

**GOVERNMENT DEGREE COLLEGE : KOVVUR: E.G.Dt.**

**Academic & Administrative Audit: 2025-2026**

**Format-II (Institutional Data cum Academic Advisor's Grading)**

**VII-INSTITUTIONAL VALUES AND BEST PRACTICES**

GOVERNEMENT DEGREE COLLEGE , KOVVUR

CRITERION-VII

INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26

A. Activities that teach the values of the institution

1)A . Promotion of Gender Equality and Sensitisation :

Sl.No	Category	Activity	Date	Resource Person	No. of students attended
A	Safety and security	Awareness program on trafficking and drug abuse	25/6/2025	C.I Kovvur P.S	60
B	Counselling	Counselling by WEC members	31/10/2025	WEC members	45
C	Common rooms for women students	Provided			50
D	Sensitization activities	Awareness on child marriages	03.01.2026	Smt Anuradha , Sessions Judge	60
E	Sensitization activities	Counselling to students by psychologist on mental wellness	10.03.2026	Smt . Bharathi Ratna , Psychologist	50

Criterion VII- 1A-A Awareness on safety and security



1A-B Counselling to girl students by women staff members



1A-D Awareness program on child marriages



1A-D counselling by psychiatrist on mental wellness and suicidal tendencies

Women lecturers counselling about sexual harassment



CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26

1 )B . Environmental Consciousness and Sustainability:

Sl.No	Category	Yes/No
1	Solar energy	No
2	Sensor-based energy conservation	No
3	Use of LED bulbs/ power efficient equipment	Yes

CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26

1 )C . Waste Management :

Sl.No	Category	Yes/No
1	Solid waste management	Yes
2	Liquid waste management	Yes
3	Lab waste management	No

4	E-waste management	No
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CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26

1 )D . Water Conservation :

Sl.No	Category	Yes/No
1	Rain water harvesting	Yes
2	Bore well m/ open well recharge	No

Criterion VII 1D



INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26

1 )E . Green Campus Initiatives:

Sl.No	Category	Yes/No
1	Plastic free campus	Yes
2	Botanica garden	Yes
3	Green house	No
4	Green landscaping	Yes
5	Battery vehicle	Yes









CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26

1 )F . Divyangan Friendly Barrier :

Sl.No	Category	Yes/No
1	Ramp	Yes
2	Scribe for examination	Yes
3	Provision for lift/wheel chair	No
4	Alternative arrangements for Divyangan	Yes



CRITERION-VII

INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26


B. Initiatives for inculcating values

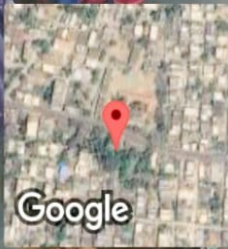
2) A . Cross Cutting Issues and Value Initiatives


Sl.No	Category	Activity
1	Cultural diversity	Yes
2	Regional diversity	Yes
3	Linguistic diversity	Yes
4	Communal diversity	Yes
5	Socio-economic diversity	Yes

Cultural Diversity



**Kovvur, Andhra Pradesh, India**   
2p9h+2r6, Main Road, Kovvur, Andhra Pradesh  
534350, India  
Lat 17.017179° Long 81.729624°  
Friday, 09/01/2026 04:11 PM GMT +05:30



**Kovvur, Andhra Pradesh, India**   
2p9h+2r6, Main Road, Kovvur, Andhra Pradesh  
534350, India  
Lat 17.017192° Long 81.729621°  
Friday, 09/01/2026 04:13 PM GMT +05:30



CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26  
B Initiatives for inculcating values

2) B . Human Values and Professional Ethics

Sl.NO	Category	Activity
1	Syllabus copy	Done
2	Activity register	Yes
3	Human values and professional ethics	Yes

Jan-2025			
Sno	Date	Conducted By	Name of Activity
	01/01/2025	Faculty	New year Day
			No. of Students Attended Faculty
			Brief - Report
			Met NLA for college development activities studies
21/6/25		NSS volunteers GDC, Kovvor	Clean and Green plantation activity in the college premises
			NSS Coordinator
			The program aimed to create awareness about cleanliness of premises, environmental responsibility among students promoting sustainable living
21/6/25		GDC Kovvor NSS volunteers	International Yoga Day Celebrations
			NSS Coordinator
			The event was held near Godavari River along with students, staff and public representatives. The initiative taken to create awareness about health, and well being

S.No	Date	Conducted by	Name of the Activity	Resource Person	Brief Report	Signature of the organizer	PRINCIPAL Remarks
1	4/3/2025	NSS Volunteers GDC Kavarur	Achuri Seetharamaiah Jayanthi	J. Smith Principal	The event began with floral tributes to the great personality and freedom fighter and his role in the Indian freedom struggle especially the Rampa Rebellion against British Rule.		
2	19/7/2025	NSS Volunteers GDC Kavarur	Awareness and program and workshop on Ending plastic pollution as part of Swachh Bharat Mission initiative emphasizing the urgent need for re-use, Recycle Reduce plastic to protect natural eco system.		The workshop was started with demonstrations and interactive sessions. Student presentations, clean up drive and pamphlet distribution to public.		

S.No	Date	Conducted by	Name of the Activity	Resource Person	Brief Report	Signature of the organizer	PRINCIPAL Remarks
1	11/8/25	GDC Kavarur	Anti Drug Awareness Day	NSS Coordinator	This program is aimed at creating awareness among students the dangers of drug usage and wave for healthy lifestyle. Principal spoke about the problems of taking drugs by students.	NSS Volunteers and Coordinator	
2	22/8/25	GDC Kavarur	Job Mele at GDC Kavarur		APSSDC and along with other local companies organized the Job Mele.	Placement Office	
3	29/8/25	GDC Kavarur Dept of Telugu	Telugu Basha Dinam Saram	J. Ramesh Teacher in Telugu	Essay writing, educational games etc were conducted on this day and paid tributes to Gidugu Venkata Ram Murthy.	J. Rajeswar Rao	

2B Human values and professional ethics





**CRITERION-VII**  
**INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26**  
**B Initiatives for inculcating values**

2) C. Code of conduct for Students and Teachers

Sl.NO	Category	Activity
1	Policy approved for code of conduct for students and teachers	Done
2	Report implementation of policy with detailed	Yes

2C Code of conduct

## STUDENT PROGRESSION POLICY

General Rules to be followed:

1. At the time of admission, extension of time will not be given to the candidates selected under merit list to produce any certificate or payment of fee.
2. The student must abide by rules and regulations of the college, Uniform are compulsory for UG and PG students.
3. The College reserves the right to alter the fee structure and other conditions mentioned in the prospectus when there is a change in the rules from time to time by the Government / University.
4. Admission will not be made if sufficient number of applications is not received in any group combinations, and the applicants may be accommodated in the combination in which the seats are vacant subject to their eligibility and willingness.
5. The candidates are informed to keep the required number of Photostat copies of the documents which they submit at the time of admission. The original intermediate transfer certificate once submitted will not be returned. In case of the cancellation of admission, TC from the college will be issued and Readmission of candidate is not allowed after 12th June. 6. Reimbursement of scholarship as per Government norms.
7. Examination process is as per college rules.
8. Hostel Facility available in the College Campus for both girls and boys.
9. I.D. Card & Dress Code: Student must carry the Identification Card compulsorily and should wear the College Uniform for all days in the week except on Wednesday.
10. Attendance: 75% of attendance in theory and 90% of attendance in Practicals is compulsory for every Semester. The candidate who is not eligible for the examination due to the shortage of attendance i.e., less than 75% may be condoned up to 66% on medical grounds with a fee of Rs.500/-. Otherwise, they will have to seek re-admission in the same semester in the next academic year.
11. Tuition Fee: Candidates must pay the college fees of the semester within the stipulated date. Defaulters of payment of tuition fee will not be eligible to take the examination.
12. No Waiving of Fees to discontinued Students: As per the University instructions, students who discontinue their studies for various personal reasons should pay the entire fee for all the three years. Under any circumstances no waiving of fee to discontinued student is admissible. Parents are advised to make clear note of the fee structure as it is an Autonomous Institution. No T.C. and C.C. will be issued if there are any dues from the students.
13. Examination Fee: Candidates who pay the college fee and have minimum 75% attendance will be eligible to pay examination fee. The candidates who do not pay the examination fee will not be promoted to the next semester.
14. Scholarship Holders:
  1. The SC and ST Scholarship Holders are not eligible to get Scholarship if they discontinue in the middle of the course.

2. The SC and ST candidates who wish to take TC without completion of the courses have to pay all their dues and take TC.

3. The Scholarship Holders have to submit the Original Caste and Income Certificate in the Office.

15. Admission on T.C.: Admission on T.C. as the College is linked with prior permission from College Development Council Office of AdiKavi Nannaya University Rajahmahendravaram.

16. Re-Admission: Students – (i) who do not pay the Tuition fee; (ii) who do not have the required attendance; and (iii) who do not pay the Examination fee, may seek re-admission for continuing in the same Semester in the next academic year.

17. Parent – Teachers Meet: Parent or Guardian must attend the Parent Teacher Meet without fail whenever intimated by the proctors. Each student must submit 4 self-addressed cards and two stamp-size photos to their proctors concerned.

### **STUDENT PROGRESSION POLICY**

1. Introduction: This policy describes the processes in place to manage the progress of students to support them in achieving their full potential. It describes the role of students, Teachers, HoDs/Principal and parents/guardians and explains the tools used for monitoring purposes. It describes in detail the procedures to be followed when students make insufficient progress.

2. Policy and procedures aim: The aim of this policy and procedures is to maximize the achievement of learners to encompass subject achievement, language and skill development, and acculturation.

3. General principles underlying this policy and procedures:

i. The policy and procedures for managing student progress are explicit, clear, and consistently applied

ii. Teachers have the responsibility for monitoring the progress of students they teach, include subject achievement and skill development

iii. Proctors have the responsibility for monitoring the overall progress of students on their program of study

iv. Students are expected to take a high level of responsibility for managing their own progress, and teachers will support them to develop the necessary skills to do this.

4. Approach to progress management

4.1 Approach

i. Managing the progress of students at College is the joint responsibility of academic staff, welfare staff and the students themselves, and effort from all three sources is required to enable the student to fulfill their academic potential.

ii. Staff continuously monitors a student's welfare and academic progress and work together to quickly address any concerns and provide any additional support required. In turn, students are expected to monitor their own progress, using a student planner provided by the college, identify and raise any concerns they may have, and work proactively with staff to try to address them.

iii. A group of students shall have a proctor, with whom they meet regularly. Proctors monitor and manage students' welfare and academic progress and work with students and other members of staff to address any concerns.

4.2 Overview of student progress management processes

- i. Student progress is continuously monitored by teaching staff
- ii. Attendance, assignments and assessment marks are recorded by teaching staff regularly.
- iii. Attendance data, progress information, assignment and assessment marks to date are assessed by Proctors whenever needed to support progress management
- iv. Students are encouraged to evaluate, their own progress using student planners provided by the college
- v. Proctors meet students during academic sessions to discuss progress and welfare
- vi. Concerns/issues are reported by staff, or raised by the students shall be addressed by relevant academic and welfare staff
- vii. Student support plans, including detailed management plans for students with special educational needs or disability (SEND), are developed and put in place if required. In future, the College will introduce individual learning plans (ILPs) for teachers and students to use as a joint resource for managing progress.

5. Progress management: Admission and startup of program In the beginning of every program, students undergo some level of baseline testing, including cognitive ability and English language testing. Results of these tests are provided to proctors and concerned Teachers, who are able to interpret the outcomes. Further the proctor is provided with individual, class and proctor group profile reports, based on information furnished by students in application, which include details such as gender, age, nationality, and academic entry qualifications.

i. All staff are expected to appropriately maintain the confidentiality of baseline and initial assessment information.

5.1 Long-term Goals and Aspirations i. On admission, each students' long term goals and aspirations are discussed by Proctors/ Academic Advisors in the light of existing qualifications outlined in the student's baseline profile report, and the results of start-up program baseline testing.

ii. A student's own goals and aspirations help to inform the process of managing their progress. These goals and aspirations will be discussed with the student as they progress through their program to ensure that the student has realistic expectations and targets to work further.

## 5.2 Target Grades

i. Target grades will be set for each student by teaching staff, who will evaluate information drawn from the student's past educational achievements and on-arrival baseline testing outcomes.

ii. Subsequently these target grades can be adjusted in the light of progressive formative and summative assessment outcomes and subject-based reviews from time to time.

## 5.3 Skill development and acculturation

i. Areas such as skill development and acculturation are discussed with students using the baseline profile information.

ii. Any development that is required in these areas will be addressed by academic staff to support the student's overall learning needs.

## 5.4 Expectations for attendance and study

i. In order to actively engage the students in their own learning process and make the best possible progress, it is important that they are aware of the expectations casted upon them.

ii. Teachers and Proctors continuously communicate to students that 100% attendance at lessons is expected unless legitimate absence is authorized, and outline the disciplinary process if this expectation is not met.

iii. In addition, students are expected to take a proactive role in their studies, monitoring and managing their own progress by putting maximum efforts. At the same time, staff should be proactive in identifying and managing additional learning or welfare support needs.

## 6. Progress management:

### 6.1 Recording of assessment and attendance

i. All assignments/test and assessment marks and all student attendance at lessons are recorded punctually.

ii. Summary reports showing marks and attendance to date, by student and group, are available with Teachers and Proctors to facilitate the monitoring and management of student progress.

### 6.2 Review of progress by Teachers

i. Teachers monitor the attendance and progress of students persistently, looking at skill development and acculturation in addition to academic achievement and general welfare, and take appropriate action to support students wherever needed.

6.3 Actions to address concerns/issues by Teachers Where there are concerns/issues identified by a Teacher, resulting actions may include: For general concerns/issues relating to a student's health or welfare

i. Informal discussion of the concern/issue with the student, if appropriate, try to understand and work to resolve it, informing other relevant staff of the discussion and outcome

ii. Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and develop a plan for addressing the concern/issue, if required. For general concerns/issues relating to a student's academic progress i. Informal discussion of the concern/issue with the student, if appropriate, try to understand and resolve it, informing other relevant staff for discussion and outcome

ii. Discussion of the concern/issue with the concerned Proctor and other Teachers and chalk out a plan for addressing the concern/issue, if required. For specific issues relating to attendance or behavior

i. An informal discussion of the issue with the student, if appropriate, try to understand and resolve it, informing other relevant staff for the discussion and outcome ii. Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and other Teachers and chalk out a plan for addressing the issue, if required

6.4 Review of student progress and welfare by Proctors Each student is allocated to a Proctor to support and facilitate their academic progress across all subjects/modules and to support their general welfare. Proctors meet regularly with their students to resolve issues related to academics and personal welfare. Proctors monitor attendance and achievement data of students as recorded by Teachers from time to time. Proctors monitor for concerns/issues, including:

i. Poor attendance (overall/by subject/at particular times)

ii. Declining attendance (overall/by subject/at particular times)

iii. Internal assessment marks below pass standard (overall/by subject)

iv. Declining academic performance (overall/by subject)

v. Missing attendance data or marks. In addition, Proctors monitor:

- i. General welfare
- ii. Potential safeguarding/child protection issues
- iii. English language development
- iv. Progress towards acculturation
- v. Learning skill development
- vi. Spiritual, moral, social and cultural (SMSC) development
- vii. Attitude towards/engagement with studies.

Proctors provide balanced feedback to students, including positive and constructive comments. They give positive reinforcement where good progress is being made and supportive encouragement where progress could be improved. The Proctor also responds to the concerns raised by the students, their Teachers and welfare staff.

6.5 Review of progress across subjects/modules by Proctors i. Once in a Semester Proctors carry out a review of progress across all subjects/modules of each student. The student is expected to prepare by reviewing and evaluating their attendance data and subject/module marks, provided by the Teachers/tutor. The Tutor prepares by reviewing attendance data and homework and test marks, and Teacher comments included in students' progression reports. ii. The tutor acknowledges achievements and discusses areas for improvement and then supports the student to identify action for betterment or continued high performance. Support needs are addressed. iii. Outcomes are recorded by the student in their student planner. The tutor also records key points and outcomes of the progress review and shares the records with other relevant staff.

#### 6.5 Actions to address concerns/issues by Tutors/Teachers

- i. Where a concern/issue is identified by a Tutor, the Tutors will firstly discuss it with other relevant academic and welfare staff. A joint plan of action to address the concern/issue should be developed by the Tutor/Teacher, as needed.
- ii. For attendance or behavioral issues, after initial discussion with other relevant staff, the Tutor or Teacher should invoke, as needed, relevant procedures as outlined in Attendance Policy and Procedures and Disciplinary Policy.
- iii. Where concerns continue, the Tutor should refer the matter to the relevant academic manager (Programme Manager/Academic Director/HoD) and/ or welfare manager

#### 7. Students making insufficient progress

##### 7.1 Identification of students making insufficient progress

- i. Periodic monitoring of performance in formative and summative assessments is undertaken by the student's Tutor overall subjects/modules studied and enables Teachers and Tutors to identify students making insufficient progress.
- ii. Students making insufficient progress are categorized as follows: a) Insufficient progress to pass the program b) Insufficient progress to achieve progression to university c) Insufficient progress to achieve progression to first or second (insurance) choice university for a program

7.2 Gathering further information All available relevant information is gathered by the Tutor, with inputs from the Program Manager if needed, for any student making insufficient progress in order to identify possible causes.

Information gathering includes:

- i. Baseline student profile (age, gender, nationality, academic background, Baseline testing results etc.)
- ii. ii. Copies of relevant college records (academic and welfare) – e.g. attendance and formative assessment marks for all semesters, midterm progress reports, tutorial review records, reports of concern, SEND/medical information, disciplinary procedures etc. In addition, the Tutor/ Program Manager should contact all other relevant staff (academic and welfare) to obtain further ('soft') information about:
  - i. The student's current perceived English language ability
  - ii. The student's perceived academic ability
  - iii. The student's general attitude towards their studies, including homework and assessment
  - iv. The student's behavior and participation in the class/extra-curricular activities/enrichment programs
  - v. The student's general welfare
  - vi. Recent changes in behavioral patterns, attitude, welfare etc.

7.3 Procedures when insufficient progress is identified If a Tutor and their colleagues feel that further information gathered reveals a cause for concern regarding insufficient progress in any of the above categories being made by a student, should follow the procedures outline below, as relevant:

1. The Tutor will meet with the relevant Program Manager, if they have not already been involved in the processes to date, to review all relevant information and agreed upon an approach for talking to the student about the concerns and subsequently managing their progress
2. The Tutor/Program Manager will then meet the student to discuss the concerns and identify the means to support the student, recording the key points and actions of the discussion
3. The Tutor/Program Manager will share management plans for the student with all other relevant staff to ensure support is provided in all areas needed.
4. If there is an indication from information gathered that lack of progress may be due to welfare/accommodation issues, then relevant welfare/ accommodation policy and procedures are followed

8. Additional classes / Extra Tuition Extra tuitions can be arranged for students who feel they are not making the progress they wish to, or where academic staff feel additional support, which cannot be provided as part of the student's usual timetable, is required.

#### 8.1 Definition of extra student tuition

- i. College defines extra student tuition as any one-to-one or group tuition provided by a member of its academic teaching staff on College grounds outside of the structured curriculum timetable or official extra-curricular activities. This definition excludes ad-hoc assistance provided by teachers in response to specific queries made by students outside of lesson and tutorial time.
- ii. If sufficient students have requested the same additional tuition, the college may opt to run an additional class in the relevant subject as an extension to the current timetable. In this case, this support will not be classed as extra tuition.

8.2 Provision of extra Tuition College permits its academic teaching staff to provide extra tuition for students in the following circumstances:

- i. A recommendation has been made by a member of academic or welfare staff that extra subject/English tuition is required in order to facilitate a student's reasonable progress on their program of study. The recommendation has been accepted by the student and their parent/guardian/ the individual who will pay for the extra tuition
- ii. A student has requested extra subject/English tuition in order to facilitate reasonable progress or enhance performance on their program of study, which has been approved by their parent/guardian/the individual who will pay for the extra tuition
- iii. A recommendation has been made by a member of academic or welfare staff that extra English tuition is required in order to facilitate the student's integration into college academic life. The recommendation has been accepted by the student and their parent/guardian/the individual who will pay for the extra tuition
- iv. A student has requested extra English tuition to facilitate their integration into college academic life, which has been approved by their parent/ guardian/the individual who will pay for the extra tuition.

### 8.3 Conditions for provision of extra tuition

College sets out the following conditions for the provision of extra tuition by academic teaching staff:

- i. Tuition must be provided on college grounds during college opening hours
- ii. Tuition should not disrupt timetable, management or training activities for staff, or timetabled activities for students
- iii. Tuition must be provided in accordance with College policies and procedures
- iv. A consent form for each student receiving extra tuition must be completed and signed by the student, teacher and relevant Programme Manager and, additionally, signed by the student's parent/guardian/the individual who will pay for the extra tuition
- v. The Academic Coordinator must review and approve all consent forms before extra tuition arrangements are put in place
- vi. Payment will be collected in advance directly by College. Teachers must not take direct payment for extra tuition.

## STAFF CODE OF CONDUCT POLICY

### DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY

As faculty members of this college, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the College Community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

#### APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/part- time employment of this college.

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of this college. Raising such concern is a service to the college and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action up to and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.

#### CURRICULAR RELATED

##### a) Teaching and Learning

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the College.
- iii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iv) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- v) Making the teaching more effective and interesting to the students by the use of multi- media teaching aids.
- vi) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vii) Conducting the core / elective course as project based / experimental / activity based learning.

- viii) Helping peer-assisted learning.
- ix) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.
  - b) Course Planning and Material Preparation
    - i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
    - ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
    - iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.
  - c) Examination, evaluation and grading
    - i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
    - ii) A faculty is required to conduct and invigilate any exam/test in the university. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the University.
    - iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.
  - d) Maintenance of Records
    - i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
    - ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
    - iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

e) Monitoring of students' progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.
- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching- learning process.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the University.

f) Participation in Academic Developments

- i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

g) Punctuality and regularity

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the University so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.

- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

#### RESEARCH AND DEVELOPMENT

##### a) Academic research

- i) As research is an inherent component of the functions of a University, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

##### b) Research publications and books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.

- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

- i) An important source of financing and professional recognition to the University is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

CONSULTANCY AND EXTENSION ACTIVITIES

- a) Consultancy projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the University.
  - ii) A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
  - iii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
  - iv) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
  - v) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.
- b) Extension activities
- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
  - ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the University. A faculty member can organize such programmes either one time or on continual basis year on year.
  - iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

#### INVOLVEMENT IN DEVELOPMENT ACTIVITIES

- a) Laboratory Development & Maintenance
- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
  - ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.

- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.
  - b) Purchase of items for the laboratory
    - i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.
    - ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
    - iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
    - iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
    - v) The faculty member shall follow the detailed guidelines/procedure issued by the University with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.
  - c) Co-Curricular activities
    - i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short- term programmes, workshops, open houses, exhibitions organized by the Department or University.
    - ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
    - iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/University he/she shall perform such duties accordingly.
    - iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the

parent bodies (e.g. ASME, IEEE, IMA, IPA, IPGA, IACP, IDA etc.) to promote the student chapter of the professional bodies.

- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
  - vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.
- d) Extra-curricular activities (Co-administrative Activities)
- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
  - ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
  - iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
  - iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
  - v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/University organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
  - vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
  - vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
  - viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
  - ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

## CODE OF CONDUCT

### a) Faculty Member and Student

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the

University in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- iv) not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- v) To be fair and to assess the students impartially and only on merit/performance.
- vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

b) Faculty Member and Parents / Guardian

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

- i) respect the prerogative of parents/guardian to look after the interest of students.
- ii) develop friendly and co-operative relations with parents/guardian.
- iii) monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- iv) bring to the notice of the parents/guardian any short comings/behaviour noticed which the faculty feel, the parents should know.

c) Relationship with Colleagues

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- i) move with his/her colleagues in the University in a manner that he/she expects them to move with him/her.
- ii) extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.

- iii) eschew writing anonymous letters to the authorities about his/her colleagues.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) resist the temptation of harming the teaching community for self-interests.
- vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

d) Faculty Member with Management

A faculty member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channel.
- ii) Do not discuss with unauthorized individuals about professional and secret information.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional ethics.
- v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. University.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.
- ix) Conduct the University's transaction with utmost honesty, accuracy and fairness
- x) Avoid unethical practices even on the grounds that it is 'customary'.
- xi) Expediency should never compromise integrity.
- xii) Get the approval from appropriate authority empowered by the University to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the University to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the University.
- xiii) Should follow all norms and standards set by the University for the faculty from time to time.

**REPRESENTATION AND GRIEVANCE REDRESSAL**

A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her school/department.

Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

## STUDENT CODE OF CONDUCT POLICY

### 1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Government Degree College Kovvur (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

### 2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.

- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

### 3. Ethics and Conduct

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the Institute.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include: Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. Intentionally damaging or destroying Institute property or property of other students and/or faculty members

Any disruptive activity in a class room or in an event sponsored by the Institute

Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

Participating in activities including

Organizing meetings and processions without permission from the Institute.

Accepting membership of religious or terrorist groups banned by the Institute/Government of India

Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

Unauthorized possession or use of harmful chemicals and banned drugs

Smoking on the campus of the Institute

Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute

Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles

Rash driving on the campus that may cause any inconvenience to others

Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.

Theft or unauthorized access to others resources

Misbehaviour at the time of student body elections or during any activity of the Institute.

Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge

and express consent.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

- 4 If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

WARNING - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

SUSPENSION - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties. Ineligibility to reapply for admission to the Institute for a period of three years, and Withholding the grade card or certificate for the courses studied or work carried out

- 5 APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

accept the recommendation of the committee and impose the punishment as

suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or Refer the case back to the committee for reconsideration. In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

4.2 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

(a) Use proper methodology for experiments and computational work. Accurately describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

4.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed

for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

- c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

## 6 ANTI -RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

Ragging constitutes one or more of the following acts:

any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;

indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

any act of financial extortion or forceful expenditure burden put on a student by other students;

any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

#### ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

#### ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police

authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

## 7 SEXUAL HARASSMENT

### Policy for the Prevention of Sexual Harassment

#### 1. Introduction

Government Degree College Kovvuru is committed to providing a safe and inclusive learning and working environment that is free from sexual harassment. This policy is designed to prevent, prohibit, and address all forms of sexual harassment, in accordance with relevant laws and regulations.

#### 2. Definitions

**Sexual Harassment:** Any unwelcome conduct of a sexual nature, including but not limited to verbal, non-verbal, or physical behavior that creates a hostile, intimidating, or offensive environment.

**Complainant:** The person who files a complaint of sexual harassment.

**Respondent:** The person against whom a complaint of sexual harassment is made.

**Third Party:** Any individual, organization, or entity not affiliated with the college who may be involved in or affected by incidents of sexual harassment.

#### 3. Scope

This policy applies to all students, faculty, staff, contractors, and visitors on the premises of Government Degree College Kovvuru. It covers all instances of sexual harassment occurring on college property or in any college-related activities.

#### 4. Prohibition of Sexual Harassment

All forms of sexual harassment are strictly prohibited in the college. This includes but is not limited to:

- Unwanted sexual advances
- Inappropriate comments, jokes, or gestures of a sexual nature
- Displaying offensive materials
- Cyber bullying or online harassment
- Physical assault or unwelcome touching
- Retaliation against individuals who report sexual harassment

## 5. Reporting Procedures

Individuals who experience or witness sexual harassment are encouraged to report the incident promptly. Reports can be made to the following designated individuals:

- [Name and contact details of the College Title IX Coordinator]
- [Name and contact details of an alternative contact person]

Reports may be made in writing, in person, or electronically. Anonymous reporting options should also be available.

## 6. Investigation and Resolution

The college will promptly and impartially investigate all reports of sexual harassment. Investigations will aim to protect the privacy and rights of all parties involved. The college will take appropriate corrective action to address violations of this policy.

## 7. Confidentiality

Confidentiality will be maintained to the extent permitted by law during the investigation process. The college will take steps to protect the privacy of the complainant, respondent, and witnesses.

## 8. Non-Retaliation

Retaliation against individuals who report sexual harassment or participate in an investigation is strictly prohibited. Any retaliation will be treated as a separate violation of this policy and will result in appropriate disciplinary action.

## 8 STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised here in above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## 9 STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part

of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

CRITERION-VII

INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26  
B Initiatives for inculcating values

2) D. Celebration of National and International Commemorative days and festivals

Sl.No	Category	Activity	Date
1	Celebration of National and International commemorative days	Yoga Day	21/7
		Independence Day	15/8
		Teacher's Day	5/9
		Gandhi Jayanti	2/10
		Andhra Pradesh Formation day	1/11
		AIDS awareness Day	1/12
		New Year Day	1/1
		Republic Day	26/1
		Science day	28/2
		International Women's Day	8/3

1.

1. Yoga Day



2. Independence Day



### 3. Pie day



### 4. Science Day



### 5. Women's Day



7. Mathematics Day



8. New Year Day



9. Republic Day



10. National women teacher's day



Kovvur, Andhra Pradesh, India 🇮🇳

2p9h+2r6, Main Road, Kovvur, Andhra Pradesh  
534350, India

Lat 17.017419° Long 81.729796°

Saturday, 03/01/2026 12:41 PM GMT +05:30

Google

CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26  
B Initiatives for inculcating values

3. Sensitization of students and employees of the institution to the constitutional obligations / Awareness on constitutional values

Sl.no	Category	Activity	
1	Liberty, equality, frater and justice	Yes	
2	Fundamental rights and duties	Yes	
3	Responsibilities of citizenship	Yes	

CRITERION-VII  
INSTITUTIONAL VALUES AND BEST PRACTICES 2025-26  
C . Best Practices

Sl.no	Category	Activity
1	Botany department best practices	Done
2	History department	
3	English department	

Botany Department- best practices

Name of the student :- R. Ashok Kumar 3/2/2023

Plant common name :- Tella Jilleda

Plant scientific name :- Calotropis Procera

Family name :- Asclepiaceae

Medicinal uses :- Leprosy, Rheumatoid, Arthritis

Name of the student :- Syam baby 3/3/2023

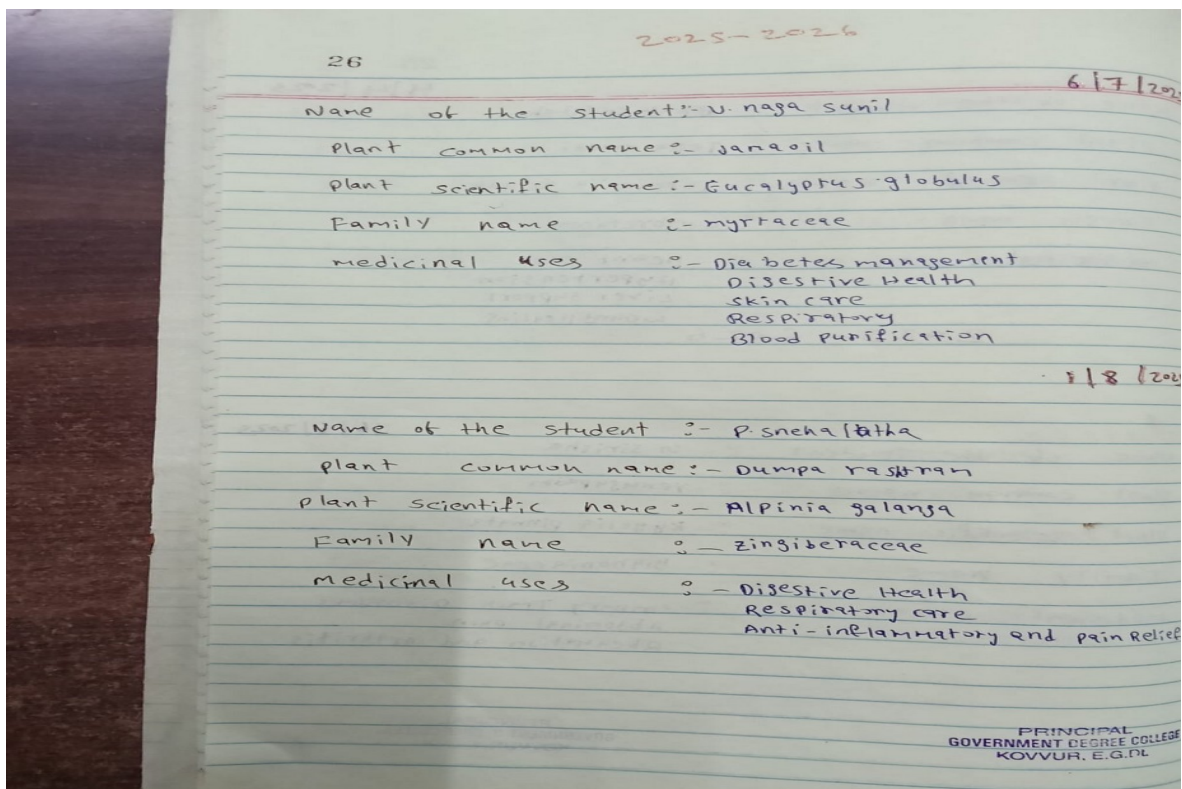
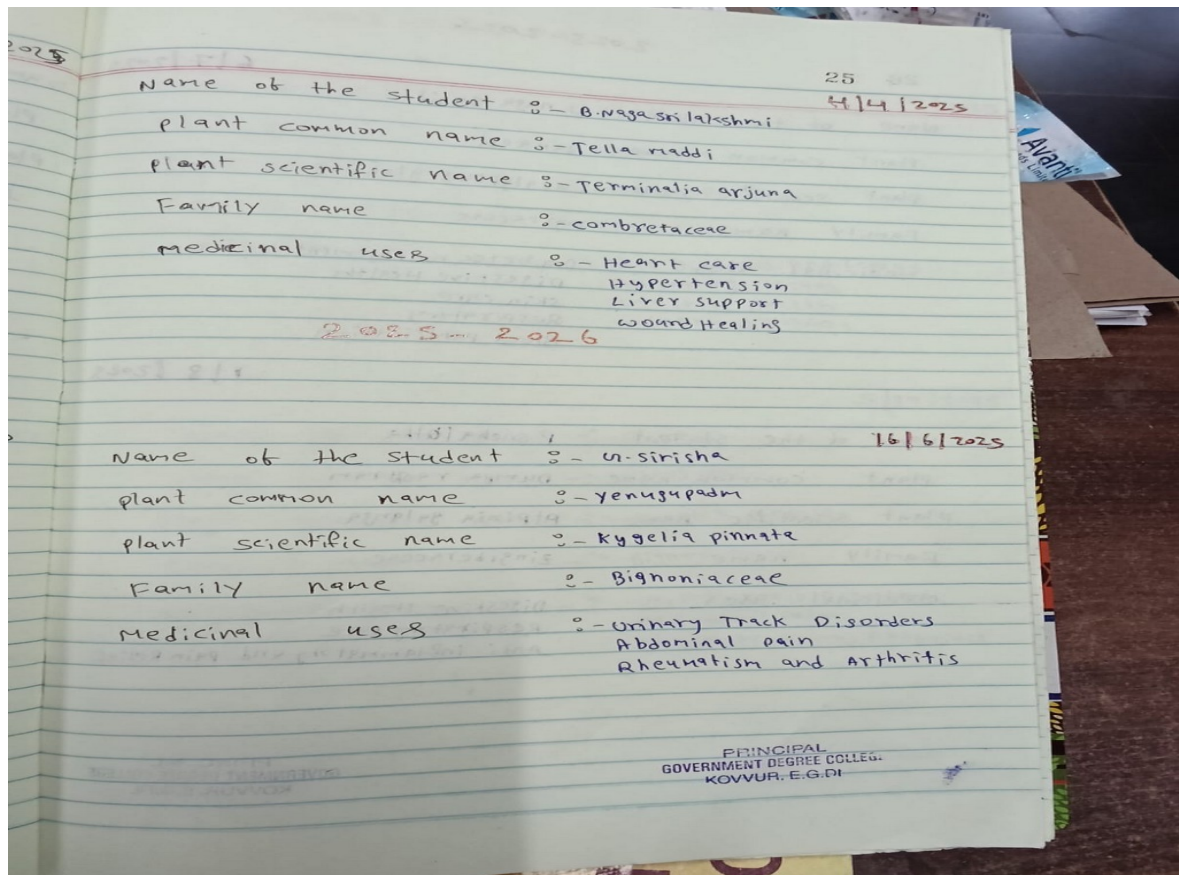
Plant common name :- Addasaram

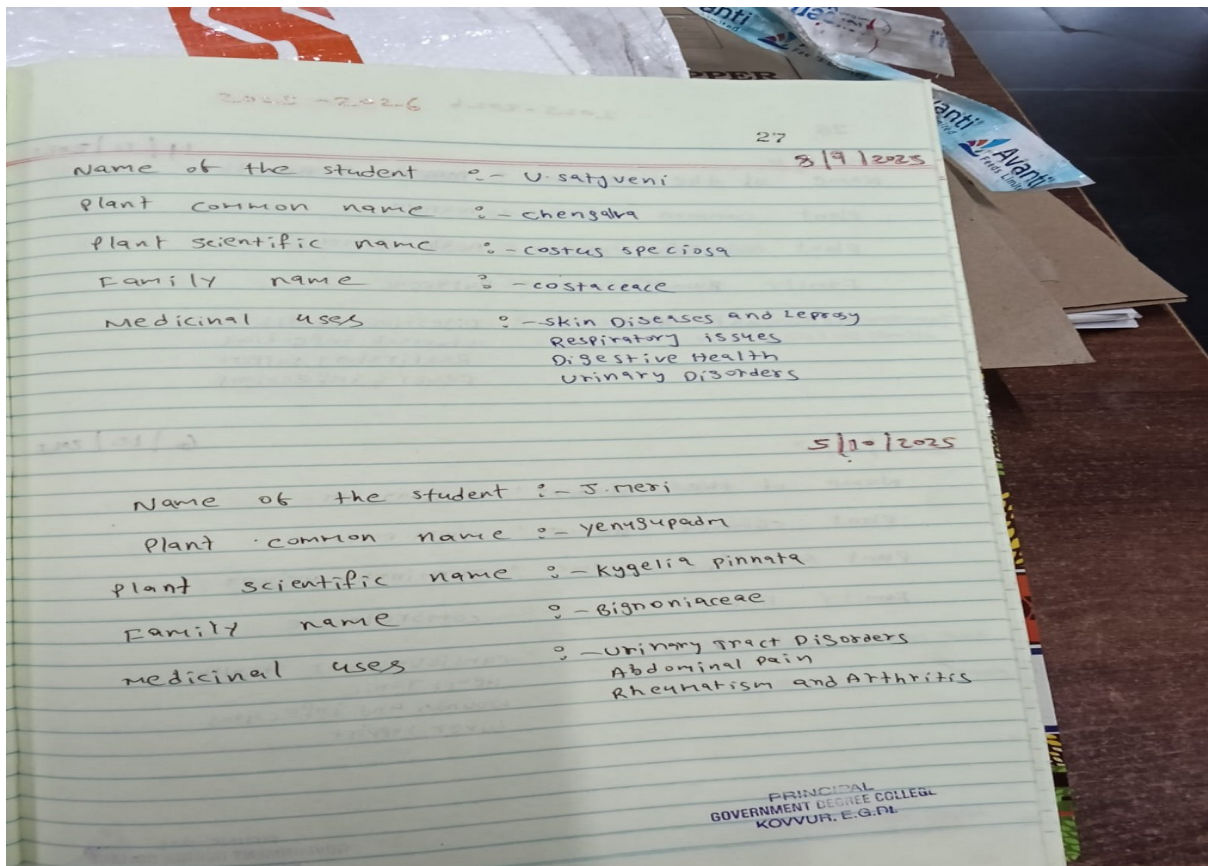
Plant scientific name :- Justicia adhatoda

Family name :- Acanthaceae

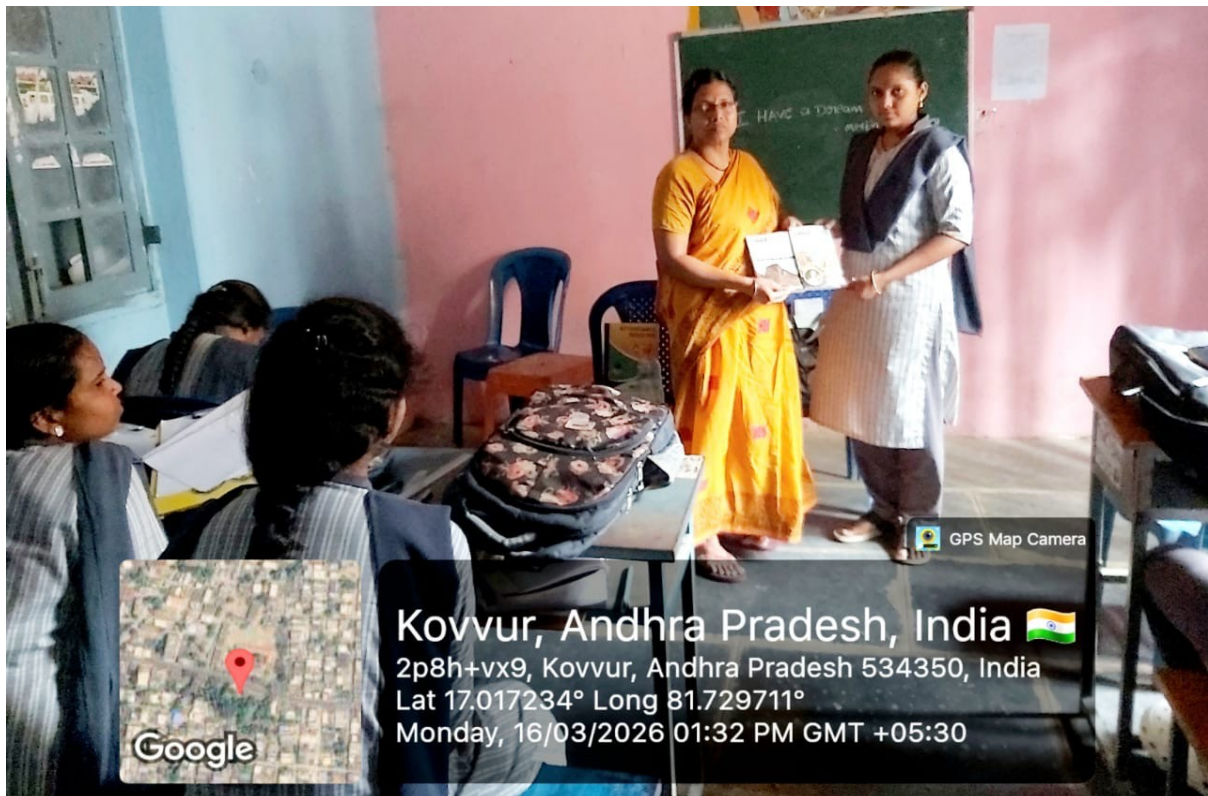
Medicinal uses :- Amoebic dysentery,  
Asthma, Anasarca

PRINCIPAL  
GOVERNMENT DISTANCE COLLEGE  
KOVVUR, E.G. DL





History department – best practices- issuing books



English department- best practices

words	meanings
confident	undaunted
intelligent	bright
comical	humorous
authentic	credible
question	inquirer
Trenchant	assertive
vigilant	cautious
alien	outsider
calculating	canny
paramount	eminent
identical	alike

words	meaning
Frosty	cold
Astonishing	unbelievable
Wreck	break
shimmering	radiant
Gigantic	big
Demolish	destroy
slice	cut
Tedious	tiresome
Raze	destroy
Twisted	zigzag
Dauntless	brave
Rotten egg	toxic person
hazardous	risky
Initiate	start

words	meaning
EUPhoria	intense happiness
Melancholy	deep sadness
serendipity	happy accident
Ephemeral	short-lived
Ambivalent	conflicting feelings
Pernicious	harmful
Enigma	mystery
Ubiquitous	everywhere
Eloquent	well-spoken
Esoteric	obscure knowledge

College- best practices

Rain Water Harvesting



Guppedu biyyam



No vehicle day



Yoga practice



Blood Donation by Staff



D . Institutional Distinctiveness

GOVERNMENT DEGREE COLLEGE  
KOVVUR, E.G.DISTRICT

INSTITUTIONAL DISTINCTIVENESS

Our motto “STUDENTS FIRST” is a tagline. It is how we focus on students regarding everything we do. Whether it is living on or off campus.

The students of our college are from remote areas, we have been taking utmost care utilizing all the college hours for the holistic development of the students without wasting a single period.

Mobile accessibility is very limited to the students; we have been leaving little room for online classes and giving priority to offline classes.

To encourage indigenous talents of the students such as rangoli making, unique local recipes and quilling work.

WEC has organized exhibition cum sales on the occasion of International women’s day, in which students took part with much enthusiasm.

College students are very good at sports and games, college has provided sports equipment and students have been availing them at the maximum. In spite of poor infrastructure facilities and limited class rooms, college runs a library and reading room with daily newspapers. College librarian ensures every student to visit library every day.

A song is composed on our college, is one which distinguish our institution from others.

## గోష్పాద క్షేత్రాన.. గౌతమీ తటిలో...!

(ప్రభుత్వ డిగ్రీ కళాశాల, - కొవ్వూరు - కళాశాల గీతం)

### పల్లవి:

గోష్పాద క్షేత్రాన, గౌతమీ తటిలో  
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల  
మా - కొవ్వూరునందు ఘనమగు కళాశాల...  
కొవ్వూరునందు ఘనమగు కళాశాల...!  
విద్యలో మేటియై విజ్ఞాన పీఠమై  
వెలుగునిక జగతి జేజేలు పలికేలా...  
పౌండునిక ప్రగతి విశ్వము మెచ్చేలా...!



### చరణం-1:

పుణ్య గోదావరి ప్రవహించు చోట  
పచ్చని ప్రకృతి పవళించు చోట  
ఆంధ్ర గీర్వాణ విద్యలు నేర్పు చోట  
వేద నాదాల ఝరి వినిపించు చోట  
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల  
వెలుగునిక జగతి జేజేలు పలికేలా...!

### చరణం-2:

పలు పరిశ్రమలతో విలసిల్లు చోట  
వ్యవసాయ, వాణిజ్యములు వెల్లు చోట  
కవి పండితులు గౌరవమునందు చోట  
కళల కాణాచి యని పేరున్న చోట  
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల  
వెలుగునిక జగతి జేజేలు పలికేలా...!

### చరణం-3:

జ్ఞాన ధనులైన ఆచార్యులకు కేంద్రమై  
వినయమతులైన విద్యార్థులకు నిలయమై  
అన్ని రంగములందు ఆరితేరంగా  
అన్నివిద్యలయందు ఖ్యాతినందంగా  
వెలసెను ప్రభుత్వ డిగ్రీ కళాశాల  
వెలుగునిక జగతి జేజేలు పలికేలా...!