



S.R.R. & C.V.R. GOVT. DEGREE COLLEGE

(Autonomous)

Estd : 1937



Machavaram, VIJAYAWADA - 520 004. N.T.R. District, A.P

NAAC 'B' (Cycle-3), ISO 9001:2015 Certified & NIRF Ranked Institution

Cell: 9848251236, © 0866-2430060, website: www.srrcvr.ac.in, E-mail: srrandcvr@gmail.com

Dr. K. Bhagya Lakshmi, M.Sc., M.Phil., Ph.D.,
Principal

Date :

CODE OF CONDUCT OF TEACHING STAFF:

Any teaching staff member who takes teaching as profession conducts himself / herself in accordance with the ideals of the profession. The national ideologies of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teaching staff member shall be calm, patient and communicative by temperament and amiable in disposition.

A teaching staff member shall :

- i. adhere to a responsible pattern of code of conduct expected of him/her by his/her fellow teaching staff members, society, stake holders and the student community.
- ii. manage his/her professional obligations and activities in a manner consistent with the dignity of the profession, as students the center of his teaching profession.
- iii. seek to make professional growth continuously through study, research and writing with professional and personal dignity.
- iv. express free opinion in dignity by active participation at professional meetings, seminars, conferences, etc. towards the contribution and up-gradation of knowledge towards the students and their learning outcomes.

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- v. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve professional standards.
- vi. perform his/her duties in the form of teaching theory and practical and the evaluation procedures for students and also by adhering to the pattern of Continuous Internal Assessment to meet the academic standards of the institution.
- vii. To extend the teaching services to his or her students to prepare the students as the responsible citizens of the country, with all their learning knowledge and expandable higher standards in learning and also by helping them to equip the skills of building career and employability for the students' future.
- viii. to extend all services of teaching, planning of student assignments and evaluation and in doing so the staff member has to attend all the training programs in service stipulated by the Higher Authorities.
- ix. Also the teaching staff member has to complete the tasks of evaluation in time and support the Student Results' announcement System in time only to facilitate the students progression like the Admissions to Higher Studies, Competitive Examinations and the Job Search Paths.
- x. The teaching staff members have to support the students morally in times of any need, other than the working hours because the timely help will save the valuable and precious things like life, health, emotional and mental stress of the students to overcome if any, by properly dealing with them.
- xi. The teaching staff members have to equip themselves with all the upgraded, latest, blended methods of teaching and techniques to meet the challenges of the New Age.



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CODE OF CONDUCT OF STUDENTS:

The Student Code of Conduct sets out the standards of conduct expected of students.

It holds individuals and groups responsible for the consequences of their actions.

The College is a community of students, staff involved in learning, teaching, research and other academic activities.

1. All students of the College are expected to conduct themselves in a manner that contributes positively.
2. All students have to contribute to the environment in which respect, civility, diversity, opportunity are valued.
3. The students have to assure the success and progress of the Institution.
4. The Student have to show a concern for these values.
5. The students have to make use of the activities, facilities and benefits of the College without causing any interference to others in the Campus.
6. The information provided on this website of the College has to be comprehended by the Students.

7.The students should be aware of the Anti - Ragging Rules, and should behave only in an acceptable manner.

8.The Students are responsible for reading, understanding and abiding by the Code of Conduct and strictly follow the Rules of the Institution in all respects to maintain appropriate behavior.

9.The discipline of Students is to be maintained in academic meetings and non - academic meetings and all programs of the Institution.

10.The students have to follow the Rules of Admissions, Examinations, Results ' Declaration and maintain discipline in all the related so as to contribute to the decency and decorum of the Institution.



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Student Attendance Policy

Objective:

- To encourage students to develop disciplined study behaviour
- To instil a sense of responsibility towards learning
- To inculcate professional ethics and values

Code of conduct:

Insisting on 75% attendance and ensuring that a student meets the goal is the policy but the procedures followed for the implementation of the policy have positive direction and care is taken to maintain relationship with the student by being caring and sensitive to a student's genuine issues. Importance of attendance is balanced with fairness and understanding approach.

Rules of Attendance Policy:


- Every student is required to check in with biometric attendance and biometric registers are scrutinized regularly.
- Group Counselors monitor students' attendance and submit monthly attendance to the Head of the institution.
- A student who is unwell and absent to college for more than one week shall produce a medical certificate or a Doctor's note when back to college
- A student who continuously misses classes without proper reason and with no authorized permission may be discontinued.

Teacher's Responsibilities:

- Provide awareness to students on the attendance policy and expectations and explain how the policy supports student's learning and progress.
- Monitor through periodical checks and counsel students who continuously miss classes by working together on the issues that are blocking the student's learning.
- Conduct Re - tests only on written explanation or related doctor's note in case of illness, emergency or college related academic, cultural and sports activities.
- Allow flexibility to some extent regarding deadlines for submission of assignments, projects and reports to encourage learning at every stage.

Student's Responsibilities:

- Expected to attend all classes, laboratories regularly and punctually as per time - tables.
- No excuse is allowed if a student attending functions or making travel arrangements in conflict with classes and examination schedule and re- exams shall not be conducted for such a student.
- Accountable for short fall of attendance and strict action shall be taken by college in cases of continuous unauthorized absence


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STUDENT DISCIPLINE POLICY AND PROCEDURES

Introduction: Student Discipline Policy is essential to instil a sense of equality and security among all students studying in the college. Discipline procedures are uniform and every student is required to follow procedures to safe guard the learning environment in the classrooms and college campus.

Aims of the Policy:

- To create an environment that encourages quality learning
- To develop an attitude of respect among students
- To inculcate positive behaviour and a sense of responsibility
- To make each student accountable and answerable for self made - choices

General Code of Conduct:

1. All students should be aware of discipline policy and procedures.
2. Every student shall behave in a dignified manner and not hurt the feelings of fellow students and staff
3. Every student shall abide by the rules of the college and shall actively participate in all college activities
4. Any type of bullying, ragging and eve teasing will not be tolerated and strict punishment as per procedures shall be ordered.

Disciplinary Committee:

Principal shall be the Chairman and three Lecturers and two Non - Teaching staff and two student representatives shall be nominated for the committee.

Women Empowerment Cell: Cases or issues related to girl students and Lady staff shall be referred to the Cell and the Principal shall be the Chairman of the cell and the committee shall have Women staff as members and also include girl students as student representatives.

Responsibility of Staff: Every staff member is equally responsible to help the college administration to maintain discipline in the college. They shall monitor student's behaviour and provide counselling whenever necessary.

Responsibility of Parents/ Guardian: Every parent/ Guardian should ensure that their ward follows rules and obeys the code of conduct of the college.

Offenses to be handled by the college administration:

1. Vulgar and indecent language and gestures
2. Eve teasing, Ragging and misbehaviour against girls and ladies
3. Arrogant and disrespect towards staff and elders
4. Bullying, blackmailing, threatening, gambling and extortion
5. Continuous absence and irregularity to classes
6. Possession of illegal substances, smoking and drinking
7. Viewing obscene video material, violating college internet security and use
8. Raising false alarms
9. Propagating disharmony by misusing language, caste and religion
10. Theft or stealing college property and also staff and students' belongings
11. Damage of college property, furniture, academic material
12. Conducting meetings, protests, strikes without permission from related authorities
13. Malpractices in examinations
14. Cyber offenses
15. Trespassing and involving in illegal gang activities after college hours without permission

Disciplinary Procedure for dealing with misconduct and indiscipline:

Step 1: Opportunity for explanation and Verbal warning by the Disciplinary Committee

Step 2: Counselling by Principal, staff, Group Counsellors

Step 3: Parent - Teacher meeting, Interaction with the parent and written statement from the student

Step 4: Continuous offence may include suspension from college

Step 5: Offenses endangering lives and security shall include Police and Legal intervention

Note:

- Step 1, 2 & 3 are compulsory for giving the student a chance to reform his behaviour and outlook.



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- Explanation has to be rendered to the student and parents and recorded in written format by the related body - Disciplinary Committee / Women Empowerment Cell in case the college administration bypasses the steps and implements step 4 or 5 immediately.

Procedure for conducting searches:

The college respects students' privacy and right to dignity. But in case of suspicion of theft, possessing drugs, narcotics, illegal weapons, and the College administration has the right to conduct searches of students and their belongings and accommodation duly following the procedures mentioned below:

1. The student shall be contacted and consent shall be taken to conduct the search
2. Due respect shall be given and privacy shall be protected while conducting search on the student's body. Girl / Ladies shall be searched only by the women gender
3. Search of student's property/ belongings shall be conducted in the presence of third party members and the proceedings shall be recorded by the third party.
4. In case of serious cases requiring immediate search, the law and legal authorities may be approached.

Registers and Records:

The Committees related to maintaining discipline and order in the college shall maintain the following registers and Records

1. Committee Register with minutes of every meeting
2. Complaint Register registering complaints from students and staff
3. Register recording the action taken in each registered complaint or issue
4. Record of related pictures and evidences

Procedures for Notification:

- Students shall be notified the rules and discipline procedures through notices at prominent areas in college and in the college handbook
- Parents shall be informed about the student code of conduct and discipline procedures for misconduct in teacher - parent meetings

Review of Policy procedures:

The Policy and procedures shall be reviewed in staff meetings from time to time and recommendations if any shall be considered and included through resolutions.