

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

Sponsored by S.K.P.V.V. Hindu High Schools' Committee
Kothapeta, Vijayawada - 520001



CODE OF CONDUCT



ETHICS



TEAMWORK



RESPONSIBILITY



EXCELLENCE



INNOVATION



TRUST



GOALS



CUSTOMERS

Functions of the Governing Body

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the chairman or president/director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the governing body of our colleges shall have powers to:

- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
 - Approve new programmes of study leading to degrees and/or diplomas.
 - Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfil the objectives for which the college has been declared as autonomous.
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Duties of the Head of Institution

The head of the Institution shall project a powerful image of the institution, play a dynamic role, maintain successful public relations and be a leader in organising, academic, literary and cultural activities.

- He shall exercise effective supervision by devising suitable means and setting up targets, watching the progress of work of teaching staff, going on frequent rounds during working hours, maintaining discipline and punctuality.
 - He shall ensure the regular implementation of academic and other programmes in accordance with the academic directives of the director of Higher Education, Board of Intermediate Education/University.
 - He shall handle the prescribed number of classes including tutorials in his subject and shall undertake a monthly review of the work of teaching staff.
 - He shall maintain a special register and record his observations about the work and conduct of his staff and issue suitable instructions to them whenever necessary. He shall enter special praise or adverse comments on the work and conduct of the teachers in their personal files, based on these observations.
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Teachers Code of Conduct

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
 2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
 3. Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
 4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
 5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
 6. Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counselling report.
 7. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
 8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
 9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
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Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should put the biometric attendance and sign the attendance register while reporting for duty.
4. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
5. Teachers should remain in the campus till the end of the College hours.

Leave

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
 2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL on a particular day.
 3. Half a day CL will not be sanctioned.
 4. 10 days of causal leave can be availed in a calendar year.
 5. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
 6. All must report for duty on the reopening day and the last working day of each semester.
 7. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
 8. Study leave for higher studies will be granted at the discretion of the management.
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**Publication of Research Papers & Books and Participation in Research
Projects, Seminars, Conferences etc.**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members are also motivated to attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry - Institute interaction.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
 2. Teachers Associations should not be formed without the permission of the Management.
 3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
 4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.
 5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
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6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
 7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
 8. Teachers are barred from using cell phones while taking classes.
 9. Teachers must always wear their identity cards while inside the college premises.
 10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
 11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
 12. Each Department must conduct at least three special meetings in each semester.
 13. Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
 14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
 15. Unless it is urgent, any representation in person to the Principal can be made only after College hours (2.20 p.m)
 16. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
 17. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
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18. Duties and Service conditions (standards of conduct) of the Teachers as framed under AP Private Educational Institutions Employees Act 1982 Rules 1985 are to be followed.
19. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working condition. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & tidy.
20. Heads of Department/In charges should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.
21. All department meetings of Teachers shall be held only after college hours and not during class hours. No department staff meeting should be held at the cost of class hours.

Disciplinary Action

1. Violation or non-observance of the service rules will invite punitive actions either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.
 2. The Management appeals to all staff members to work in tandem in institution-building and in transforming the institution into an “Institute Par Excellence” in Higher Learning.
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Students Code of Conduct

This code of conduct is for the students of KBN College and all the students are required to follow it. In order to support a positive, safe, and productive learning environment for the entire College community, all students are expected to abide by the KBN College Student Code of Conduct. Conduct that violates student rights and freedom is subject to disciplinary action includes, but is not limited to:

Students Dress Code:

Uniform is compulsory in the campus from Monday to Thursday and Saturday. Students are not permitted to wear revealing clothes in the campus. The appearance of the students at all times on campus should be neat and tidy with groomed hair.

Students have to be in uniform for Guest lectures, Workshops, Industrial visits and Examination (Internal and External), presentations and any other formal functions.

Students not adhering to the above dress code may write an application to the class teacher with a valid reason, for one day permission only for repeated violations after 3 warnings the parents will be informed regarding the same.

Students Discipline:

Students would wear their identity cards compulsory. Its violation is subject to disciplinary action. Cell phones are strictly prohibited in the college. Eve teasing and ragging are forbidden the college. It is against the principles of the college to sit or stand as a group/individual or loitering in the campus during the college working hours.

Ragging:

Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the KBN College Campus.

- Anti-Ragging Committee has been constituted and all Anti ragging measures have been taken as per UGC norms.



Students Attendance:

Attendance will be calculated in terms of percentage while awarding marks. Minimum attendance required by a student to take semester end examinations.

Theory - 75% & Practical-90%

At least 60% attendance in theory and 80% attendance in practical is required by a student to pay the condonation for shortage of attendance.

Absence from the Guest Lectures, Workshops and Seminars:

Attendance for Guest lectures, Workshops and Seminars is compulsory.

- Students are required to entirely follow the uniform code recommended and wearing the identity cards is mandatory.
- Students ought to be timely in participation and must be in his/her seat at the initiation of seminars and workshops.
- Students are required to maintain the decorum in the institution and interact meaningfully with the faculty.



Students Identity Card:

- Every student will be provided with an Identity card which he/she must keep as long as he/she is a student of this college.
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- Whenever he/she approaches the office /Departments on academic or administrative matters, he/she must produce his/her identity card.
- No request will be entertained without the production of the identity card.
- Along with the hall ticket, the identity card should also be brought for taking any examination, theory or practical ID Card should always be worn around the neck in the college.

Communication to students:

- Any changes effecting the students or class scheduled will be communicated to the students via the notice boards or other modes of communication. It is important that the students keep themselves abreast of any changes of time table details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

Students Library Rules:

Working hours of the library:

- The library and reading room remain open from 7.30.am to 8.00 pm.
- Internet facility from 9.00 am to 6.00 pm.
- Repographic facility from 9.00 am to 6.00 pm.
- Issue of new borrower cards 10.00 am to 10.30 am.
- Issue of books and return of books 10.00 am to 10.30 am; 1.10 pm to 1.40 pm; 3.10 pm to 3.30 pm; 6.10 pm to 6.30 pm.

The moment a student enters the library he/she should put his/her signature in the visitors register.

Students have to maintain silence in the library and in the reading room.

Students should not cause any sort of damage to the library property and equipment. If any student causes any damage to the library property and equipment he/she shall pay proper compensation for it.

If any student behaves contrary to the rules and regulations of the library, he/she will lose his/her right to enter the library he/she cannot get any facility from the library.

Every student may borrow two books at a time from the library and may keep it with him/her for two weeks. He/she should not give borrowed books to others.

He/she should not spoil the books by drawing the lines. When the student borrows the books from the library he/she should check whether the book is in good condition or not. The book is damaged or spoiled the student will be held responsible.

When a student returns the library books he/she is expected to verify that the return of the books is recorded in his/her library card.

Reference, rare books and magazines will not be issued home.

Books should be returned on or before date mentioned the date mentioned on the borrower card.

If the library books are not returned on or before the due date fine will be levied. The borrower has to pay Rs. 1/- per book per day after the due date.

Students should use their own library card and ID-card. The students should not lend their library card and ID-Card to others. Re Issue of duplicate library card is made at a price of Rs. 5/- in case of lost and damaged.



Students Grievances Cell:

Constitution of Appeals & Grievance Redressal Committee:

The committee shall comprise

- Chairman - Principal
- Vice-Chairman - director - Academic and Planning
- One female faculty nominated by the chairman - Head of the Department of Zoology
- One Male faculty nominated by the chairman - Controller of examinations.

Procedure:

- The aggrieved student would submit in writing his/her grievance to the Head of the Department.
 - The Head of the Department will inform the chairman and Vice Chairman would convene a meeting of members within 5 days of receiving the complaint.
 - The decision taken would be communicated to the student within 3 further working days.
 - Every aggrieved student has a right to appeal. Such appeals will be made in writing to the chairman.
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Non-Teaching Staff Code of Conduct

- ☞ All the non-teaching staff shall perform his/her duties efficiently, as per the Institutional norms and they should remain on duty during college hours (09:00 AM to 06:00 P.M) in their respective departments.
- ☞ Every Staff member must respect and maintain the hierarchy in the Administration.
- ☞ Every Staff member should cooperate with students, colleagues & superiors.
- ☞ Non-Teaching Staff assigned Laboratories should keep the labs clean.
- ☞ Non-Teaching staff shall complete the assignment given to them by the Principal and faculty members to whom he/she is attached.
- ☞ The lab staff must keep surveillance during practical so that the equipment/instrument is not mishandled by the students.
- ☞ Every non-teaching staff member should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
- ☞ Every non-teaching staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- ☞ The non-teaching staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
- ☞ The non-teaching staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- ☞ The non-teaching staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.


PRINCIPAL
Kakaraparti Bhavanarayana College
VIJAYAWADA-1.