 Staff shall submit question papers to internal coordinators in the stipulated time.
- 3.3.5 Staff shall report for examination duty in time.
- 3.3.6 Staff shall make alternate arrangement and officially communicate to the concerned authority, in case of inability to carry out exam duty.
- 3.3.7 Staff shall follow code of conduct during the invigilation.
- 3.3.8 Staff shall evaluate internal exam answer scripts as per the scheme of evaluation.
- 3.3.9 Staff shall evaluate internal exam answer scripts within stipulated time.

#### **3.4 Students**

- 3.4.1 Students shall be seated in exam hall 15 minutes earlier for internal semester
- 3.4.2 Students shall report for semester end examination as per the Exam statute.
- 3.4.3 Students shall compulsorily wear uniform/identity cards during exams.
- 3.4.4 Students shall carry writing materials such as pen, pencil, scale, eraser etc to the examination hall.
- 3.4.5 Students shall not indulge in malpractice.

#### **3.5 Conduction of Classes**

These Policies aim towards smooth and fruitful conduct of classes in terms of learning to both the staff and students.

##### **For Staff:**

- 3.5.1 Staff shall prepare well much before the classes to be conducted.
- 3.5.2 Staff shall conduct the classes regularly.
- 3.5.3 Staff shall make alternative arrangement and officially communicate to the concerned authority, in case of inability to conduct the class.
- 3.5.4 Staff shall prepare and follow the lesson/session plan.
- 3.5.5 Staff shall ensure legible, large & neat writing on blackboard.
- 3.5.6 Staff shall carry out continuous monitoring of students and adjust the teaching pace according to the need of the class.
- 3.5.7 Staff shall clear the queries and doubts raised by students.
- 3.5.8 Staff shall treat all students impartially.
- 3.5.9 Staff shall ensure that sufficient study material is made available to the students.
- 3.5.10 Staff shall use audio-visual tools where ever necessary.
- 3.5.11 Staff shall complete the entire syllabus in time satisfactorily.
- 3.5.12 Staff shall conduct additional classes if necessary to compensate the lost classes.
- 3.5.13 Staff shall ensure that the black board is blank before leaving the class.

### **3.6 Students:**

- 3.6.1 Student shall attend the classes regularly.
- 3.6.2 Student shall maintain the decorum of the class room.
- 3.6.3 Student shall be attentive and enthusiastic in the class.
- 3.6.4 Student shall ensure that the concepts taught in the previous class are understood.
- 3.6.5 Student shall raise queries and doubts for better understanding of the subject.
- 3.6.6 Student shall complete the assigned tasks by teacher in time.
- 3.6.7 Students shall use the classes for any creative mode of learning with permission of the staff.

### **3.7 Mentorship:**

The Mentorship policies aim to enable the mentees to develop their own skills, strategies and capability in all spheres of life so that they are enabled to tackle the challenges more effectively.

#### **For Mentors:**

- 3.7.1 Mentor shall conduct mentorship meetings every fortnight and maintain minutes of the meetings.
- 3.7.2 Mentor shall give prior information to the mentees regarding the mentoring schedule.
- 3.7.3 All meetings shall contain general discussion with all mentees as well as one to one interaction.

## **4.GRIEVANCE REDRESS CELL**

The Grievance Redress policies aim to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college campus. In view of welfare of all the stakeholders of the college, the Grievance Redress policies have been formulated

### **4.1. Grievance submission**

Everyone in the campus shall have the right to file a complaint or application to the Committee to redress his or her grievance. The grievance shall be submitted in any of the following ways:

- 4.1.1. The complainant shall meet and discuss with the respective person who, according to him/her, is causing the grievance. The victim or the complainant shall make attempts to resolve the issue upon discussion with the accused.
- 4.1.2. If unresolved, a formal grievance process shall be initiated in person by the victim by meeting the Mentor/HOD/ Grievance Redress Cell/ Principal .

## **5.SPORTS POLICY**

### **5.1 Overview:**

The Department of Physical Education is an integral part of the Government Degree College ,Uravakonda.

The Department bears the responsibility of training and equipping sportspersons to enter the sporting world. The Central facilities available in the department are:

Indoor and outdoor sports and games facilities.

Training & Coaching facilities.

### **5.2 Best Practices:**

- Felicitating Nationally/internationally reputed sportspersons.
- Felicitating athletes and players who represent the University and win medals in inter university competitions.
- Reservation of seats for sportspersons in Post Graduate and Under Graduate sections.
- Scholarships to upcoming sports persons.
- Financial assistance to those who are selected to represent the college in National and International competitions.
- Providing Sports kit.
- Conducting Sports programme for staff.
- Conducting Inter Collegiate and Inter University Sports competitions.

### **5.3 OBJECTIVES**

- To place the College among the best sporting institutions in India.
- To enhance the image and prestige of the Institution through sporting activities.

## **6. ADMISSION POLICY**

CCE has developed several strategies/online admissions to improve the quality of admission process as it is the prime window for students to get admitted to the institution. The process is made easy and hassle free.

### **6.1 Procedure**

- 6.1.1 Prospectus is issued to the students along with the application on payment of nominal fee, containing brief summary of achievements of the institution, details of programmes, subjects offered, fee structure, documents, other things required and cut off dates.
- 6.1.2 To avoid confusion and to answer the queries of the students, a professional mechanism has been developed by opening a helpdesk near the entrance.

- 6.1.3 To avoid all sorts of confusions and communication gaps, Proper orientation/training is given to all staff members who are involved in the admission process.
- 6.1.4 Sign boards are fixed at several points to guide the students/parents to reach a particular section/required destination.
- 6.1.5 Rooms with all facilities are provided to the students to fill-up the applications leisurely and cautiously and they can avail assistance of the staff in filling the applications.
- 6.1.6 For the smooth flow of the process, committees have been constituted which look after the entire process. The committee members in batches complete the formalities of admission process by verifying the documents, interviewing the students and allotting him/her to a particular programme with specified subjects.
- 6.1.7 After the announcement of the merit list, students are informed over phone/email to join on a particular date, where single window system for the entire process is adopted.
- 6.1.8 During the admission process parents/Guardians are required to accompany the ward to full fill the formalities. Proper guidance/information regarding discipline, dos and don'ts, use of mobile and dress code is given at the time of admission.
- 6.1.9 Students can also get admitted through partial payment of fees
- 6.1.10 Provision is made for online payment of fees.

## **7. GREEN POLICY**

The institution wants to emphasis on for clean and green campus and makes sincere attempt to achieve carbon neutrality.

- 7.1 Green Policy aims to eliminate or reduce all forms of environmental pollution and encourage all faculty members, staff, students and others to do the same.
- 7.2 Green Policy is concerning with the environmental issues like air and water pollution, eco system management, maintenance of bio-diversity, protecting natural resources, judicious usage of energy resources and conservation of energy and also effective waste management. It is concerned with environmental management and eco-system sustainability.
- 7.3 Managing the environment is high priority for the institution.
- 7.4 The staff and students shall use energy resources and conserve energy judiciously.
- 7.5 Environmentally harmful practices are prevented and more environmentally ecofriendly working culture is encouraged.
- 7.6 Awareness about environmental issues among staff/students/visitors and initiatives leading towards a clean environment is spread.
- 7.7 Effective waste management by promoting the 3 R's for waste management shall be

encouraged.

## **SCOPE**

This policy applies to all stakeholders Students, Staff and visitors

## **STRATEGY**

The commitment towards protection, conservation and enrichment of the environment is being achieved through the following mission:

- Green Campus: Green Cover & Growing Trees.
- Go-Green Club
- Periodical green audit
- Promotion of the 3 R's in waste management
- Encouraging judicious use of Water, Energy
- Community awareness through NSS, NCC, Ranger & Rovers, different departments
- Awareness Promotion Campaigns: The students regularly participate and conduct awareness promotion rallies, campaigns and activities
- Knowledge Sharing & Knowledge generation The knowledge available relating
- environment in various disciplines is made available to the local community.
- Energy conservation & alternate energy use
- Botanical Gardens- Arboretum and Herbal Garden
- Conservation of water- popularizing some techniques
- Reduction in use of products of plastic
- Rain Water Harvesting
- Solar Energy Use
- Clean City Programme

Besides these initiatives, the institutions also fulfils social responsibility through the following change-making practices:

- Solar energy generation for heating and lighting purposes.
- Rainwater harvesting.
- E-waste and hazardous waste management.
- An active Green Audit Committee that monitors and takes initiatives to support energy conservation, carbon neutrality etc.

## **ACTIVITIES**

Following are the important activities evolved from time to time by the college to comply with its Institutional, personal and social responsibility

- Value Speak
- Learning Corners
- Guest lectures
- Faculty as Resource Persons at Community level programs
- Share lectures
- Vanamahotsava
- Celebration of National Days
- Student Activities-Quiz, Class Seminars, Debates, Panel Discussions

## **8. IMPLEMENTATION OF COTPA2003 ACT**

8.1 Government Degree College,Uravakonda has been implementing the Cigarette and other Tobacco Products act(COTPA2003).Under this act , initiatives are taken in our college to make Tobacco Free.

8.2 Conducting Awareness program on Hazards of tobacco.

8.3 Including staff and students in Anti-Tobacco drives.

## **9. RESPONSIBILITIES**

### **9.1 Responsibility of Principal**

- 9.1.1 Overall Administration of the college
- 9.1.2 Conducting Core committee meetings and maintaining minutes
- 9.1.3 Conducting meetings for coordination among committees
- 9.1.4 Conducting Review meetings
- 9.1.5 Developing college policies- admission, research, community orientations values
- 9.1.6 Welfare of staff and students
- 9.1.7 Forming committees
- 9.1.8 Granting special leaves/medical leaves/earned leaves/OOD/maternity leaves
- 9.1.9 Discipline Rounds

### **9.2 Responsibility of Vice Principal**

- 9.2.1 Follow up of the activities of the college
- 9.2.2 Monitoring overall discipline
- 9.2.3 Attending students grievances

9.2.4 Taking steps to implement new Initiative and Innovations

9.2.5 Discipline rounds

9.2.6 Granting casual leaves

### **9.3 Responsibility of Coordinator of IQAC**

9.3.1 Formation of IQAC

9.3.2 Conducting IQAC meetings and maintaining minutes book

9.3.3 Communication of all the decisions to the concerned chairman, Heads for

9.3.4 Implementation.

9.3.5 Regular interactions with NAAC criteria chairmen

9.3.6 Working as a nodal agency between NAAC and the college. Preparation and submission of yearly reports, AQAR to NAAC

9.3.7 Convening meetings with criteria chairmen

9.3.8 Analysis, of NAAC reports, suggestion of corrective steps

9.3.9 Functioning as a think tank and initiating innovations

### **9.4 Responsibility of NIRF Coordinator**

9.4.1 Arranging a meeting of core committee members

9.4.1 Discussion of the criteria wise inputs

9.4.2 Proposing a plan of action for the improvement of NIRF score

9.4.3 Reporting to higher authorities

9.4.4 Getting details for NIRF inputs

9.4.5 Getting placement details/progression details from concerned committee/departments

9.4.6 Getting inputs from office admin section/account section

9.4.7 Uploading the data in NIRF portal

9.4.8 Keeping a record

9.4.9 Uploading the data to college website

9.4.10 Keeping in touch with NIRF office

#### 9.4.11 Coordination with IQAC coordinator

### **9.5 Responsibility of Heads of the Departments**

9.5.1 Executing the decisions taken in the HOD meeting and Core committee meeting

9.5.2 Taking steps to maintain departmental Documents – Syllabus, Question paper pattern, Question bank, Minutes, Notice, annual reports, student research projects, publications of the staff, activity reports.

9.5.3 Organizing departmental activities – Curricular, Co-curricular and extension- Subject Association, wall magazine, guest lectures, community oriented programmes like school visits, share lectures, lab in cab, seminars and workshops, academic activity

9.5.4 Periodical Review of the activities.

9.5.5 Introducing new programmes/ Bringing innovations

9.5.6 Initiating learner participation innovative teaching methods

9.5.7 Motivation to staff to do Research and Publication

9.5.8 To develop a proper structured feedback system

9.5.9 Taking feedback

9.5.10 Preparation of annual report

9.5.11 Recording lectures, popular lecture series, certificate courses, student research projects

9.5.12 Extension activities

9.5.13 Intercollegiate competition-deputing students

9.5.14 Interdisciplinary guest lectures, programmes

9.5.15 Observing important days

### **9.6 Responsibility of Faculty members**

9.6.1 Preparation for Classes is mandatory

9.6.2 The lectures can be recorded and kept for students' access after the class hours

9.6.3 Planning for student oriented classes

9.6.4 Conducting student seminars, quizzes, rural visits, group discussions, current affair discussions

9.6.5 Maintaining healthy relationships with the learners

9.6.6 Engaging all the classes allotted

- 9.6.7 Evaluating answer papers in time and discussing the answers with students compulsorily
- 9.6.8 Writing diary compulsorily- time table, day wise lesson plan with objectives and outcomes
- 9.6.9 Ensuring the diary is personally verified and signed by the higher authority
- 9.6.10 Undertaking the Departmental responsibility and conducting innovative activities.
- 9.6.11 Assisting the Head in every activity of the department

## **9.7 Responsibility of Maintenance, Gardening and Cleaning staff**

- 9.7.1 Keeping the entire Campus clean and tidy
- 9.7.2 Supervisor has to monitor every task undertaken- repair/  
refurbishment/cleaning/watering/maturing/weeds destroying.
- 9.7.3 Distribution of daily tasks to floor cleaners
- 9.7.4 Maintaining dignity in talk, in work

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