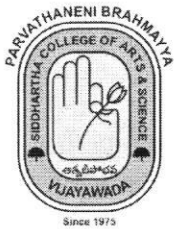




Policy document of the College



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**
Autonomous
Siddhartha Nagar, Vijayawada-520010
Re-accredited at 'A+' by the NAAC

INTERNAL QUALITY ASSURANCE CELL

Policy Name:	Policy document of the College
Originating/Responsible Department:	Core Committee
Approval Authority:	Governing Body
Date of Original Policy:	March, 2018
Last Update:	25th January 2024



POLICY DOCUMENT

VISION OF THE COLLEGE

“To offer the best academic experience for students preparing themselves for a career of impact and create positive, purposeful change capable of finding inventive solutions to societal challenges”.

MISSION OF THE COLLEGE

“To offer specialized academic programs, teaching and learning pedagogy to nurture students to be well-rounded, responsible citizens fully prepared for the world beyond the college. On campus, students are empowered to grow into their best, most complete self. To create an unparalleled opportunity for students expanding their learning to tackle real world challenges. Faculty, staff, and students collaboratively work to accomplish success”.

VALUES

1. **Student Success and Completion:** Meeting student needs by creating an academic environment in which students can attain diversified goals.
2. **Excellence:** Maintaining a high standard of integrity and performance achieving academic and career goals.
3. **Collaboration:** Seeking input from all stakeholders of the college and the community.
4. **Diversity:** Fostering a learning community in which the diverse values, goals, and learning styles of all students are supported.
5. **Life-Long Learning:** Fostering enthusiasm, independent thinking for making students life-long learners
6. **Integrity:** We hold ourselves and each other accountable to display integrity in our language, behaviours, and actions.
7. **Technological Advancement:** Implementing quality instruction through cutting edge technologies.
8. **Ethics & Values:** Inculcating ethics to determine right from wrong and values to define priorities in life.

CORE VALUES

In the spirit of our vision and mission we remain committed to understand and solve the important social problems. We always try our best to appropriate our vision and mission with a commitment to excellence, ethical action, and inclusiveness for which the four interdependent core values we absorb to determine our mission.



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Diversity

- Ensuring fair and equal access for all;
- Recognizing, appreciating, and celebrating the strength of diversity;
- Providing educational experiences that promote a greater appreciation for diversity;
- Implementing learning activities that integrate diversified topics in the classroom;
- Believing that our similarities and differences are opportunities for establishing a common bond and strengthening the College;
- Seeking and considering multiple points of view;
- Employing a College workforce that reflects the community we serve.

Integrity

- Committed to ethical and responsible behaviour in our own actions and to developing the same commitment in our students, thus fostering individuals who will have the skills, knowledge, and ability to engage positively with a diverse and changing world. Our commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility and trust;
- **Strongly believing in** honesty, courage and trustworthiness;
- Creating a community with characteristics of climate of respect and thoughtfulness among students, faculty, staff and the people of society;
- Committed to be responsible and accountable in operations at all levels of the institution, including continuous assessment of academic programs and transparency in fiscal and operational proceedings;
- Continually seeking to earn the public's trust in all of our actions and words.

Accountability

The college assumes and demonstrates responsibility for our actions;

- Taking responsibility for personal and professional growth and development;
- Continuously evaluating and improve the systems and policies;
- Establishing and communicate clearly defined and articulated goals and objectives;
- Ensuring that each action adds value to the College and society;
- Demonstrating fiscal and social responsibility.



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Harmony

The college always

- Valuing and respecting all the stakeholders and their valuable opinions, perceptions and impressions, Students, faculty, and staff as well as the people connected through value added and extension programmes;
- Believing in processes of shared decision making based on productive synergistic interactions among our students, faculty, staff and stakeholders in the pursuit of institutional goals;
- Dedicate to promoting outreach activities, community education, and partnerships with surrounding entities;
- Believing in collaborating with the organizations and constituents with whom we work;
- Promoting a safe, healthy and sustainable environment where our community members can flourish personally and socially as whole;
- Believing in sharing our academic and cultural resources and expertise with the public, educational institutions, businesses houses, cultural centres, and public and non-profit agencies, when appropriate;
- Working to enable students to integrate into the larger world to promote a commitment to public service through experiential education. Faculty and staff serve the state and local constituents by sharing their energy, talents, and experience;

MONOGRAM

The Monogram adopted by the Siddhartha institutions represents Buddha's 'Vyakhamudra' with half opened lotus signifying preaching of wisdom and enlightenment of Mind and Soul through learning and truth. The college Motto, "Atma Deepo Bhava" aptly signifies the same.

MOTTO

Atma Deepo Bhava (Be a light onto yourself)

It was Buddha's last day in this mortal world. Ananda was his cousin and also the closest disciple. He was crying and weeping. Ananda was not yet enlightened. He was saying Buddha, "You are a spiritual Guru and a beacon to me and all us on this journey of enlightenment. Now you are leaving us all. What will happen to us? What will happen to me? Who will show us the right way and right path? Who will take me and guide me on this spiritual journey? The whole world and life was an utter darkness to us and you came in our life as our light and delight. Who will show us this light now?"



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Buddha just opened his eyes and said, "**Atma Deepo Bhava**". He said, "Just be a light unto yourself. Nobody can give this light to you". All Buddha's have just pointed towards this light. **We all have to move towards this divine light that is hidden in each one of us.**

SPIRIT

Dhammam Saranam Gachhami.

Dhamma, is the ultimate truth or ultimate reality. Dhamma is impersonal; we don't in any way try to personify it to make it any kind of personal deity. As Dhamma has no personal attributes, we can't even say it is good or bad or anything that has any superlative or comparative quality; it is beyond the dualistic conceptions of mind.

WATCHWORD

Incessu (Latin) = Progression or gait

Transits constantly exert a pressure upon our permanent and essential identity, symbolized by our birth-chart. The pressures may cause pleasure, happiness, exaltation — or pain, misery, and depression. Some may strengthen basic factors in our nature; others may tend to disintegrate our personality. But, they are that which every day and year after year challenges us. What is it in us which will accept these challenges and make of them opportunities for becoming more and more that which we potentially are? This is our "intelligence." This conversion of challenges into opportunities is progression.

MASCOT

The **red panda** (*Ailurus fulgens*),

It is a small arboreal mammal native to the eastern Himalayas that has been classified as *vulnerable* by IUCN. Red panda teaches us that - even if we are happiest on our own, or wish for space to ourselves - sometimes we must take a little time to see to the needs of others, if only to make sure that we can get adequate rest. By helping the community, friends, family, or even strangers; you better care for yourself.

COLORS

Saffron, Yellow Green

Saffron: Saffron denotes courage and selflessness. It signifies renunciation and the absolution of the ego. It is meant to remind us to conduct ourselves



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to work without seeking material gains, but rather for the good of the society.

Yellow: It's the colour of happiness, and optimism, of enlightenment and creativity, sunshine and spring.

Green: The green represents faith, fertility and prosperity. It is considered to be a festive and stabilizing colour that represents life and happiness. It demonstrates the value placed on the earth as the ground upon which all life is dependent. It reminds us to preserve nature.

AUTONOMY

In accordance with the New Education Policy 1986, UGC granted autonomy to the college in the year 1988 and the college has been working in that pattern since the academic year 1988-'89. While the college remains affiliated to Krishna University for conferment of degrees, it exercises autonomy in framing courses of study, admission of students, methods of instruction, testing and evaluation. Students passing the examinations conducted by the college are awarded degrees by Krishna University.

1. QUALITY

College has a well-designed quality policy. It serves as a guide for all of the activities of our college. We are committed to impart quality education to the students, enabling them to develop the right attitude, professional and academic competence and inculcation of ethical values. Being a society institution the management has a decisive role in design and implementation of quality policy and plans.

- 1.1 Our quality policy is enshrined in our mission and vision statements. It is embodied in every activity and every plan undertaken by the institution. The college has provisions for continuous monitoring and evaluation of the quality of these programmes.
- 1.2 The IQAC of the college also plays an important role in sustaining the quality of enrichment programmes. IQAC discuss in detail about the policy changes required or the need for new policies considering the suggestions of all stake holders
- 1.3 Feedback from students, teachers, employers, parents and alumni serve as a valuable source for evaluating the quality of programmes. Such feedback is discussed at the club/committee meetings and measures for improvement or rectification are taken.



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2. **INFRASTRUCTURE & PHYSICAL FACILITIES**

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching - learning environment. The management and college authorities ensure that the college has adequate and effective infrastructure for effective academics, research, innovations, incubation, sports, games and other extra-curricular activities.

- 2.1 The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilization of the resources for the nation building effort.
- 2.2 The college provides venue for conducting examinations such as recruitment drives of banks, UPSC and PSC examinations.
- 2.3 The auditorium and premises have been used as a venue for the neighbourhood activities.
- 2.4 The services of electricians, mechanics and plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipment of the college.
- 2.5 Electrically sensitive gadgets are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
- 2.6 The Advanced and Expensive Equipment are maintained by Annual Maintenance Contract (AMC).
- 2.7 Maintenance funds obtained from State/Central Governments and the UGC and the college management are utilized for the maintenance and upkeep of infrastructure and support facilities.
- 2.8 The college is pleased to share its infrastructure facility for the local community.

3. **ADMINISTRATION**

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. In an institution like ours administration and academics cannot operate as separate water tight compartments. Hence there is a sound framework for assuring quality assurance in administration along with academics

- 3.1 Complete transparency is ensured
- 3.2 Policy of decentralization is strictly adhered in effecting high quality administration.



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- 3.3 Pro- student administrative mechanism is implemented
- 3.4 Inclusive approach is elegantly followed in all administrative matters.

4. FINANCE MANAGEMENT& RESOURCE MOBILISATION

The college has an institutional mechanism for effective and efficient deployment of financial resources. The management of the institution has its own mechanism to monitor the allocation and utilization of funds sanctioned by various funding agencies.

- 4.1 The management has appointed a local governing board to monitor the financial affairs of the institution.
- 4.2 The involvement of Alumni Association and PTA(full form not specified for PTA) are ensured while implementing various developmental programmes in the campus.
- 4.3 The members of the faculty are encouraged to avail themselves of different research incentives/ funds/ aids by various agencies.
- 4.4 In order to ensure complete transparency in the utilization of financial resources major purchases and expenditures are made only after inviting requisite number of quotations.

5. STRATEGIC PLAN

The college has a strategic plan for development. Our plan for development evolves out of the academic and administrative requirements of the college and the society it serves.

- 5.1 The plans for development are largely influenced by the requirements of the student community, university and perceived needs of the society at large.
- 5.2 The top management of the college consisting of the Central Governing Body, Director, Principal, Facilitators and The IQAC are very actively involved in ensure that the strategic plans are capable of achieving the mission of the institution.

6. POLICY REFORMS

College has a well-designed quality policy. In pursuance of this objective, college has established an 'Internal Quality Assurance Cell' which is entrusted with the design, implementation, evaluation, assessment and up-gradation of quality policy.

- 6.1 The founding fathers of the institution have designed some long run policies regarding the conduct of the institution and delivery of its



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services to the community. Since an educational institution is passing through different issues, new policies are to be designed. The views of the students, their parents and alumni are given due care.

- 6.2 The IQAC of the college discusses in detail about the policy changes required or the need for new policies considering the suggestions of all stake holders. The decision regarding this is forwarded to the staff council which in turn will discuss the issue seriously and make suggestions to the governing council which is top authority to decide upon policy matters.
- 6.3 When there are some new issues or some of the policies are found to be ineffective new policies are framed.
- 6.4 Principal is required to make presentation about the performance of the college, which provides periodical review of policies.

7. **E- GOVERNANCE**

E-governance is implemented at various levels in order to provide simpler and efficient system of governance within the institution.

- 7.1 The website of the college is functioning full-fledged. Admission process is made hassle-free with the help of the college website. The students can download application from the website.
- 7.3 The accounts of the college are maintained with help of the accounting software Tally. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.
- 7.4 The library is computerized. Students can search the books in the computers in the lobby. E-learning facilities like N-List, e-journals and periodicals are made available in the library.

8. **EDUCATION & CURRICULUM**

Being an autonomous college we follow the curriculum designed by the college. Following the introduction of CBCS the institution has taken appropriate measures for the benefit of the stakeholders. The institution is very particular in offering skill oriented and New Age programmes that add colour to the lives of the stakeholders and transform them to worthy citizens.

- 8.1 The college has organized workshops and seminars to familiarize with reforms initiated by the University. Curriculum enrichment programmes like, invited talks, workshops, seminars and panel discussions are the organized frequently by the college.



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- 8.2 Members of the teaching staff prepare teaching plans for each course he/she is dealing and submit it to the head of the department. They are encouraged at the outset to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, and computer education apart from regular traditional teaching methods like chalk and talk.
- 8.3 Since the college is highly student centric teaching and learning, feed backs from the students are collected to understand opinion of the students regarding the curriculum, teaching and development. Students of all the departments are given the freedom to invite experts from industry, government, academics and non- government organizations to speak about recent developments as part of department level association. Thus curriculum enrichment happens according to the requirements of students.

9. **INTERNAL EVALUATION**

In addition to regular semester end examinations, the college conducts two series of internal examinations in each semester. The following rules are applicable:

- 9.1 Exemption from attendance at examinations and test papers are granted only by the Principal.
- 9.2 Request for such exemption must be made in person at least two days before the commencement of the examination and shall be forwarded through the teacher concerned / the class teacher.
- 9.3 In case of illness, the Principal may insist on the production of a Medical Certificate from a duly qualified doctor or arrange the applicant to be examined by a competent medical officer. The expenses of such examination will have to be borne by the applicant him/her self.
- 9.4 Absence from examination without leave will render the students concerned liable to serious punishment.
- 9.5 Re-examination is not offered as a matter of course. But when a re-examination is offered, absence from such re-examination, for any reason whatsoever will be regarded as equivalent to failure. A suitable fee may be collected from students for whom re-examination is offered.
- 9.6 Malpractice of any sort in test papers and examinations will render students liable to severe punishment which may amount to suspension / expulsion from the college.
- 9.7 Defaulters of payment of fees are not exempted from examination and test papers.



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- 9.8 Both the UG and PG programmes envisage a mandatory continuous evaluation of students by the teachers. The college has laid down certain norms by which the teachers can assess the students internally and award marks. Students' attendance, their score in the frequently conducted test papers, their performance in assignments, seminars/practicals etc. count together to one's internal assessment score. Those who fail to score the prescribed minimum for internal evaluation at degree level shall do those papers next year and shall not be considered successful until he has cleared his internals.
- 9.9 Students who absent themselves from the test papers/examinations shall lose the proportionate marks for internal assessment.

10. **MENTORING**

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral. The whole student community is divided into different mentee groups and they are assigned to the faculty.

- 10.1 The mentors have to act on behalf of the college to support learners who are enrolled on a course of study
- 10.2 The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
- 10.3 The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality. They should have regular meetings with their mentees and keep records
- 10.4 The college is responsible for providing training, advice and on-going guidance to the mentors.

11. **STUDENTS PARTICIPATION & ACTIVITIES**

The institution encourages students to participate in competitions at International, National, State, University and College levels. The college has got a pretty good legacy in nurturing the artistic talents of students for which several initiatives focusing on special art-performances work under the umbrella *College Clubs*.

- 11.1 Achievements of the College teams and the conduct of Inter College tournaments by the Department of Physical Education brought laurels to the College in the field of sports and games.



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- 11.2 The Department of Physical Education provides special coaching in the evenings to interested and talented students in Football, Handball, Badminton, Tennis etc. They are also motivated to take part in outdoor and indoor games. Our teams participate in the University championship regularly.
- 11.3 A sports Meet is conducted for the student community of the college with the active support of the Faculties and Administrative staff.
- 11.4 The Department of Physical Education is organizing a cricket match every year between Faculty and Students Community.
- 11.5 Commendable performance and outstanding achievements of our students are appreciated and they are honoured on the College Day.
- 11.6 The different clubs functioning in the college strive to discover the inherent talents of the students and organize various programmes to nurture the same.
- 11.7 Participation in the NCC and NSS helped the students to achieve laurels at various levels.
- 11.7 Cultural and Literary activities are highly encouraged in the college. Our team brought laurels at various levels.

12. **EXTENSION ACTIVITIES**

The college organizes its extension programmes with the aim to offer its facilities, expertise and experience to the community.

- 12.1 For the effective conduct of extension and outreach programmes the principal with the active involvement of college council and IQAC entrust the faculty with different clubs and cells at the beginning of each academic year.
- 12.2 All the extension activities organized by the College through NSS, NCC and departments are designed to contribute to the holistic development of students and for the up-liftment of the community to bring about social change.
- 12.3 All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non- government organizations.
- 12.4 The faculty in charge of clubs and cells are given complete freedom to plan and implement extension and outreach programmes. The teachers in charge of the outreach programmes consult with social workers, social activists and leaders of the local bodies to identify demand for services offered by the institution.



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12.5 The various outreach and extension activities provide hands on experience in specific areas to the students of the college. It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.

13. **STUDY TOURS**

Study tours including Industrial visits conducted by the college are part of the academic programme. The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students.

13.1 The study tour must be conducted in accordance with government rules and policies.

13.2 The purposes and specific educational objectives of the study tours should be carefully developed.

13.3 The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.

13.4 All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively

14. **ANTI-RAGGING**

In tune with the UGC regulations of 2009 regarding ragging, the college maintains the policy of keeping the campus ragging free.

Observation and Directives of the Supreme Court:

The Supreme Court of India has observed that enrolment in academic pursuits or a campus life should not immunize any adult citizen from the penal provisions of the laws of the land. According to the directions of the Supreme Court if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on us to report the matter to the Local Police.

Mandatory reading material for all students of the college

The legal definition of ragging is as follows:

'Ragging' means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student, and includes:



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- (a) Teasing or abusing or playing Practical joke on, or causing hurt to any student.
- (b) Asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform. Ragging is different from other crimes because the motive is solely to get perverse pleasure. Ragging is also different from other crimes as it is actively promoted by certain sections of the society.
- (c) Following types of abuses and activities will be termed as ragging:
- Physical abuse, for example, forcing to eat, drink or smoke, forcing to dress or undress.
 - Verbal abuse, for example swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study.
 - Forced activity, for example
 - ✓ Chores for seniors e.g. copying notes, cleaning rooms, etc.
 - ✓ Missing classes. Not being allowed to study.
 - ✓ Staying awake late or getting up at unreasonable times.
 - ✓ Singing or dancing or performing in any other way.
 - ✓ Using foul language or shouting or cheering loudly.
 - ✓ Misbehaving with strangers, particularly women.
 - ✓ Reading or browsing porno-graphic/objectionable material.
- 14.1 Ragging / teasing / intimidating/ harassing / using words of abuse etc on junior students especially female students is punishable crime under Police Act. Such matters will be immediately reported to the police. As such acts are considered criminal offences; students involved in such acts will be given adequate punishment, which includes expulsion.
- 14.2 The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
- 14.4 Counselling facility is provided in the college, and if necessary any time professional counsellors are made available in the campus.
- 14.5 The prospectus and other admission related documents of the college contain the details of anti-ragging policy. Display boards on anti-ragging has been installed in different locations in college.



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15. **GRIEVANCE REDRESSAL**

The management is keen on implementing various measures for the proper handling of the grievance redressal. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

- 15.1 If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of the Grievance Redressal Cell in writing. The students can reach out at student grievances portal <http://www.kgcollege.ac.in/student-grievances/> for communicating their grievances.
- 15.2 The cell on its own or in consultation with the Principal may take necessary steps to resolve such grievances. The Principal may call for the recommendations from the Discipline Committee /College Council, if the situation so demands.
- 15.3 The institution takes special care in addressing the students who comes under the titles OBC, SC/ST, Minority and PD by running separate cells for each.
- 15.4 The College had constituted a Complaint Committee (ICC) for considering complaints of sexual harassment of woman employees of the college. Complaints regarding sexual harassment can be intimated in writing to the committee.

16. **CODE OF CONDUCT**

STUDENTS

The Student Code of Conduct sets out the standards of conduct expected of students. It holds them responsible for the consequences of their actions. Failure to fulfil these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

- 16.1 It shall be the duty of every student to follow the rules and regulations of the college, and to conduct himself with discipline and decorum.
- 16.2 Students are expected to be punctual and regular in attending classes, practicals, exams etc. If classes are free during any period, students should go to library or engage themselves in meaningful co-curricular activities.
- 16.3 Students shall be clean and decorous in dress, language and behaviour. They should adhere to the cultural values and ethos of the College.
- 16.4 None are permitted to enter the campus intoxicated. Alcohol and abusive substances are banned within the college premises.



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- 16.5 Students should treat all fellow learners and teachers with respect and fairness. Every student should consider their fellow learner equally regardless of gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- 16.6 Any kind of indecent behaviour or derogatory remarks from the students outraging the modesty of any women will not be tolerated and is punishable.
- 16.7 Students will be given permission to leave the campus during class hours only in case of emergency or for any other valid reasons with the gate pass from the department concerned.
- 16.8 Students should strictly maintain hygiene in classrooms, campus and in toilets/washrooms.
- 16.9 Political activism is banned in the campus. Demonstrations/ campaigning etc. of a political nature is strictly prohibited inside the campus.
- 16.10 Students should observe silence during the Morning Prayer & National Anthem in the evening.
- 16.11 Students should take great care in handling the properties of the college. All breakages, losses and damages must be reported at once to the authority.
- 16.12 Students shall not involve in any form of ragging inside or outside the College campus. Ragging in any form is a serious offence and those found indulging in it will be summarily expelled from the College as per the directions of the Government
- 16.13 Mobile phones can be used only for academic purposes with the permission of teachers. Cell phones would be confiscated if students are found misusing them.
- 16.14 Loitering on verandas, corridors, staircase and other passages during class hours is discouraged as it disturbs the academic atmosphere in the campus. Strict action will be initiated against students who are found unnecessarily near the canteens, hostel blocks, playgrounds and other such places inside the college campus.
- 16.15 A grievance redressal mechanism exists in the Institution. Students are advised to approach the Faculty-in-charge of Grievance Redressal Cell (as mentioned in the Hand Book) for getting their grievances addressed.



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TEACHING STAFF

The Code of Professional Conduct for Teachers applies to all permanent and temporary faculty. Besides the code set by the UGC and the parent university the college has also framed a set of rules to be followed by the teaching staff. It serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

- 16.16 Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/She shall be strictly honest and impartial in his official dealings.
- 16.17 Every teacher shall be present at the place of his/her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- 16.18 Every teacher shall devote him/her self diligently to his work and utilize his time to the service of the College and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- 16.19 Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence.
- 16.20 Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extra-curricular work related to the College/University as may be assigned to him by the authorities.
- 16.21 No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. They shall also discourage such tendencies among his colleagues and students. Harassment against women will be seriously addressed.
- 16.22 Every teacher shall help the College authorities in enforcing and maintaining discipline among students.
- 16.23 Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses. etc. They should not indulge in over-making, under making or other attempts at victimization on any ground.
- 16.24 No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research findings of others.



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16.25 No teachers shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or students of the College with the intention of interfering with the performance of his duties.

NON-TEACHING STAFF

The supporting staff is an essential part of the college administration. They are also supposed to follow a code of conduct in their profession.

16.26 All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.

16.27 It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the management from time to time.

16.28 The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.

16.29 The supporting staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments /equipment.

16.30 The supporting staff shall not discriminate any student and colleague based on the gender, caste, creed, language, and place of origin, social and cultural background.

16.31 The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.

16.32 The supporting staff shall strive hard to improve their technical and non- technical skills related to their job.

16.33 The supporting staff shall discharge all the professional activities through proper channel.

16.34 The supporting staff should not be absent from the duties without the prior permission of the authorities.

16.35 The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.

17. ALUMNI ACTIVITIES

The College has an Alumni Association, but it is not registered. The general body meeting of the alumni association is held every year on January 26.



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Every department has their own alumni associations that organize get-together at dates of their convenience.

17.1 Alumnus personally and as an association offer financial support for the developmental and academic needs of the college. They have contributions to all department level initiatives whenever their support is sought they give a positive response.

17.2. Present students and alumni have very good relations with each other and hence the programmes organized by the present students are informed to them who in turn support the same with their suggestions and presence, if possible.

18. **FACULTY EMPOWERMENT**

The institution has introduced effective strategies to train, retrain and motivate the employees for performing various roles and responsibilities.

18.1 The teachers are encouraged to attend Orientation Programmes with leave-on-duty sanctioned by the college.

18.2 All the teaching and non-teaching staff satisfies mandatory requirement of participating in the annual conferences organized by the management for the enrichment of teaching and non-teaching staff.

18.3 The management organizes a mandatory orientation programme for all the faculty members newly appointed which helps the newer faculty members to get involved and trained in the working of the College.

18.4 The faculties with leadership traits are given the opportunity to head committees and projects. The institution has full-fledged NCC and NSS units. The institution encourages the Programme Officers of NSS and NCC to undergo the orientation training with leave-on-duty sanctioned by the college.

18.5 The college provides infrastructural facilities for independent learning through the well-stocked central library.

18.6 The institution provides opportunity for staff members to participate in exchange programmes that help them to manage their work-life balance. The teachers are given opportunity to interact with government officials, NGO representatives, and professionals from other fields.



Policy document of the College

19. **RESEARCH**

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conduct and publication of the research work.

19.1 The research facilitation committee is constituted to sustain the research tempo of the institution consistently. Any difficulty regarding the research programme should be reported to the Principal through the committee.

19.2 The committee inspires the faculty to avail Faculty Development Program of the UGC and to acquire M Phil and PhD Degrees. The teachers are also encouraged to promote Research activities by undertaking research projects with financial assistance of UGC and other Central and state funding agencies

19.3 Students are also motivated to take up collaborative and socially relevant projects at PG and UG level.

19.4. The institution acknowledges the achievement of its faculty in different disciplines. The college should provide essential infrastructure support for the research work.

20. **PERFORMANCE APPRAISAL**

Performance Appraisal is based on meticulously designed modules

20.1 It is applicable to various sections of the college including the management, faculty, students and non- teaching staff.

20.2 The methodology is linked to the UGC guidelines.

20.3 In addition to the regulations of UGC the performance appraisal, the demands of the college's vision and mission are taken for consideration.

20.4 It is done once a year in a confidential manner

20.5 The findings are communicated to the concerned parties without delay.

20.6 If there is significant progress for a particular department/ person, it will be specially mentioned.

21. **HUMAN VALUES & PROFESSIONAL ETHICS**



Policy document of the College

For providing a quality education to all students in the classroom teachers treat their students and with love, care, affection and commitment and inculcate good values among them without favouritism and discrimination.

- 21.1 The teachers are role models to the student by showing concern for students and motivating them. The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- 21.2 Teachers respect the right and dignity of the students in expressing his/her opinion. Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- 21.3. Human values are transmitted through value education classes. Blood Donor's Forum, *Fast a day Feast a friend* programmes etc. helps the students to inculcate values of generosity and sacrifice.
- 21.4 The college provides Divyaangan students equal opportunities for accessing all the facilities available in the campus.
- 21.5 The college provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- 21.6 Ramps are provided for easy access to all the buildings of the campus. Special toilet is set apart for the disabled.

22. **ENVIRONMENT SUSTAINABILITY& WASTE MANAGEMENT**

The college has made many efforts to stabilize the up gradation of nature not only in the campus but the selected areas where its extension activities are going on.

- 22.1 We promote a plastic free campus through awareness.
- 22.2 Inspection and maintenance of electronic wires and appliances in time, helps to avoid power wastage.
- 22.3 The college is moving towards the concept of green architecture. Efforts are made to make the campus plastic free. We preserve the existing trees and plant new saplings. The available land have been utilized to the fullest extent in a nature friendly way.
- 22.4 Students are made aware of the disposal of different categories of waste generated in the Lab. They are given clear instructions to dispose the broken glass waste and chemical waste in the respective waste receptacles



Policy document of the College

- 22.5 Vermicompost is maintained by the department of Zoology. The biodegradable waste is converted into fertilizers using pipe composting, Nandep composting and Indore composting methods.
- 22.6 An MoU is signed with a scrap unit to dispose of the e-waste.

Core Committee
Coordinator

Principal