

**Government Degree College(A),
Tuni, Kakinada District**
List of Academic & Administrative Policies

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**Government Degree College(A),
Tuni, Kakinada District**
1. Academic Calendar Policy

1.1 Aim:

The institution frames its own Academic Calendar for smooth running of academic schedule.

1.2 Objectives

- a) Academic calendar is a schedule of all events which occur in an academic year. These events may include commencement of class work of each semester, dates of mid exams, last instruction day , Semester End Examinations of both Theory and Practical and list of Holidays etc.,
- b) As a reminder, the Academic Calendar keeps students, faculty to follow up the key dates throughout the academic year. It can also be useful for prospective students, alumni, and parents as well. Our educational institution designs its own academic calendar.
- c) Preparation of Academic Calendar begins before the commencement of academic session. The Coordinators takes into consideration the feedback from students, teachers, alumni, parents and other stakeholders while preparing the Academic calendar. It is placed to the Governing Body through IQAC Cell for final approval.
- d) Each semester having minimum of 90 working days, if find any shortage then the institution frames guidelines to teach in blended mode, with minimum of 180 working days of the corresponding academic year
- e) Thus the academic calendar monitors the effective delivery of the program with academic inputs. Such as Preparation and Adherence of Teaching Plan, The concern faculties prepare teaching plan for their respective subjects as per the schedule.
- f) The institution follows holidays as per ANUR guidelines & Government of Andhra Pradesh. The institution some times consider regional festivals as the requisition of students, faculty, Parents and stakeholders etc., Final decision will be taken by Head of the institution .

**Government Degree College(A),
Tuni, Kakinada District**
2. Add-on Courses Policy

2.1 Aim

Add-on course is a venture started in this **college** along with the regular degree programmes. It aims to mould the students with employable skills/ entrepreneur skills/ Life skills. These courses are designed to equip the students to face the emerging challenges in the society.

2.2 Objectives:

- a) The objective of the add on course is to help the students to enrich their skills and increase employability/ Life skills.
- b) The add-on course develops an insight if the students and creates opportunities to choose the right path , who pursues for employment.
- c) The concerned Departments can introduce add on courses to students so that they can choose courses of their area of interest.
- d) The duration of add- on Courses is 30 days with theory and practical/ field work/ industry oriented , offered by concerned departments .
- e) Minimum 10 enrollment members is must to run the course.
- f) The concerned Departments approve the Certificate course in BoS . They collect fee of Rs 100 for each head each head .
- g) To run add on courses the concerned department needs to prepare their own time table in last hours. After completion of course Exam cell will be conduct exams and issue certificates to qualified students.

**Government Degree College(A),
Tuni, Kakinada District
3. Administration Policy**

- 3.1) The Government Degree College (A) , Tuni strictly adheres to all rules and regulation in vogue and hence it does not discriminate any student and staff.
- 3.2) Each student is provided with an Identity card and the students are required to carry the I.D. card with them at all times when they are on campus. This card must be presented at once when requested by any official of the college.
- 3.3) As per the guidelines of CCE , AP, Vijayawada, the college follows the timings of 10:0am- 5:00pm.
- 3.4) Attendance of all staff members & Students is generated by Biometric machine. All staff members and students are required to mark their attendance both at the entry and exit.
- 3.5) Discipline committee is constituted with senior faculty and student representatives to monitor discipline
- 3.6) Students are under surveillance and hence , if any misbehaviour is noticed immediately and appropriate action will be initiated against them.
- 3.7) All written communications within the institute will be in both Telugu and English
- 3.8) All employees shall orally communicate either with each other or with the students in English or Telugu language or the language understood by them
- 3.9) All internal communication shall be printed or written in Telugu or English
- 3.10) All e-mail, Internet, Fax or other electronic transmissions shall be carried out in English language
- 3.11) All staff members of GDC (A), Tuni are in Whats App group. Any information concerned to the college can be communicated through this group. Admin of the group is Principal only.
- 3.12) All students along with the teachers of the class forms a Whats App group so that the class communication is done
- 3.13) The college follows the general holidays announced by the Government of Andhra Pradesh.

**Government Degree College(A),
Tuni, Kakinada District**
4. Anti-ragging Policy

4.1 Introduction

College promotes the academic, physical and mental development of the students. I ensures strict discipline in the campus in-order to mould the students into a good citizens with socio-commitments and loyalty towards the country. In maintaining such discipline, Ragging which is a socio-evil has to be eradicated from the campus

4.2. Purpose

This policy provides a guidance to the students in acquainting the information on Ragging, its hazards and punishments for indulging in the ragging by government and college administration .framework to guide users in decision-making about the usage of information technologies provided by and/or operated at College.

4.3. Definitions

Ragging

- a) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student.
- b) Indulging in a rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or Psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.
- c) Asking the students to do any act or perform something which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or Psyche of a fresher or a junior student
- d) Any act a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- e) Any act of physical abuse including all variants of it sexual abuse, homosexual assaults, stripping, forcing absence and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- f)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 fresher or any other student.
- g) Any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.

4.4 Policy statements

- a) Ragging, in any form, is a reprehensible act of does no good to anyone.
- b) Every act of ragging, major or minor, is beyond the limits of decency, morality and humanity.
- c) Civilised societies across the world are doing away with this nefarious practice.
- d) No act of ragging, major or minor, shall go unnoticed.
- e) No ragger, male or female, student or non-student, shall go unpunished.
- f) No student suffers mentally, physically, academically by the act of any senior student in the campus
- g) Stringent action initiated in case of ragging incidents.

4.5 Measures for Prevention of Ragging in the campus

The college shall take the following steps in regard to admission or registration students:

- a) Understanding obtained from the student in written form at the time of admission that he will involve in any kind of ragging, whether actively or passively, or being a part of a conspiracy to promote ragging. This undertaking states to the effect that he/she/parents (they) have read and understood the provisions of anti-ragging policy as well as the provisions of any other law for the time being in force, and are aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under College Rules and also affirm to the effect that student has not been expelled and/or debarred by any University and further aver that student would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under the Rules or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, will prominently print and contain a warning that Ragging is prohibited in the campus and the measures taken for prevention of ragging.
- c) Students shall be provided with the telephone numbers of the Members Anti- Ragging cell and all the faculty and staff of the college.
- d) Before the commencement of the academic session, the Principal will constitute the Anti-Ragging Cell and address a meeting of Staff, Students and parents/guardians (if feasible),
- e) The Anti-ragging cell will convene meetings with the local police persons, Lawyers and Psychologists to create awareness on the hazards of the Ragging
- f) The College shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the college towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these rules and also any other law for the time being in force, and the punishments thereof. It shall also prominently display the same, on Notice Boards in various parts of the campus , where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- g) The college shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents. The college shall tighten security in its

premises, especially at vulnerable places through intense policing by Anti-Ragging Squads and volunteers, if any, which shall be resorted to at such points at odd hours during the initial duration of the academic session as may be decided by the authorities.

- h) The anti-ragging cell shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of Anti ragging.
- i) College may tie up or engage or seek the assistance of professional counselors before the commencement of the academic session, to be available when required by the college, for the purposes of offering counseling to freshers and to other students after the commencement of the academic year.

j) College shall, on the day of registration of students, take the following steps:

1. Every fresh student admitted shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required.
2. The college, through the leaflet specified in clause (a) shall also explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the college in earlier years.
3. The leaflet specified in clause (a) shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered by the senior students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad
4. The college shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programs as follows, namely;
 - a. Joint sensitization program and counseling of both freshers and senior students by a professional counselor
 - b. Joint orientation program of freshers and seniors to be addressed by the Principal and the anti-ragging committee
 - c. Organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members

4.6. Punishments accorded

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely;

- 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 representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - f) Suspension/ expulsion from the hostel. Cancellation of admission.
 - g) Rustication from the institution for period ranging from one to four semesters.
 - h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- I) Criminal Action as Per Law Is initiated.

**Government Degree College(A),
Tuni, Kakinada District**
5. Class work distribution Policy

5.1 Aim:

- a) Provide guidance to the department for internal distribution of class work
- b) Assist in equitable distribution of responsibilities across lecturers in the department
- c) Facilitate in resource allocation corresponding to department
- d) Ensure equitable distribution of lecturer utilization through the Academic Year

5.2 Broad Guidelines:

- a) Lecturer class work must span semesters, i.e., they must participate in all semesters rather than just one semester.
- b) A lecturer's class work will be appropriately distributed based on how much time they spend on administrative and research tasks outside of teaching.
- c) Class work of individual lecturer shall span across all working days in week.
- d) Subjects will be assigned depending on each lecturer's area of expertise and qualifications by the in charge of department. However, it may be done as per individual choice.
- e) A lecturer must finish the syllabus within the allotted time.
- f) Contact hours and instructional hours must be regarded equally. The hours of instruction are for classroom instruction. The contact hours consist of seminar assessment hours, project monitoring hours, and laboratory practice class hours.
- g) Lecturer with doctoral degree may be given preference for post-graduate classes and for dealing with projects.
- h) Distribution of class work must be transparent. Lecturer should know how and why their workload is assigned.
- i) The distribution of class work needs to be reviewed periodically.
- j) Senior lecturers shall handle classes in higher year levels.
- k) When a lecturer is absent due to leave or other academic obligations, class work shall be Distributed among the other faculties.
- l) Attendance must be taken by individual lecturer in their scheduled hours.

- m) Co-curricular and Extra-curricular activities must also be assigned to lecturers.
- n) Life skill courses and skill development courses must also be taken into account in workload calculation.

**Government Degree College(A),
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6. Induction Policy

6.1 Objective

1. To help new students for comfortable adjustment in the new environment.
2. To inculcate ethos and culture of the institution among the students, help them to build the new bonds with other students and faculty members and expose them to a sense of larger purpose and self exploration.

6.2 Implementation

Student Induction Programme with a duration of six working days engages with the new students as soon as they join into the institution; before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed.

6.3 Activities to be conducted

Socializing: meeting other new students, senior students, Lectures by Eminent People

Associating: visits to Dept./Branch/ Programme of study & important places on campus, local area, city and so on;

Governing: rules and regulations, student support etc;

Experiencing: Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc

List of activities to be included:

1. Institutional rules, regulations, norms, academic and administrative structure and learning resources
2. Institutional culture ethos, etiquette and manners and value system.
3. Assessment pattern in CIA and SEE
4. Orientation of curricular frame work
 - a. Physical Activity
 - b. Mentor-mentee interaction
 - c. Familiarization to Dept./Branch.
 - d. Creative Arts and Culture
 - e. Literary Activity/creative and performing arts
 - f. Lectures by Eminent People
 - g. Visits to Local Area/ orphanages/ old age homes
 - h. Extra-Curricular Activities in College
 - i. Conduct of bridge course and crash courses
 - j. Orientation programme of faculty and mentors
 - k. Conduct of assessment on student induction programme and issue of non-credit certificate should be issued by the institution.
 - l. Interaction with alumni/industry experts.
 - m. Parent meeting
 - n. Collection of feedback on student induction programme
 - o. Any other programmes which helps for holistic development of students.
 - p. Student induction programme is mandatory for all newly admitted students.

**Government Degree College(A),
Tuni, Kakinada District**
7. CSP & Internship Policy

7.1 Objectives:

For the holistic development of a student To sensitize the students about the social, economical, and other issues around him in the society and make them to think about the solution.

7.2 Eligibility Criterion:

The student who is eligible to write the semester end exams of Semester-II If the student fails to complete CSP in the corresponding semester, He/She has to appear in the coming next year.

7.3 Duration of the Project: 8 weeks (after II semester examinations)

Student has to spend minimum 180 hours on community project in different areas.

7.4 Implementation of Project:

1. A group of (15-20) students will be assigned to each faculty. The faculty will be the mentor. The faculty should give training to the group if necessary.
 2. The day to day activities of each student should be recorded in a logbook countersigned by the mentor.
 3. The community project should be different from the Extra-curricular activities like NCC/NSS, Red ribbon Club, Women empowerment cell etc.,
 4. A project work shall be done on a particular topic related to his/her domain subject area.
- a. Schedule of the community service project:
- i) Socio-Economic survey of a village / Habitation (2 Weeks): Students have to conduct a survey by preparing a questionnaire under the guidance of their mentor by interacting with the people to acquire the basic knowledge.
 - ii) Main Project (4 weeks) : A group of students select a topic in their related domain and conduct the project such as data collection, interviews, internship in their unit or department .
 - iii) Community awareness campaign (one week): The students group have to take up community awareness campaign on the issues identified based on the knowledge acquired in implementing their project.
 - iv) Report Preparation (one week): The student should submit a report duly signed by the mentor individually.
- b. Assessment methodology:
- i) There will be only internal assessment. The maximum marks for community service project will be 100

ii) The grade is to be allotted by the mentor depending on the active participation and commitment of the student, originality of work, completeness of logbook,.

iii) The interval viva will be conducted by a committee constituted by the principal of the institution.

iv) The assessment for the Community Service Project implementation shall include the following components and based on the entries of Project Log and Project Report:

1. Orientation to the community development

2. Conducting a baseline assessment of development needs

3. Number and Quality of Awareness Programmes organised on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development, etc.

4. Number and Quality of Intervention Programmes (Prevention or promotion programs that aim to promote behavioural change in defined community contexts to address social problems) organised.

5. Follow-up Programmes suggested (Referral Services, Bringing Community Participation)

6. Developing short and mid-term action plans in consultation with local leadership and local government officers.

v) 4 credits are to be allotted to community service project under CBCS system. Award of marks shall be made as per the guidelines issued by APSCHE, CCE.

vi) Model of Project Report:

PART – A

a) Introduction: About the Village / Habitation

b) Socio-Economic Survey of the Village/Habitation. Data collection using prescribed formats.

c) Problems identified and Analyses of the problems.

d) Short-term and long term action plan for possible solutions for the problems identified and that could be recommended to the concerned authorities for implementation.

e) Community awareness programmes conducted w.r.t the problems and their outcomes.

PART - B

a) A mini-project work in the related subject w.r.t the habitation/village. (For ex., a

student of Botany may do a project on Organic Farming or Horticulture or usage of biofertilisers or biopesticides or effect of the inorganic pesticides, etc. A student of Zoology may do a project on Aquaculture practices or animal husbandry or poultry or health and hygiene or Blood group analysis or survey on the Hypertension or survey on the prevalence of diabetes etc.

PART - C

a) Recommendations and conclusions

b) References

Vii). The Project Presentation is to be made by the student after he/she reports back to the College.

The components for assessment are –

a. assessing the involvement in the project

b. presentation skills

c. final outcome of the project as evinced by the student.

viii) The weightings shall be:

Project Log	20
Project Implementation	30
Project report	25,
Presentation	25
Total:	100 Marks

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8

F (Fail) 0

Ab (Absent) 0

7.2 Internship/On the job training/In-house project/off-site project Policy:

a) Objective:

To build a record of work experience through developing communication, interpersonal, critical thinking and additional skills, leading directly to full time job following graduation from the college.

b) Eligibility criterion:

The students who are eligible to write the IV semester exams. If the student fails to complete CSP in the corresponding semester, He/She has to appear in the coming next year. The student will be promoted to the next semester as per the examination policy.

Duration: intervening summer vacation between the 2nd and 3rd years

c) Implementation:

Each faculty member is to be assigned with 10 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students

d) Assessment Methodology:

1. The assessment is to be conducted for 100 marks and the credits assigned are 4. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

2. Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.

3. While grading the student's performance, using the student's project log, the following should be taken into account –

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

4.The assessment for Project Implementation during second internship / Project Work / On the Job Training / Apprenticeship shall include the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

5. Model of Project Report:

The Project Report should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

6. The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

- a. assessing the involvement in the project
- b. presentation skills
- c. final outcome of the project as evinced by the student.

Letter grade	Grade Point	Credits	Credit Point
O (outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8

F (Fail) 0

Ab (Absent) 0

7.3 Third internship (5th/6th Semester period):

During the entire 5th /6th Semester, the student shall undergo Apprenticeship / Internship/ On the Job Training.

Objective: This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

Eligibility:

The student who attended the Semester IV/V end examinations If the student fails to complete CSP in the corresponding semester, He/She has to appear in the coming next year. Assessment methodology for the semester long apprenticeship / on the job training /

7.4 internships during the VI Semester:

1. The assessment for the V / VI Semester long apprenticeship is for 200 marks and credits assigned are 12.

2. A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every month upto four months. The last two months of internship period shall

be used for preparation of final project report simultaneously undergoing on the job training / internship / apprenticeship.

3. The assessment for this internship / on the job training will be both internal and external assessment. The internal assessment will be for 25% of marks which will be continuous and the assessment by the industry / enterprise / organisation where the student does his/her internship will be indicated in grades. This assessment is to be conducted by a responsible person (General Manager / HR Manager / Head of the Division) in consultation with the supervisor under whom the internship was done.

4. The components of internal assessment during this third internship / Project Work / On the Job Training / Apprenticeship shall include the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

5. The Project Report should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

6. The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

- a. assessing the involvement in the project
 - b. presentation skills c. final outcome of the project as evinced by the student.
- There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the affiliating University.

7. The final evaluation committee shall consider the following for evaluation –

- A. Monthly Reports submitted by the student
- B. Final Project Report
- C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training. The grades shall be converted into marks on the scale followed by the University.

8. To evaluate and award marks, the Committee conducts viva voce examination at the college.

9. Internal Assessment:

Project Log	-10
Project Implementation	-20
Project Report	-10
Presentation	-10
Total	-50 marks

10. External Assessment

Performance Assessment by the Evaluation Committee, converting the grades

awarded by the industry, enterprise, etc	-100
External Viva Voce	-50
Total	-150 Marks
Grand total	-200

11. Student internship / Project Work / On the Job Training /

Apprenticeship Performance Evaluation Term of Internship:

From dd/mm/yyyy

To dd/mm/yyyy

Date of Evaluation:

Student Name: & Registration No:

Organization Name& Address:

Name of the Supervisor:

Supervisor email/phone:

Faculty Internship Coordinator

Please attach: • Internship Job Description • Supervisor Comments (i.e. strengths, areas for improvement, etc)

Please rate the intern's performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5

9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor

Signature of the HR Manger

Government Degree College(A),
Tuni, Kakinada District
8. Cultural Policy

8.1 It is our immense pleasure to follow the traditional culture and thus we celebrate various cultural activities by giving importance to the culture and tradition. Various cultural activities resemble the tradition and our ancestral culture imparting to the present day youth. Thus, it is very necessary to celebrate various cultural programs without fail.

8.2 Academic Activities consists of various things such as Quiz, Group Discussion , Elocution or debate, singing, essay writing etc... all these things improve one's reading and writing abilities beside their regular academic progression. So, We need to observe or celebrate the specific DAYS as listed or identified in view of importance of the particular day.

8.3 The college is strictly following the rules and regulations by giving higher priority to celebrate such Cultural & Academic activities regularly with apt dedication and devotion and all the corresponding departments must follow or strictly implement the events accordingly as per the relevance of the activities.

8.4 Cultural events like Sankranti Sambaralu, Dasara Mahotsav, Rangoli etc have to celebrate in association with all the students and staff of the college without any deviation. It shows the traditional Indian culture and its importance and influence on the society is also exploring through these activities.

8.5 Various academic activities like observing the specific days, conducting activities in view of the various occasions must strictly be implemented in the college campus department wise or group/ course wise as per the instructions of the higher authorities as well as the days or events prescribed by the college. Each and every department must play vital role in celebrating these festivals.

**Government Degree College(A),
Tuni, Kakinada District
9. Differently Abled Policy**

9.1 AIM:

The aim of this policy is to formulate measures which will ensure uniform implementation and monitoring of academic and social inclusion of students who have special needs and /or disabilities.

Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act (1995) / Rights of Persons with Disabilities Bill - 2016 Passed by Parliament and National Trust Act (1999) list following disabilities which are entitled for certification and hence various legal accommodations

9.2 DISABILITY TYPES BENCHMARKED FOR

Blindness

Low-vision

Leprosy Cured persons

Hearing Impairment (deaf and hard of hearing)

Locomotor Disability

Dwarfism

Intellectual Disability

Mental Illness

Autism Spectrum Disorder

Cerebral Palsy

Muscular Dystrophy

Chronic Neurological conditions

Specific Learning Disabilities

Multiple Sclerosis

Speech and Language disability

Thalassemia

Hemophilia

Sickle Cell disease

Multiple Disabilities including deaf blindness

Acid Attack victim

Parkinson's disease

9.3 College provides the facilities to empower the persons with bench marked disabilities as per the guidelines issued by UGC without diluting the system and without impacting the merits of others.

- a) **Reservation:** Visually/Hearing/Orthopedically challenged candidates will get a horizontal reservation of 3% in each category namely-ST/SC/OC/OBC as per APSCHE guidelines in UG offline/online admissions.
- b) **Facilities:** College provides the facilities like ramp, smaller steps, Audio support, Adequate display of all academic as well as administrative information for physically challenged person.
- c) Scribe (writer) Amanuensis/Reader/Reader-cum-Writer may be made available to the individual with blindness. The Question Paper may be read out, but not explained in any way to the candidate(s). Such a support to be provided free of cost to the candidate. The scribe / writer should be from the same stream of subjects but from a lower class and must not be related to the candidate.
- d) The provision of scribe/reader/lab assistant can be allowed on production of a certificate.
- e) The candidate should have the discretion of opting for his own scribe/reader/ lab assistant or request the examination Body for the same. If the examination body appointed a scribe then the candidate should be allowed to meet the scribe two days before the examination.
- f) The candidate should produce the disability certificate issued by the chief medical officer/ civil surgeon/ medical superintendent of a government health care institution.
- g) The candidate should be allowed to use assistive devices like talking calculator (incase where calculators are allowed for exams), geometry kit etc.,
- h) Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam.
- i) Sensitize teaching and non teaching staff on issues related to disability and special needs.
- j) To create, maintain and update the records of individuals with disabilities.
- k) Provide the references, learning materials, web links, LMS.
- l) Ensuring access to library spaces and library technology, extra days for book lending.
- m) **Concession:** Individuals with physical / motor impairments are entitled to additional time during internal assessment as well as during the term end examination. This may be allowed 20 minutes per hour. Additional overall consolidated grace marks of 20 per 1000 total marks may be given to the candidate with certifiable level of blindness and deafness if that is changing the status of the candidate in the semester-end examination from fail to pass either in one or more subjects.

**Government Degree College(A),
Tuni, Kakinada District
10. Discipline Policy**

The College is a community in which a large number of people live together. It is therefore essential that all members have due regard for the rights of others. The disciplinary committee looks after the disciplinary matters and problems arising from abreach of the College rules. The College rules are intended to help preserve a happy and harmonious atmosphere for all those living and working in the College

10.1 ATTENDANCE

The students should fulfill the minimum required attendance for every program me both theory and practical. Students failing to meet this prerequisite will not be eligible for certification at the end of the programmers

10.2 RAGGING

Ragging in any form is strictly forbidden by law. The students should not be found involved in ragging. Ragging is a criminal offence. Ragging is prohibited under Anti-Ragging any student found indulging in any form within or outside the college and shall be expelled from the college and necessary action will be taken as per orders of the competent authority. Harassment whether written, verbal, sexual physical is a serious offence and will be punishable act. An Anti - Ragging cell has been established and functioning in the college and which is aimed preventing ragging in any form in the compass. Depending upon the nature and severity of the offence as established by Anti – Ragging committee of the college, those found guilty of gagging shall be liable for punishment.

10.3 UNIFORM

To regulate discipline and uphold decorum, a prescribed dress code is to be observed by students, which requires that they be formally dressed while on campus. The student should compulsorily wear apron before entering the laboratories. No eatables are allowed inside the labs. Mobile phones are strictly prohibited in the area.

10.4 LIBRARY

The books are systematically arranged according to titles and subjects. The students are expected to follow the same during reference work. Mobile phones are strictly prohibited.

10.5 BEHAVIOUR

Students are expected to conduct themselves at all times in a manner that befits the image and standing of the institution.

10.6 ADHERENCE TO TIME SCHEDULE

The student should reach college in time and attend the lecture as per the time table given to them. The student should complete all the term work such as journals, drawing sheets,

workshop jobs or any other assignment as per scheduled. The students and parents should specially note that if the students fail to complete the term work regularly and to the entire satisfaction of the Head of the institute, he/she will not be allowed to appear in the Semester Examinations.

10.7 CONDUCT IN THE PREMISES

The student should note that he/she is answerable to the authorities of the institute not only for his/her conduct in the premises of the institute but also for his/her overall behavior outside the campus. It is an extremely serious offence to endanger the safety of other members of the College by tampering with fire-fighting equipment or the alarm system.

10.8 HOUSEKEEPING

The student should help in maintaining the buildings and the campus of the institute clean and tidy and maintain overall ambience.

10.9 PARKING OF VEHICLE

Students should park their vehicles only in the specified area.

10.10 INVOLVEMENT IN ANTI SOCIAL ACTIVITIES

Students should not participate in any political and antisocial activities. Strict disciplinary action shall be taken against such students.

10.11 GENERAL CODE OF CONDUCT

- a) Student must abide by the rules and regulations framed by the institute from time to time.
- b) The student is expected to read the notices put up on the notice board of the college regularly. The college is not responsible for any loss or damage caused to the student due to his failure to read the notices from time to time.
- c) Any change in the residential address of the student must be communicated to the office immediately
- d) Student should carry their identity card while in the college
- e) Specific sets of regulations covering particular areas of the College may be posted from time to time.
- f) Students must inform the College Office of their term-time and permanent addresses and any changes thereof.
- g) Playing games in the environment of the College is prohibited.
- h) For misbehavior of any nature, the student will be liable to severe punishment.

Government Degree College(A),
Tuni, Kakinada District
11. Employee Policy

- 11.1) Exemption from attendance for other reasons may be granted as per norms only in extraordinary circumstances, and only when permitted by the Principal in writing. Such permission must be obtained well in advance.
- 11.2) While counting the attendance, if any absence is observed in three hours of the AN/FN session then it will be considered as half day.
- 11.3) Students must not create any external pressures either on principal or concerned class teachers. In such cases Disciplinary action may be initiated against the concerned student.

**Government Degree College(A),
Tuni, Kakinada District
12. Environment Policy**

12.1 Environment Friendliness and energy harvesting are prime interests today which are the key factor in achieving Sustainable development goals for any organization. Keeping these factors in specifying energy policy of Government degree college (A), Tuni presume that it is an accordance with the prescriptions of National institution for, Transforming India NITI Aayog with reference to support for renewable Energy resources, another factor of significance is rapidly and dynamically increasing energy demand. Since conventional sources cannot meet this requirement easily.

12.2 GDC(A), Tuni has incorporated establishment of alternate energy sources in the form of SOLAR PV generation. LED bulbs and auto sensors in strategic places GDC(A), Tuni energy policy also has an efficient energy management and conservation through good established procedures specified in its policy.

12.3 The Environment policy of GDC(A), Tuni monitor conserve and manage the energy needs of the campus with the growth in the energy demands of the college. It is the responsibility of the college in creating awareness among the students and staff about the energy conversation measures. Maintain the efficiently utilize the electrical energy with maximum utilization of renewable PV power generating system and Optimal consumption of lighting load with the proper energy conservation measures in the campus. Also maintain green energy campus with utilization of energy management system.

12.4 The following objectives will lead to the implementation of GDC(A), Tuni Energy policy Objectives:

- a) Improvement in energy efficiency to reduce energy consumption and cost.
- b) Minimize the energy consumption by use of energy efficient equipment. And maximize use of day light and natural ventilation.

Action Plan:

- a) Maintain the energy needs of the campus with back- up power supply system for supplying un interrupted energy demands.
- b) Establishment of energy efficient utilization measures in the supply, demand system as part of energy management of the campus.
- c) Replacement of existing conventional lighting with the LED lamps in phased manner.
- d) Expansion of Solar PV system in Phased manner.
- e) Create awareness among the students and staff in energy conservation.

**Government Degree College(A),
Tuni, Kakinada District**
13. Examination and Evaluation Policy

13.1 Introduction

This examinations policy has been produced in order to streamline the various procedures associated with examinations, evaluation and declaration of results during the academic year.

In particular, the purpose of this policy is to:

- a) Ensure that the planning and management of exams are conducted efficiently and in the welfare of the students
- b) Ensure the operation of an efficient exam system with clear guidelines and procedures for all its stakeholders
- c) Ensure the all the Evaluation Procedures of the Examination System and procedure of declaring the results

It is the responsibility of everyone involved in the Examination section and Examinations conduction processes to read, understand and implement this policy.

This exam policy will be reviewed every year by the Principal ,COE and other Examination cell members. All correspondence relating to this policy document should be sent in the first instance, to the COE.

This document reflects on instructions for conducting examinations in accordance with the Guidelines issued by UGC, CCE, APSCHE and Affiliated University. The instructions are for use in all Semester End Examinations, Competitive Examinations and internal examinations. The instructions are additional to any guidelines or regulations the awarding bodies have issued in their booklets or specifications of the respective Competitive Examinations. If there is any conflict between guidelines of the college and the awarding bodies of the competitive examinations, the college regulations will prevail.

13.2 Exam responsibilities

- a) Head of the Institution (Principal)

Overall responsibility for the college as an exam centre. Chief Superintendent of all Examinations conducted in the college.

- b) Controller of Examinations(COE)

Head of the Examination Cell

Issues Notifications for Examination Fee collection, Plans the schedule, Arranges Question Papers for the all Examinations (Both Internal & External), carries out the Evaluation process, Declaration of Results and issues notifications for Revaluation and Script verification.

- a) Manages the administration of all final and internal exams
- b) Advises the teaching, administrative and other relevant support staff of Semester End examination time tables and application procedures
- c) Administration of all examinations, including liaison with the affiliated university examination section, ensuring that all entries are placed in accordance with deadlines.
- d) Production and distribution to staff and candidates of an annual calendar/schedule for all exams, in which candidates will be involved
- e) To remain on-site at all times, when exams are taking place
- f) Regular communication with all staff concerning imminent deadlines and events
- g) Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them
- h) Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with the guidelines and instructions issued by higher authorities
- i) Provides and confirms detailed data on estimated entries
- j) Receives, checks and stores securely, all exam papers and completed scripts
- k) The COE has entitled to modify any questions in the Question paper if any out of syllabus questions arises. However, this may be done upto 20% and also with the consultation of the concerned Question paper setter.

Additional Controller of Examinations(ACOE)

Second in-charge of the Examination cell Assists COE in all his examination duties and guides him Takes up the responsibilities and performs the functions of COE in the absence of the COE.

Ensure all members of staff and students are aware of exam protocols.

13.3 IN CHARGES OF DEPARTMENT

- a) Prepares the Internal Examination Question Papers as per the model given by the examination cell and handover them to the Examination Section within the specified period.
- b) Oversee and manage all exam entries, mark sheets and adherence to deadlines, as set by the Examination section of the college
- c) Takes up the responsibility of evaluating the Internal Answer Scripts and handing over the respective grade sheets to the examination cell within the timelines specified by the cell
- d) Collects all the Internal, Semester Marks lists of the students and note them in their respective departmental marks registers
- e) Provide guidance and pastoral oversight of candidates, who are unsure about exam entries or amendments to entries
- f) Involved in post-results procedures
- g) Conducts the BOS as per the schedule given by the Academic cell and hand over the syllabus copy to the Examination Section within the specified time lines

13.4 TEACHING STAFF

- a) Provide accurate and timely submission of all exam entries through Heads of Department/Curriculum Directors as appropriate
- b) Takes up the Invigilation duties as and when assigned to them by the Examination Section.

- c) Maintains the Discipline in the examination duties
- d) Must be aware of the fact that Examination Duties are a part and parcel of their duties

13.5 IQAC Coordinator

- a) Prepares the Institutional Plan of the forth coming Academic Year
- b) Gives the temporary schedule of all the examinations of all the respective programmes / courses that have to be conducted during that academic year
- c) This will be finalized by the Academic Coordinator while preparing the Academic Calendar
- d) Collects the Results of all the Examinations conducted and keeps a record of it

13.6 Academic Coordinator

- a) Prepares the Academic Calendar
- b) Gets its approval in the Academic Council Meet
- c) Gives a Copy to the COE for issuing the notifications of all the examinations in that respective Academic year

13.7 Examination Technical Assistant (Clerk)

- a) Uploads all the data of the students appearing for the examinations in the examination software
- b) Makes necessary corrections with the suggestions of the COE
- c) Prepares the Notifications, Timetables and schedules of all the Examinations under the guidance of COE/ACOE
- d) Uploads all the Internal Examination Marks, Practical Examination Marks of all the students under the supervision of the COE/ACOE
- e) Assists the COE/ACOE during conduction of Examinations
- f) Coding / Decoding of the Semester End Answer Scripts
- g) Enters all the marks of the Coding Answer Scripts
- h) Runs the Results
- i) Accurate analysis of results and the preparation of all reports on examination results During Examinations

13.8 Responsibilities of INVIGILATORS

- a) Report to the Exams section / cell to sign in and out before and after each scheduled exam
- b) Collection and checking of exam papers and other exam material from the Exams section before 15 minutes of commencement of each exam
- c) Responsible for maintaining the integrity of the exam
- d) Distribution of exam papers within the exam hall in accordance with the seating plans
- e) Must Properly check the data on the Student Enrolment Form (SEF) with the hall ticket details and confirm the Photograph, Signature of the student before signing the Answer Booklet.
- f) Completion of Absentees Statement duly affixing their signatures.
- g) Responsible for recording the details of each exam in the Exam log book including full reports on any incidents of malpractice

- h) Collection of all exam papers and scripts in the correct order at the end of each exam and their safe return to the Exams Cell
- i) Comply with and uphold the 'Rules and Guidance for Invigilators' as outlined by the CS/COE and the 'Instructions for Conducting Examinations'
- j) Maintaining the discipline and decorum in the Examination Hall.

13.9 Responsibilities of Students

- a) Checking and confirmation of hall ticket/Admission Card entries before affixing their signature on the Hall ticket. If there is any discrepancy it must be brought to the notice of the COE for immediate modifications along with necessary proofs. It is the responsibility of the student for making the necessary correction in the hall tickets
- b) Responsible for checking their own exam timetables as per their Hall tickets and attending all scheduled exams
- c) Students must be in their respective allotted places before 10 minutes of the commencement of the examination
- d) Students must not bring any printed/ written/ photo-copied forbidden material to the examination hall. It is the responsibility of the student to check his allotted place whether any forbidden material is present or not. If anything such found, it must be handed over to the invigilator
- e) Students should not bring Cell Phones / Tablets or any other electronic gadgets to the Examination Hall. If any such devices are brought to the college, it is the responsibility of the students only to keep them in safe place before entering the Examination Hall. In case of any loss of such electronic device, neither the College nor the Examination section were responsible for that loss.
- f) It is the responsibility of the student to submit the Answer Booklet to the Invigilator before leaving the Examination Hall. If a student is found guilty by taking the Answer Booklet out of the Examination Hall then disciplinary action will be initiated against him.
- g) Candidates once entered the Examination Hall cannot leave the Examination Hall unless Half of the time was completed. After half of the time he can leave the examination Hall by hand overing the Answer Booklet along with the Question paper. He must leave the examination Hall with Question Paper before 30 minutes of the completion of the Examination.
- h) A candidate was not entitled to visit a toilet in the first Half an Hour of the Examination and frequent toilet visits are also prohibited.
- i) If any student found doing malpractice in the Examination Hall or having forbidden material in any form (Hand Written / Printed) then a proper disciplinary action may be initiated against him as per the existing rules.
- j) The student must be strictly act as per the instructions given by the Invigilator and must maintain the discipline during the Examination hours.
- k) Students must not argue with other students, Teaching, Non-teaching and other Supportive Staff who were involved with the Examinations.

13.10 Attendance

Attendance at all examinations is compulsory and any candidate who fails to present himself or herself for such an examination at the time and place published will be deemed to have failed in that part of the examination.

- a) Misreading of the examination timetable will not be regarded as sufficient cause
- b) Late arrival and early departure times will be stipulated for all examinations.

Candidates who arrive after the earliest permanent departure time for an examination (i.e. Half an Hour after the commencement of Examination) will not be permitted to sit the examination.

- c) Candidates must adhere to all general examination rules and conditions and familiarise themselves with these prior to the examination.
- d) Invigilators shall have the power to remove any candidate from the examination Hall for prevailing the discipline in the hall keeping in view of the remaining students welfare. Such issues must also be brought to the notice of Chief Superintendent or the COE immediately by the concerned Invigilator.

13.11 Examination Notifications and Schedules

The Examination section prepares the Notifications for all types of Examinations as per the Academic Calendar Prepared Regarding the Internal Examinations :

The Examination Cell issues the Timetable for conducting the Mid Semester Examinations by taking into consideration the whole college. The Examination Section gives the rough sketch of the Question Paper for these internal Examinations which is as follows:

I Mid : For 20 Marks

Consists of Three Sections

Section – A : Consists of three Essay Questions and out of the student has to attempt one carrying Five Marks

Section – B : Consists of Seven Short Answer Questions and out of the student has to attempt Five each carrying two Marks

Section – C : Consists of Ten Very Short Answer Questions (Multiple Choice, True/False, Blanks, Match the Following etc.)and the student has to attempt all. Each carrying Half Mark

II Mid : For 15 Marks

Consists of Two of the following three Sections :

Section – A : Consists of three Essay Questions and out of the student has to attempt one carrying Five Marks

Section – B : Consists of Seven Short Answer Questions and out of the student has to attempt Five each carrying two Marks

Section – C : Consists of Ten Very Short Answer Questions (Multiple Choice, True/False, Blanks, Match the Following etc.)and the student has to attempt all. Each carrying Half Mark

Besides there will be Five marks allotted for Assignments, Five marks for Departmental Activities like Quiz, Debate, Class room Seminar, Group Discussions, Field Trips etc and Five marks for Attendance, Participation in Clean and Green, NSS, Socio economic activities. The total Internal evaluation will be carried out fifty marks which will be scaled down to 30 marks Regarding the Semester End Examinations :

The Semester End Examinations will be conducted for 70 marks

Question Paper Setting will be done by the faculty of all the respective Government Degree colleges throughout the state. It is subjected to the decision of the Principal and COE to which faculty the question paper setting work was to be assigned. It is the responsibility of the COE to maintain the Confidentiality in this connection. The Question paper pattern will contain two sections :

Section A : Consists of Eight Questions among which the student has to attempt five with each carrying ten marks.

Section B : Consists of Six Questions among which the student has to attempt four with each carrying Five marks.

Regarding the Practical Examination Schedule :

The COE prepares the Practical Examination Schedules and get its approved with the Principal. After getting approval, Timetable is issued for the Semester End Practical Examinations. At the end of ODD Semester End Practical Examination, the evaluation will be done by the Internal Examiner only while in the case of the EVEN Semester End Practical Examination there will be External Examiner Evaluation. The respective in-charge of the Department will collect the Examination material including Answer Scripts, Grade Sheets, Attendance Sheets etc on the day before the commencement of the Practical Examination, conducts the Examinations as per the schedule and handovers all the examination material to the Examination Cell on the last day of Schedule. It is the responsibility of the respective in-charge of department to complete the Practical Examination as per the given schedule.

13.12 Examination Notifications

The Examination cell prepares the notifications, get its approved by the Principal and releases the notifications for the Semester End Examinations. The examination fee will be collected from the students through the bank. As per the notification, Fines will be collected as per the schedule but it is left over to the discretionary powers of the Principal.

Instant Examinations

Instant Examinations are conducted for the final year students who are having backlogs in 1 or 2 subjects (Theory and/or Practicals) in V and VI Semester put together is to be continued for that current academic year, subject to the condition that the student should have passed in all the four semesters (I to IV) in order to appear for the instant examination. This is done for the benefit of students only Resolution: The purpose is to give an opportunity to go for higher education without wasting the year and at the same time discourage students appearing for the instant examinations under semester system.

13.13 Evaluation and Declaration of Results

Transport of Answer Scripts for valuation Semester End Examination Answer Scripts Evaluation will be done by the faculty of various Government Degree Colleges of the State. This will be carried out by as per the wish of COE and it will be discussed with the Principal only. This must be maintained with high confidentiality. The transport and receiving of these answer scripts to various colleges will be done by using road transport or by Courier facility.

Scrutiny

After the receiving the valued answer scripts from the respective colleges, the examination section will scrutinize them by taking the help of faculty of this college. While scrutinizing them, care will be taken that a particular subject of scripts will not be scrutinized by the same subject faculty. During scrutinizing the postings of marks and totals will be checked only and if there is any discrepancy in posting or total then it will be marked by the concerned scrutinizer by

authorising it with a signature. There is no provision for making any type of changes in marks or re-correction of answer scripts during the time of scrutiny.

13.14 Result Declaration

Decoding will be done by the Examination section immediately after the scrutinizing the answer scripts. When decoding will be completed for all the subjects the result will be prepared subject wise. After preparing the result, it will be handed over to the Principal for release. The Principal officially releases the result it is made it immediately available for the students on the college notice boards and Website. For Semester End Exams during the final year only maximum of 4 Grace marks can be added to the subject(s) wherever it needs to get pass. The minimum percentage of marks for qualifying is 35% in Semester End Examinations in each paper (SEE) w.e.f. the Academic year 2021-22 while it is 40% before the specified Academic Year. There is no minimum percentage of marks for qualifying in Continuous Internal Assessment (CIA). The minimum percentage of marks for promotion to next semester is 40% (CIA + SEE)

13.15 CREDIT BASED GRADING SYSTEM

a) Credit: Credit is used to denote a unit of learning, usually measured in hours of study or achievement of threshold standard or both. A credit is the value assigned to a course, usually one credit equals one hour class period per week.

AWARD OF GRADES

Range of Marks	Grade	Grade Points
90 - 100	O	10
80 - 89	A ⁺	9
70 - 79	A	8
60 - 69	B ⁺	7
55 - 59	B	6
50 - 54	C	5
40 - 49	D	4
<40	F	0

b) Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA(S i) = \frac{\sum (C_i * G_i)}{\sum C_i}, C_i = \text{is the number of credits of the } i^{th} \text{ course}$$

G_i is the grade point scored by the student in ith course

Semester Grade Point Average (SGPA) is awarded to a candidate who passes in all the subject papers in the Semester

c) Cumulative Grade Point Average (CGPA): It is calculated by the end of third year using similar formula provided a candidate passes in all subject papers of all the three years. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\frac{\sum(C_i * S_i)}{\sum C_i}, C_i = \text{is the number of credits of the } i^{th} \text{ Semester}$$

S_i is the SGPA scored by the student in ith Semester

13.16 Revaluation and Script verification.

At the time of release of results only, the notification for Revaluation and Script Verification will be released. For Revaluation, the concerned student has to submit the application in hand written mode in a prescribed pattern by paying the prescribed fee and within the given schedule. For Revaluation the prescribed fee will be decided by the Examination section in consultation with the Principal.

For Script Verification, the student has to submit the application in hand written mode in a prescribed pattern by paying the prescribed fee and within the given schedule. For Script verification also, the prescribed fee will be decided by the Examination section in consultation with the Principal. A photo-stat copy of his answer script will be given to the student during this process and revaluation will not be done. The photo-stat copies of the scripts will be given after the completion of the Revaluation and Script verification schedule given by the examination cell. However, if majority of students submitted an application in ink signed copy stating that there is an under valuation in a prescribed subject to the Principal and the pass percentage will be increased if the valuation is done correctly then it must be treated as a Grievance. In this case, the Principal along with the consultation of Examination section can issue directions for the Revaluation of Answer Scripts of the entire subject without charging a penny from the students keeping in view of the students welfare. However this is left with the discretionary powers of the Principal.

For Revaluation, Script verification, the student has to submit an ink signed copy in a prescribed pattern, by paying the prescribed fee and within the prescribed schedule. Any application, letter sent through the Social media or application received after the prescribed schedule or without paying the prescribed fee cannot be taken into consideration.

13.17 RESULTS

- Students results will be displayed on the college notice boards and on the college website
- All individual candidate statement of results (Marks Memos) can receive personally from the college examination section after signing in the Marks Memo issue register.
- A parent, if authorised by the student, can receive the statement of results on behalf of the student.
- The college will not forward results to any other party.

13.18 CERTIFICATES

- All type of Certificates (CMMs, Marks Memos, Provisional Certificates, ODs etc) must be collected personally by the students after signing in the Certificates Issue Register from the examination section.

- b) They will not be sent through postal service or any courier services.
- c) A parent, if authorised by the student, can receive the certificates on behalf of the student.
- d) Certificates may not be collected on behalf of a candidate by a third party
- e) Certificates will be issued only once to the students and issue of the certificates for the second time is left over to the discretion of the Principal.

Examination Seasons and Timetables

13.19 EXAM SEASONS

Internal and Practical exams are scheduled as announced in the Annual Academic Calendar for the college. External exams are scheduled as per the completion of syllabus.

13.20 TIMETABLES

Once confirmed, the Exams Officer will circulate exam timetables for all internal and external exams. These will be sent out by circulars to classes for students & teachers, and will also be available on College Website and the Examinations notice board.

For Differently Abled persons - Special Needs And Access Arrangements

13.21 Differently Abled means

According to Section 2(r) of the Rights of Persons with Disabilities Act, 2016, a “person with benchmark disability “ means a person with not less than forty percent of a specified disability, as certified by the certifying authority. 21 types of disabilities have been covered under the Act.

Key points :

- a) The facility of Scribe/Reader/Lab Assistant will be provide to any person with benchmark disability on producing the Medical Certificate from a component authority as per the Government prescribed format along with his request letter.
- b) The candidate should oblige the Scribe/Reader/Lab assistant provided at his request the examination cell.
- c) The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- d) The qualification of the scribe should be one step below the qualification of the candidates taking examination.
- e) The examining body should ensure availability of question papers in the same format as other candidates but with a suitable seating arrangement for giving examination.
- f) As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.
- g) This Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- h) Compensatory time of not less than 30 minutes per hour of examination to be given for persons who are allowed use of scribe/reader/lab assistant.

13.22 MALPRACTICES RULES DISCIPLINARY ACTION FOR MALPRACTICE/

IMPROPER CONDUCT IN EXAMINATIONS

If any candidate:

S.No.	Nature of Malpractices/Improper conduct	Punishment
1(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat
4	Uses objectionable, abusive or offensive	Cancellation of the performance in that

	language in the answer paper or in letters to the examiners or writes to examiner requesting him to award pass marks	subject
5	<p>Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or</p> <p>written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination</p>	<p>In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of three years. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
6	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
7	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny	<p>Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations</p>

Government Degree College(A),
Tuni, Kakinada District
14. Grievance Policy

- 14.1) The purpose of the Grievance Redressal Policy is to provide equitable and orderly processes to resolve grievances by staff and students
- 14.2) Any grievance in the college is dealt very seriously and addressed at the earliest
- 14.3) To address the grievances of the students a grievance redressal committee is constituted
- 14.4) Grievances may be related to any of the following matters: viz., Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.
Financial Matter – Issues related to charging of fees, scholarships and payments;
Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization; Harassment and Ragging by students or teachers or any others in the campus etc.
- 14.5) Grievances can be collected through online mode and the corresponding mail id is grievanceredressalcell@gdctuni.edu.in and also through offline mode.

**Government Degree College(A),
Tuni, Kakinada District
15. Holidays Policy**

15.1 Aim:

The institution frames its own Academic Calendar for smooth running of academic schedule.

15.2 Objectives:

- a) Academic calendar is a schedule of all events which occur in an academic year. These events may include commencement of class work of each semester, dates of mid exams, last instruction day, Semester End Examinations of both Theory and Practical and list of Holidays etc.,
- b) As a reminder, the Academic Calendar keeps students, faculty to follow up the key dates throughout the academic year. It can also be useful for prospective students, alumni, and parents as well. Our educational institution designs its own academic calendar.
- c) Preparation of Academic Calendar begins before the commencement of academic session. The Coordinators take into consideration the feedback from students, teachers, alumni, parents and other stakeholders while preparing the Academic calendar. It is placed to the Governing Body through IQAC Cell for final approval.
- d) Each semester having minimum of 90 working days, if find any shortage then the institution frames guidelines to teach in blended mode, with minimum of 180 working days of the corresponding academic year
- e) Thus the academic calendar monitors the effective delivery of the program with academic inputs. Such as Preparation and Adherence of Teaching Plan, The concern faculties prepare teaching plan for their respective subjects as per the schedule.
- f) The institution follows holidays as per ANUR guidelines & Government of Andhra Pradesh. The institution some times consider regional festivals as the requisition of students, faculty, Parents and stakeholders etc., Final decision will be taken by Head of the institution

**Government Degree College(A),
Tuni, Kakinada District
16. ICT usage Policy**

16.1 Definition of Terms

Without limiting its generality, the term ICT facilities shall be taken to include: free standing computers, networked computers, time-shared computers and terminals; digital classroom(s), virtual classroom(s); services or software running on those systems; networking that connects a computer or terminal to any other computer or terminal; computer peripherals; media (CDs, DVDs, USB Memory Sticks, etc.); components; operating manuals and other documentation. ICT (Information Communications Technology) can be seen as an integration of IT with mediation broadcasting technologies, audio/ video processing and transmission and telephony. Therefore, ICT can be seen as an extended acronym for IT. The term ICT is widely used in the context of education, whereas IT is a term widely used in the industry. In addition, ICT is also used to refer to the integration of telephone and audio/ visual networks with computer networks.

16.2 Rules for ICT Facilities

The following rules are necessary if we are to ensure the integrity and security of the network and maintain a reasonable working environment in College. Any breach of these rules will mean immediate suspension of the users account and the incident reported, in the case of students, to the Dean; reinstatement of the account will only be considered after representation from the students' personal tutor.

16.3 General Rules

- a) Use of computer equipment and software owned by College or bonafide academic and College purposes only.
- b) Users must not intentionally or otherwise disrupt or interfere with the work of other users or staff.
- c) All users must respect the provisions of the Copyright Laws.
- d) All users must act within the Data Protection legislation.
- e) College accepts no liability for any loss of data or consequential damage arising from use of its computer systems.
- f) College reserves the right to monitor and restrict the use of ANY computer connected to the Colleges network. In some cases of dispute, the College reserves the right to take copies of any hard disks connected to ANY computer involved; this is for your own protection as well as the College's. This includes personally owned computers.

16.4. Rules for ICT Facilities Use

- a) Smoking, drinking or eating is not permitted in any of the computer rooms or devolved printing facilities.
- b) Only the designated user of an account may use it. There are no shared accounts. You must not let other people know your password.
- c) No changes whatsoever may be made to the software configuration of the computers.

- d) “Logged in” workstations must not be left unattended – this is a security risk and antisocial.
- e) All work must be backed up to removable disk at the end of each session. College makes NO commitment to preserve ANY user’s data on the hard disks or server. This includes personal configuration files and mail. You may NOT assume that any of your files will be in your account the next time that you log on. College computer equipment may not be used for commercial purposes.
- f) No illegal activities may be carried out using the College equipment.
- g) No material that may cause offence is to be accessed, viewed, stored or printed on the computer equipment, e.g. pornography.
- h) No hardware or software may be used which compromises the security of the network or the privacy of users.
- i) Do not move the computer units on the worktops. This can upset the cabling, potentially compromising the network or preventing a workstation from operating.
- j) No connections may be changed or made to any of the computer hardware without specific consent
- k) The playing of games on College facilities is forbidden.
- l) Users wishing to do work on the computers have priority over chat line users, Internet explorers etc.
- m) The sending of unsolicited junk mail is forbidden – e.g. chain letters.
- n) There is no reserving of terminals. Users are entitled to log someone off if they are not in attendance in order to use the terminals.
- o) Personal belongings must not be left in any of the IT/AV/Printer Rooms.
- p) The copying of licensed software from the system is forbidden.

16.5 Rules for Network Use

- a) No equipment other than a single Ethernet card in a computer may be connected to the Ethernet socket.
- b) Members with computers in their rooms will be held personally responsible for the content of their computer and for any use to which their computer has been put.
- c) If a member’s computer compromises the efficient running of the network it will be disconnected.
- d) Ethernet connectivity will be maintained whenever possible; however, College may need to take the Ethernet down at short notice and therefore cannot guarantee connectivity.
- e) There is no College responsibility to maintain an Ethernet connection.
- f) In the event of a breach of College rules the use of the Ethernet socket will be suspended until the matter is resolved.
- g) Auto-updating antivirus software, with on-access scanning enabled, must be installed whilst you are connected to the college network. The college provides members with antivirus software, which you can download here.
- h) You must make sure that your computer has the latest security patches installed.

16.6 ICT Acceptable Use Policy

College provides ICT and network facilities for use by members of the College and

visitors to the College subject to the terms and conditions stated in this policy. Under no circumstances shall this policy limit the applicability or obscure the intentions of any other policy or legislation that already govern computer use at College.

16.7 Authorisation to Use ICT Facilities

- a) Authorisation to use ICT facilities may only be granted by the Computer Science Department of College. Authorisation will generally be granted to members of the College and visitors registered with the College;
- b) It is not permitted for members of the College and visitors to allow use of College ICT facilities by anyone not registered with the College

16.8 Acceptable Use

- a) Under no circumstances may ICT facilities be used for conducting business or other commercial activities;
- b) Users of ICT facilities are not permitted to use ICT facilities for any of the following:
 - 1. any unlawful activity;
 - 2. the creation, transmission, storage, downloading or display of any offensive, obscene, indecent or menacing images, data or other material or any data capable of being resolved into such images or material;
 - 3. the creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety, or to harass another person;
 - 4. the creation or transmission of defamatory material about any individual or organization;
 - 5. the sending of any email that does not correctly identify the sender of that email or attempts to disguise the identity of the computer from which it was sent;
 - 6. the transmission, without proper authorization, of email to a large number of recipients, unless those recipients have indicated an interest in receiving such email, or the sending or forwarding of email which is intended to encourage the propagation of copies of itself;
 - 7. the creation, access or transmission of material in such a way as to infringe a copyright, moral right, trade mark or other intellectual property right;
 - 8. private profit, except to the extent authorized under the users conditions of employment or other agreement with the College; or commercial purposes without specific authorization;
 - 9. gaining or attempting to gain unauthorized access to any facility or service within or outside College, or making any attempt to disrupt or impair such a service;
 - 10. the deliberate or reckless undertaking of activities such as may result in the following:
 - 11. the waste of staff effort or network resources, including time on any system accessible via the Colleges network;
 - 12. the corruption or disruption of data;
 - 13. the violation of the privacy of other users;
 - 14. the disruption of the work of other users;

15. the introduction or transmission of a virus into the network.

16.9 ICT Usage in Teaching

- a) Every faculty member has to use the ICT facility as per the guidelines given by UGC. The UGC specifies 40% of the classes should be conducted in ICT mode.
- b) The Timetables and the Log books should reflect the ICT usage.
Monitoring and Control
 1. College ICT facilities are managed by appointed system administrators;
 2. The system administrators reserve the right to monitor the usage of ICT facilities, including network traffic. Any records taken will be retained for an appropriate length of time and will be held securely;
 3. In the event of an alleged breach of this policy, or other circumstances that are deemed by the system administrators to warrant such a response, then access to ICT facilities may be restricted or suspended. Members of the College and Visitors will be notified of the reasons and action taken.

16.10 Reporting of Problems

- a) Any problems with the provided ICT facilities should be reported in a timely manner so that ICT staff can make suitable arrangements;
- b) If consumable resources (e.g. paper, toner) are running low and need replenishing then this should be reported to the lodge before they are exhausted so that staff have adequate time to acquire suitable stock.

**Government Degree College(A),
Tuni, Kakinada District
17. Identification Policy**

17.1 PURPOSE

The College has a duty to ensure the safety and security of its students, employees, visitors, and property at all times. The ability to identify an individual using lanyards and identification cards (ID) can help to ensure the safety and security of all. It is the goal of the College therefore to provide quality lanyards, identification cards, and tags consistent throughout the entire College to each student, employee, and visitor.

Against this background, this policy seeks to outline the terms and conditions for which lanyards, identification cards and tags are issued for the purpose of identification and to facilitate the safety and security of the College community (including students, staff and visitors) and College property.

17.2 SCOPE

This policy applies to all College students, employees, volunteers, contractors, and visitors.

17.3 DEFINITIONS

Lanyard: A cord or strap designed to be worn around the neck and has a clip or hook attached usually used to secure an identification card

Identification Card: A wallet sized card that may be used to prove an individual is a student or an employee of the College

Tag: A label used to identify a visitor to the College.

17.4 POLICY

- a) Lanyards, identification cards and tags are used to identify and distinguish between students, employees, and visitors of the College.
- b) For safety and security reasons, it is expected that all students, employees and visitors always wear a form of identification while on the grounds of the College (Campus or College Support Centre), without exception.
- c) Identification Cards bear the following information:
 - 1. Name.
 - 2. Photograph.
 - 3. Campus (student).
 - 4. Program of Study (student).
- d) Identification cards are the property of the College.
- e) Identification cards are non-transferable.
- f) Personal information is to be collected to produce identification cards

g. For Students :

- i. Each student who begins a program with the College must have their photo taken for a student ID card.

- ii. Student pictures are stored in the College's database system.
- iii. The College provides students with bright green lanyards to hold their student ID card.
- iv. Students should receive their lanyards and student ID cards on the first Day of class
- v. Students must wear their lanyards and student ID cards whenever they are on the grounds of the College to identify them as students.
- vi. Students may be required to wear their student ID card with a green lanyard while out on placement or at internship sites.
- vii. Students must have their student ID cards: -
 - a. To collect materials from the office.
 - b. To collect hall tickets and Marks memos from the examination section.
 - c. To receive discounts for bus passes
- viii. Replacement student ID cards can be reprinted by the office staff for a Extra charge Student ID cards are valid only while a student is an active registered student of the College.
- ix. Students are required to present their student ID card when asked by an employee of the College or by Security Officers. It is always therefore important for students to wear their student ID cards.

h. For Employees:

- i. The College provides employees with blue lanyards to hold their staff ID card.
- ii. Employees must wear their lanyards and ID cards whenever they are on Campus or at a College Support Centre.
- iii. Employee ID cards are valid only while an employee remains as an employee of the College.
- iv. Employee ID cards are required to access different buildings and services of the College.

i. For Visitors :

- i. Visitors to the College should be provided with a visitor tag and not a lanyard.
- ii. Visitors must wear their tag during their time at the College.
- iii. Visitor tags are created by the administrative staff.

**Government Degree College(A),
Tuni, Kakinada District**
18. Information Technology Policy

18.1. Introduction

College promotes the use of information technology to enhance its teaching, learning and working environments. Ensuring the responsible, efficient and ethical use of information technology is a community endeavor shared between staff, students and faculty.

.18.2 Purpose

This policy provides a framework to guide users in decision-making about the usage of information technologies provided by and/or operated at College.

.18.3 Definitions

a) Information Technology (IT)

Information Technology (IT) includes, computer systems; networks; data storage media; software applications; hardware; or any other electronic or telecommunications media used for the digital transmission of information, on campus or remotely, through which College provides access or is connected.

b) User

User refers to any person who accesses the college's information technology such as students, faculty, staff, volunteers and guests.

. c) User account

User Account refers to the privilege and/or permission granted to a specific user to access a particular portion of the college's information technology.

d) Policy statements

1. The primary purpose of information technology is for college-related activities including, teaching, learning, research and administration.
2. The use of information technology resources is a privilege and not a right.
3. Information Technology users shall be aware of, and adhere to, the requirements of all federal and provincial legislation and regulations, as well as the college's policies and procedures.
4. Employees are expected to store their college e-mail only on college- assigned devices and/or computers.
5. A user account may only be accessed by the user to whom the account was assigned and only to fulfill their role unless otherwise stated in this policy.
6. Users need to safeguard their user passwords and not disclose their passwords to others.
7. As a condition of access to information technology, users are individually accountable for any authorized or unauthorized use, misuse or illegal use.
8. Users need to take reasonable precautions to protect and secure college-owned and/or their own IT devices such as desktop computers, laptops and tablets.

9. Users must not attempt to circumvent any security or control measures implemented on college systems.
10. College considers any violation of this policy to be an offence and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten to degrade operations. Where relevant, a user's privileges may be suspended during the investigation of an unacceptable use incident.
11. Users found to have breached this policy may be subject to college and/or legal actions. Penalties may include, but are not limited to: warning (no record); warning (written record); conduct contract; immediate, temporary and/or permanent loss of information technology privileges; restitution; probation; restriction of access to college facilities; temporary dismissal from the college; College shall treat all electronic communication as private and secure but this cannot be guaranteed. Users should not have an expectation of complete privacy when using IT. . Occasional personal use of information technology is permitted provided such use does not hinder the work or resources of the user or others. Users observing any breaches of this policy shall make a report to the Principal. Breaches of the Acceptable Use of Information Technology Policy include, but are not limited to: the circumvention or compromise of security systems; excessive use that interferes with the resources of others; destruction or disruption of data, networks or equipment; copyright infringement; patent infringement; intellectual property rights infringement; unauthorized deletion, modification, use or monitoring of information; violations of privacy; or the operation of a personal for-profit enterprise.

18.4 Examples of unacceptable use

- a) For illegal purposes;
- b) To interfere with or disrupt network users, services, equipment, either within or outside the college;
- c) To gain unauthorized access to hardware or software resources, either within or outside the college;
- d) Storing college business e-mail(s) on personal computers, phones or Personal Digital Assistants (PDAs) that are not college assets;
- e) For business or political reasons, which are not directly in support of learning or the administration of the college;
- f) To post or transmit messages considered as 'spam', which includes but is not limited to bulk unsolicited messages or inappropriate postings to newsgroups or social media;
- g) To distribute unsolicited advertising unless prior approval is received from the college;
- h) Unauthorized copying, removing or distributing proprietary software and data;
- i) Decompiling, disassembling, modifying, translating or otherwise reverse engineering software to discover any source code or underlying algorithms of the software;
- j) To intentionally transmit, receive or display threatening, obscene, hate, and anonymous or harassing materials (cyber-bullying); and
- k) To knowingly propagate computer worms or viruses or other disruptive or destructive constructs.
- l) The foregoing list is illustrative and should not be construed as exhaustive.

18.5. Roles and responsibilities

- a) The HOD of Computer Science Department or Digital initiatives Coordinator is responsible for ensuring that this policy is fully implemented.

.18.6 Non-compliance implications

Failure to comply with this policy could result in loss of access to College information technology services and equipment, suspension or termination of an employee or academic studies.

**Government Degree College(A),
Tuni, Kakinada District
19. Laboratory Policy**

Government Degree College (Autonomous),Tuni has of 3 computer laboratories, 3 Chemistry laboratories and 1 Physics Laboratory. Every Laboratory has its own policy and they are mentioned below:

19.1 Computer Science Laboratory Usage Policy

a) Purpose :

Government Degree College(Autonomous), Tuni referred as “GDC(A), Tuni” recognizes the value of computers, networks, email, the Internet, and other electronic resources collectively, “Electronic Resources”) to improve student learning and to enhance the administration and operation of its college. In support of the mission and goals of the institution, requires the responsible use of Electronic Resources and implements this policy for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Electronic Resources owned, leased, operated, or maintained. This policy supplements and is to be reviewed in conjunction with Acceptable Usage of Electronic Resources policy.

b)Scope :

This acceptable use policy (AUP) pertains to Computer Labs and is intended to supplement the general, Electronic Resource AUP. It is the view of the Computer Science & Applications Department that the following rules and guidelines promote the good of the student computing community, and are in the spirit of the Institution community. To this end, “GDC(A), Tuni” makes the following assertions:

- Computer labs and Electronic Resources and at “GDC(A) Tuni” are made available only to students, faculty, and staff.
- Further, access to these Electronic Resources is wholly at the discretion of the institution.
- Using the labs is a privilege.

c) Faculty and Staff Responsibilities :

Faculty and staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the institution.

d) User Responsibilities :

Abide by the general “GDC(A), Tuni” Acceptable Use Policy. Take reasonable measures to protect your account information, lab combinations, and any other information related to access to college data resources.

Use best practices for securing your computer accounts, Use strong passwords, i.e., passwords that are at least eight characters long and contain uppercase, lowercase, and numeric characters. Avoid passwords that are the same as your login name, first or last name, or any word that would be easy to guess. Remember your password and do not write it down. Lock your workstation if you are going to leave it for longer than a few minutes. However, in the computer labs, please log off and remove your personal items if you anticipate being gone for more than 10 minutes to give others an opportunity to use the computer.

e) Standards for Acceptable Use of Computer Labs:

Users will practice proper computer and Internet etiquette and to abide by the following rules governing lab use:

- No food or smoking in the labs. Covered drinks are allowed as long as they are removed when you leave.

- Paper, staplers or staples, tape or dispensers, hole punchers, computer or IT equipment, chairs or anything else should not be removed from the computer labs.
- Class-related work takes precedence over ANY other use of the computers.
- Only one active session is allowed per person to a computer at a time.
- The entry code to lab doors may not be given to anyone else. The door to the lab shall be kept closed. The door may not be opened by someone inside the lab to admit someone who does not have the combination.
- Playing games on laboratory computers is prohibited unless specifically authorized by a faculty member for instructional purposes.
- No activity that creates an environment non-conducive to studying is allowed. Examples of such activity include, but are not limited to: loud talking, music played without headphones, taking calls on cell phones, excessive texting without silencing vibration and sounds

f)Disciplinary Action :

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated as per the rules. Employees in violation of this policy will be subject to appropriate disciplinary measures by the supervisory authority to which the employee is subject. Violation of local, state laws, rules, or regulations result in civil or criminal proceedings. College has the right to suspend or modify computer access privileges and passwords and to examine files, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of the Electronic Resources of Institution, who abuse the rights of other users, or who refuse to cease behaviour that violates this policy may have their user privileges revoked.

g) User Agreement :

By using Electronic Resources on campus, I agree that I have read, understand, and will abide by the above Acceptable Usage of Electronic Resources Policy when using computer and other electronic resources owned, leased, operated, or maintained by the College. I further understand that any violation of the guidelines stated in this policy may constitute a criminal offense. Should I commit any violation of this policy, I acknowledge and agree that my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

19.2 Physical Science Laboratory Usage Policy:

a) Purpose :

Government Degree College(Autonomous), Tuni referred as “GDC(A), Tuni” established laboratory of Physics to enlighten the practical knowledge in the student on the subject. And it is important to every individual to know how to apply the subject in the practical way. In support of the mission and goals of the institution, requires the responsible use of Laboratory Resources and implements this policy for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Laboratory Resources owned, leased, operated, or maintained. This policy supplements and is to be reviewed in conjunction with Acceptable Usage of Laboratory Resources policy.

b)Scope : It is the view of the Physical Science Department that the following rules and guidelines to the goodness of the student , and are in the spirit of the Institution community. To this end, “GDC(A), Tuni” makes the following assertions:

- Physics Lab Resources and at “GDC(A) Tuni” are made available only to students, faculty.
- Using the labs is a privilege.

c)Standards for Acceptable Use of Physics Lab :

Users will practice proper Physics lab usage and to abide by the following rules governing lab use:

- No food or smoking in the labs. Covered drinks are allowed as long as they are removed when you leave.
- Student must adhere to safety measures while doing the Experiments.
- Student must complete the previous lab work before attending lab hour and get signature of concerned lecturer while leaving.
- Lab equipment, chairs or anything else should not be removed from the lab.
- Students are advised to leave their footwear and baggage outside the laboratory.
- Timely completion of record work is mandatory for final practical examination.
- Minimum 90% attendance is mandatory for the student to attend Final Practical examination.
- Student must handle the lab equipment with care to prevent damage.
- While doing electricity experiments students must be careful with proper connection to avoid electric shock.
- No activity that creates an environment non-conducive to studying is allowed. Examples of such activity include, but are not limited to: loud talking, music played without headphones, taking calls on cell phones, excessive texting without silencing vibration and sounds.

d)Disciplinary Action :

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated as per the rules. Violation of local, state laws, rules, or regulations result in civil or criminal proceedings.

19.3Chemical Science Laboratory Usage Policy

a)Purpose:

Government Degree College(Autonomous), Tuni referred as “GDC(A), Tuni” established laboratory of Chemistry to give the practical knowledge on the subject to the students. And in the way to improve the interest on the subject to the student .In support of the mission and goals of the institution, requires the responsible use of Laboratory Resources and implements this policy for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Laboratory Resources owned, leased, operated, or maintained. This policy supplements and is to be reviewed in conjunction with Acceptable Usage of Laboratory Resources policy.

b)Scope :

It is the view of the Chemical Science Department that the following rules and guidelines to the goodness of the student , and are in the spirit of the Institution community. To this end, “GDC(A), Tuni” makes the following assertions:

- Chemistry Lab Resources and at “GDC(A) Tuni” are made available only to students, faculty.
- Using the labs is a privilege.

c)Standards for Acceptable Use of Chemistry Labs:

Users will practice proper Chemistry lab usage and to abide by the following rules governing lab use:

- No food or smoking in the labs. Covered drinks are allowed as long as they are removed when you leave.
- While entering the laboratory the teacher instructed to not to touch the chemicals or other materials.

- Student must complete the previous lab work before attending lab hour and get signature of concerned lecturer while leaving.
- Lab equipment, chairs or anything else should not be removed from the lab.
- Timely completion of record work is mandatory for final practical examination.
- Minimum 90% attendance is mandatory for the student to attend Final Practical examination.
- Student must handle the lab equipment with care to prevent damage.
- No activity that creates an environment non-conducive to studying is allowed. Examples of such activity include, but are not limited to: loud talking, music played without headphones, taking calls on cell phones, excessive texting without silencing vibration and sounds. Precautionary Measures to Students in Laboratory
- Wear Apron all the time once inside the laboratory.
- Do not touch any chemical directly with your hands and do not taste them.
- Ever smell anything in the laboratory except the teacher instructed to do.
- Always replace lids and caps after the usage.
- Student must adhere to safety measures while doing the Experiments.
- If the Bunsen Burners goes out turn off it immediately.
- Always add acid to water and stir the solution never add water to acid.
- If chemical substance get into your eye wash your eye out for 15 minutes and hold your eye open when washing the eye.
- If you burn yourself on a hot object immediately hold the burn area under cold water for 15 minutes and inform the teacher.
- Report the accidents to the teacher immediately.
- Thoroughly clean your laboratory workspace at the end of laboratory session. Make sure that all the equipment is clean and returned to its original space.

d)Disciplinary Action :

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated as per the rules. Violation of local, state laws, rules, or regulations result in civil or criminal proceedings.

**Government Degree College(A),
Tuni, Kakinada District**
20. Learners Management Policy

20.1 Learning Management System (LMS) is an important initiative of the department introduced to enhance the quality of teaching and promote cooperative learning among students. As an Academic Reform under RUSA, the effort is a step towards realising the Government's vision to transform Andhra Pradesh into a knowledge hub and empower its students with knowledge and skills.

The initiative aims at introducing pedagogy practices that support meaningful education enabling students to think critically, logically and have command over core subjects.

20.2 OBJECTIVES

- a) To encourage self-learning among students
- b) To involve students in the ICT based Learning Process
- c) To change the role of teachers and facilitate learning by innovations, mentoring and counselling
- d) To help students become familiar with basics and master the subject.
- e) To improve employment opportunities in core subjects through LMS, teachers utilize various pedagogical practices like video lessons, power point presentations, problem solving tasks, question banks, case studies, projects to promote active learning in students leading to effective transfer of knowledge and skills to students in and outside the classroom. Teachers are encouraged to explore few time-tested and practical pedagogical examples implemented across the world and design pedagogical methods that suit their students to ensure good learning outcomes.

20.3 PROCESS IMPLEMENTED BY THE DEPARTMENT:

- a) The pedagogy development committee for each subject prepared pedagogic strategies for all units in the curriculum.
- b) Suitable topics for strategies like case studies, assignments, models, project work, class seminar, videos and their open online sources and web links for online learning were listed.
- c) Student related material was also worked out to help students get a comprehensive view of the subject including the following components under pedagogy kit.
 - 1. Handouts with web links for the students giving the overview of the video lesson
 - 2. . Power Point Presentation
 - 3. . Self-Assessment Questions

20.4 ADDITIONAL PEDAGOGICAL BENEFITS: 15-MINUTE VIDEOS:

The department has taken every care to help students understand the subject in depth by using video lessons as effective teaching and learning tools. Topics identified for video generation were recorded and hosted on the LMS portal to be accessible to all teachers and students. The video along with the reading material will be accessible to students and teachers through the LMS portal throughout the academic year.

20.5 EXPECTED OUTCOMES:

- a) The initiative will positively impact the teaching learning process in colleges.
- b) Continuous and systematic evaluation of learning will be provided.
- c) Students will orient towards independent learning and creative ventures.
- d) Scope of employment and entrepreneurship in varied sectors is broadened.

Government Degree College(A),
Tuni, Kakinada District
21. Leaves Policy

The employees are entitled for the following types of leaves as per the Leave Rules implemented by the Govt. of Andhra Pradesh. The Leave year shall be January – December.

- 21.1) Casual Leave
- 21.2) Earned Leave
- 21.3) Medical Leave
- 21.4) Maternity Leave
- 21.5) Special Casual Leave
- 21.6) Leave on Loss of Pay
- 21.7) Paternity Leave
- 21.8) Child Care Leave
- 21.9) Study Leave
- 21.10) Sabbatical Leave
- 21.11) Half Pay Leave
- 21.12) Extra Ordinary Leave
- 21.13) Surrender Leave
- 21.14) Compensatory Casual Leave
- 21.15) On Duty Leave
- 21.16) Extra Casual Leave for Women

**Government Degree College(A),
Tuni, Kakinada District
22. Library Policy**

The Govt. Degree College (A), Tuni Library is designed to provide a place for students to collect and preserve knowledge, and to enrich and further develop the subject areas in which GDC students are taking their formal education. However, in order for all to fully benefit from these resources, students must use these two places under the Terms and Conditions stated below:

24.1 Terms and Conditions for the GDC Library:

- a) Leave ALL bags on the floor at the main entrance when you are using the library.
- b) Take your bags with you when you exit to library. The librarian will reserve the right to remove any unattended bags.
- c) Do not bring food, drinks (except water bottle) or umbrellas.
- e) Use only the main entrance to go in and out.
- f) Do not raise your voice to a level that causes a disturbance to others.
- g) Laptops and tablet devices can only be used in the permitted area: the section where the Librarians' desks are.
- h) Mobile phones and other electronic devices (e.g., MP3 players, ipods, etc...) except calculators are strictly prohibited and must be turned off and kept out of sight.
- i) Clean up after yourself: push chairs in, return books used, leave no mess.
- j) Borrow books within the Borrowing Regulations

Any disputes will be handled by the Principal, Library In-Charge or Librarian, whose decisions will be final.

24.2 Borrowing Regulations :

a) Loan Quotas and Loan Periods :

	Loan Quotas	Loan Periods
Teaching Staff	10 Volumes	6 Months
Students	4 Volumes	15 Days

b) Non-Circulation Material :

1. Periodicals, Reference books and Newspaper are available for use in the library. They may be borrowed at the Librarian's discretion.

c) Borrowing Procedures :

1. Student ID card must be produced when borrowing books. It is not transferable.
2. A maximum of four books may be borrowed at one time.
3. No library materials shall be removed from the Library until they have been properly recorded at the Circulation Counter.
4. A borrower shall, before leaving the Library, ensure that all books issued to him/her on loan are complete and undamaged.

d) Renewals :

1. Books on loan, except those reserved by others, may be renewed for another 15 Days by returning them to the library for stamping.

e) Reservation :

1. Books on loan may be reserved by filling out a form and submitting the completed form to the counter.

f) Fines :

1. Borrowers should return the books to the Library
2. A fine of Rs. 1/- will be imposed per day for each book overdue.
3. If a book is lost, the borrower will be asked to buy the same book and it should be returned to the Library as soon as possible. If the book is out of print, the borrower will be charged the original cost of the book with double charges.
4. Borrowers are responsible for any damage inflicted on the books loaned and will be charged the cost of replacement.

g) Theft :

1. Taking books out of the library without using the proper procedures outlined above will be considered as theft. This is a serious offense and may result in immediate suspension from College.

**Government Degree College(A),
Tuni, Kakinada District**
23. LSCs & SDCs Teaching Policy

23.1 Life skills Courses aims at inculcating in the students both personal and professional skills in the areas of understanding of self and others, interpersonal skills, high performance teams, leadership potential, communication & presentation skills, techniques of problem solving, decision making etc. It helps to change their career with values and traditional culture.

Skill development course mainly aims to introduce market-relevant skills. The focus will be to provide essential training and adapt to the latest technology in the global scenario. It makes the student to be ready with the basic employability skills with enhanced skill oriented knowledge to the present day competitive job market.

23.2) Life /Skill development courses:

- a) 4 courses of LSC and 4 courses of SDC with options are available.
- b) Each course of 2 hrs/week containing 3 units of syllabi for 30 hrs teaching with 2 credits based on 50 marks evaluation.
- c) No internal assessment.
- d) Semester-end exam for 50 marks (2 Hrs time).
- e) Few courses are made mandatory or preferred as per the instructions of the APCCE as they are very basic skill oriented and job attaining courses with value addition.
- f) All these LSCs & SDCs are strictly follow till the end of 3rd semester.
- g) In these 3 semesters from the joining of the course, the students will get good awareness on Life Skill Courses and Skill Development courses.
- h) Human Values and Professional Ethics is a popular life skill course which enhances the value system in the mankind.
- i) Each Skill Development Course is designed as per their Course / Program independently which enhances their knowledge or skill particularly in its relevant stream.
- j) Course / Program based LSC/SDCs are preferred to take up by the students and the teaching staff of the concerned subject only have to teach without any deviation.
- k) For example, business Communication is strictly directed to teach by the Dept. of Commerce and Dairy technology is for Zoology faculty and Plant Nursery for Botany faculty etc...
- l) As there is no internal evaluation for these LSCs and SDCs, the concerned faculty may conduct various assignments, GDs or Quiz on these subjects for enhancing the knowledge levels in the student community.
- m) The following LSCs/ SDCs are prescribed for the students for all the three semesters as follows from the academic year 2020-21
- n)

S.NO.	YEAR AND SEMESTER	TYPE OF COURSE	NAME OF THE COURSE	STREAM	CLASSES IDENTIFIED	DEPARTMENT ASSIGNED
1	I YEAR I SEM	LSC	HVPE	ALL UG COURSES	ALL UG COURSES	DEPT. OF TELUGU
		SDC	TOURISM &	B.A.	B.A. HEP	

			GUIDANCE			DEPT. OF HISTORY
			INSURANCE PROMOTION	B.COM	GEN., A.T. & C.A.	DEPT. OF COMMERCE
			ELECTRICAL APPLIANCES	B.SC. B.SC. B.SC.	MPC MPCS MCCS	DEPT. OF PHYSICS
			PLANT NURSERY	B.SC. B.VOC.	BZC B.VOC. PHARMA	DEPT. OF BOTANY
2	I YEAR II SEM	LSC	ICT	ALL UG COURSES	ALL UG COURSES	DEPT. OF COMPUTER SCIENCE
3	I YEAR II SEM	SDC	SOCIAL WORK	BA	HEP	DEPT. OF POLITICAL SCIENCE
			LOGISTICS & SUPPLY CHAIN	B.COM.	GEN, C.A.& A.T.	DEPT. OF COMMERCE
			DAIRY TECHNIQUES	BSC	ALL STREAMS	DEPT. OF ZOOLOGY
	I YEAR II SEM	SDC	SURVEY REPORTING	B.A.	HEP	DEPT. OF HISTORY / DEPT. OF ECONOMICS
			BUSINESS COMMUNICATION	B.COM.	GEN. C.A. A.T.	DEPT. OF COMMERCE

			SOLAR ENERGY	B.SC.	MPC MPCS MCCS BZC B.VOC.	DEPT .OF PHYSICS
4	II YEAR III SEM	LSC	ENVIRONMENTAL EDUCATION	B.A.	HEP	DEPT. OF CHEMISTRY
				B.COM	ALL STREAMS	
				B.SC	ALL STREAMS	
		LSC	ANALYTICAL SKILLS	B.A.	HEP	DEPT. OF MATHEMATICS
				B.COM.	ALL STREAMS	
				B.SC.	ALL STREAMS	
5	II YEAR III SEM	SDC	FINANCIAL MARKETS	B.A.	HEP	DEPT. OF ECONOMICS
			RETAILING	B.COM.	GEN C.A. A.T.	DEPT. OF COMMERCE
			POULTRY FARMING	B.SC.	ALL STREAMS	DEPT. OF ZOOLOGY

**Government Degree College(A),
Tuni, Kakinada District**
24. Minor Works/Construction works Policy

- 24.1) Minor works policy of Government Degree College(A) TUNI, may be considered under special circumstances following repairing works can be taken as follows – college buildings, wash rooms, tanks, play ground, campus labs, electrical fittings, sanitary and other fittings, furniture and fixtures etc.,
- 24.2) The Minor Works Committee takes the advice and suggestions from Civil works Department to estimate the expenditure.
- 24.3) The minor repairs of the existing class rooms, other furniture and purchases are done by the purchases committee in co-ordination with the furniture committee under the supervision of the Principal.
- 24.4) The maintenance of the infrastructure facilities like R.O Water plant, campus cleaning, washroom's electrical works, and plumbing works are done by the minor works committee under the supervision of the Principal

**Government Degree College(A),
Tuni, Kakinada District
25. Research Policy**

The research policy of GDC(A), Tuni serves as an overall framework for research activities that may be carried out in this institution. Research creates and disseminates knowledge in various subjects of study promoting innovation, and motivating teaching and learning process. Every Faculty is encouraged to complete Ph.D. Degree.

25.1 Policy Objectives

- a) To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
- b) To encourage original quality research in the fields of Arts, Science, Commerce, Languages and other relevant fields.
- c) To establish linkage with other research organisations and industries to identify potential areas of research, surveys and other basic research enquiry.
- d) To encourage all faculty members to get research projects and funding from National agencies like UGC, DST etc.
- e) To offer proper guidance for all faculty members and students to publish their research finding in good quality Journals.
- f) To provide financial assistance for publication of research papers and research findings.
- g) To organize workshops/Seminars/Webinars to develop research skills among the scholars and faculty members.
- h) To promote research and extension works that will cater the needs of the society.
- i) To encourage faculty members and students to participate in various research activities in their respective fields as well as in areas of contemporary importance.
- j) To undertake all other such activities which will inculcate research culture in the institution.

25.2 Code of Ethics in Research

This code of ethics in research sets forth as general principles of ethical conduct while conducting scholarly research. The principles represent the values and mission of this institution which enforces standards that directs researchers to an ethical course of action. The staff members of the college have commitment to the pursuit of truth; an abiding dedication to the promotion of the public good and a sustained interest in mentoring students and fellow researchers. We accept our duty to uphold the vision-mission of this institution to maintain the ideals of scholarly integrity and academic freedom. We hereby bind ourselves to the strictest measure of integrity and the highest ethical standards to be worthy of the public trust. As a college, we seek to be honest and maintain credibility in the conduct of research. Research should be directed towards active dissemination of knowledge and enhance its validity through rigorous discussion and responsible criticism.

Thus, all faculty, research staff and students should fulfill the responsibilities and obligations stated below:

- a) Conduct all research activities in accordance with the accepted standards of our code of conduct.

- b) Ensure the accuracy of all data that the researcher and the collaborators have gathered and used in their research.
- c) Ensure that only the correct data and research results are published in journals, conferences and reports.
- d) Avoid misleading statements or declarations and vague assertions that could be subject to misinterpretation. If such misinterpretation is brought to our attention, it is our obligation to immediately issue clarification or rectification.
- e) Not to plagiarize; cite clearly all sources of information and data those are used in research.
- f) Give proper acknowledgment and credit to resource/funding sources of our research.
- g) Maintain transparency in the use and disbursement of resources for your research.
- h) Ensure that research results are accessible to the public once the research is concluded or as soon as is reasonable.
- i) Respect the confidentiality of sources by not using or releasing data and information revealed in confidence.
- j) Take diligent care of the equipments and material sources.
- k) Discuss among stakeholders (the funding source) the fair distribution of legal ownership of the research or its product.
- l) Utilize, distribute, or share material resources and equipment in accordance with the conditions set by the college.
- m) Observe safety practices in all the research activities.
- n) Ensure that laboratory wastes are properly disposed or treated and our research activities do not result in environmental degradation.
- o) Report violation of any ethical code to the office or committee that has been duly mandated to evaluate and act on possible violations of research.

**Government Degree College(A),
Tuni, Kakinada District**
26. Sports and Games Policy

Sports is an integral part of social and personality development that needs to be encouraged. Government Degree College, Tuni physical department encourages students and faculty to be a part of sports culture.

26.1 Objective:

- a) To include sports as an important part of the overall curriculum.
- b) To acquire knowledge of the concept of health and fitness
- c) To develop interest and competence for life time participation in games and sports
- d) To develop physical and motor fitness i.e., Strength, Endurance, Speed, Ability, Flexibility, Balance, Accuracy etc.
- e) To develop good body mechanics and skills in a variety of dynamic forms of movement applied in games and sports
- f) To develop a fair level of skills in specific major games and track and field events like gymnastics and Yogic physical exercises
- g) To develop appreciation for games and sports as a cultural heritage.
- h) To develop qualities like – conductive, social, national unity such as cooperation, sympathy, team spirit, helpfulness, tolerance, patience(sportsmanship quality etc.,)
- i) To develop emotional maturity, mental alertness, and moral goodness.
- j) To inculcate habits of observing etiquettes and the code of conduct both in and outside the field.

26.2 Policy:

- a) Raising the standards of sports in the college in this connection the physical education department of GDC, Tuni is incorporating sports hour in each group timetable
- b) Facilitating sports and games equipment to every department.
- c) According to the timetable students are taken to ground for better involvement in this regard We conduct competitions among them in the college (intramurals).
- d) Studies are encouraged and motivated to participate at various levels i.e. Zonal and University level.

- e) Departments gives special coaching for various games. The college have the following facilities and games.
- f) Separate Gyms for boys and girls
- g) Play ground and Open Shuttle court
- h) Indoor games like Chess and caroms

**Government Degree College(A),
Tuni, Kakinada District
27. Students Attendance Policy**

27.1 Aim of the Policy :

The aims of the attendance policy is

- a) To ensure that staff and students are aware of their responsibilities for attendance.
- b) Provides clarity on the college expectations of student attendance.
- c) Through this policy the college can monitor the attendance of the students and see that they get maximum benefit from all the educational opportunities offered by the college.
- d) Strict action will be taken for those who are irregular to the college.

27.2 Responsibilities of the Teachers :

- a) It is the teacher's responsibility to maintain the attendance registers.
- b) Taking attendance should be completed within five minutes of each class.
- c) If the student is absent for more than ten consecutive working days, should be
- d) informed to parents.

27.3 Attendance Rules

- a) The students attendance must be uploaded in the Jnanabhumi portal before 5th every month.
- b) If the attendance is less than 75% ,scholarships from the government will not be sanctioned.
- c) A Student is eligible to write the semester examination only when he/she has a minimum of 75% attendance in each subject and in aggregate of all the subjects.
- d) Students whose attendance is between 60 to 75% they have to pay a condensation amount prescribed by the examination section of the college.
 - 1. Leave or absence from College must be applied beforehand to the college mentor.
 - 2. The leave letter should be duly signed only by the parents.
 - 3. Absence from class up to two days needs to be justified from the Parents to the concerned class teacher or proctor.
 - 4. The HOI permission is required if absence is more than 10 days in a month.
 - 5. In case of sickness a medical certificate is to be submitted.
 - 6. Students shall attend lecture classes, special classes as well as seminars if any during the semester as the college/department may prescribe and not absent themselves from class without adequate reasons.
 - 7. When a student is required to represent the college in competitive games, athletics, cultural activities, debates, etc. sponsored by the college, she must fill out the requisite forms, so that her absence from class is accounted for
 - 8. Exemption from attendance for other reasons may be granted as per norms only in extraordinary circumstances, and only when permitted by the Principal in writing. Such permission must be obtained well in advance.
 - 9. While counting the attendance, if any absence is observed in three hours of the AN/FN session then it will be considered as half day.
 - 10. Students must not create any external pressures either on principal or concerned class teachers. In such cases Disciplinary action may be initiated against the concerned student.

**Government Degree College(A),
Tuni, Kakinada District
28. Timing Policy**

- 28.1) As per the guidelines of UGC the college has framed the timings from 10:00 AM to 5:00 PM.
- 28.2) Every hour consists of One Hour duration and the lunch break is for One Hour daily from 1:00 PM to 2:00 PM
- 28.3) Attendance for all the students, teaching & non-teaching staff members and Principal is considered and generated by Biometric machine either through finger print & face reading.
- 28.4) There are three Finger Print Attendance Recorder machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance on both sessions i.e. morning at the time of entering into college and evening at the time of leaving the college.
- 28.5) Every hour, Class room attendance is taken by the concerned lecturers though register manually and finally the students data will be uploaded in OTLP app given by the Commissioner of Collegiate Education, VIJAYAWADA.
- 28.6) Staff should be available in the college premises during the entire working hours of the college, on all working days and all staff members are available 24/7 as and when there is a necessity.
- 28.7) The College Admissions will be in progress through OAMDC Portal designed by APCCE with strict guidelines & time frame fixed by the CCE.
- 28.8) The college strictly follows the timings framed by the Academic Cell in maintaining the Class work for prescribed no. of days per each semester, timelines for Conduct of Mid Examinations and Semester-End Examinations from time to time.
- 28.9) In case of any deviation, proper adjustment should be made accordingly without wasting much time but within the available time frame to adjust the academic policies.
- 28.10) Conduct of Exams, release of Result, conduct of revaluation, instant examination for final years etc... are all must be followed as per the guidelines of the Examination Cell, without any deviation.
- 28.11) The entire college and all the departments of the college Strictly follow the Time lines prescribed for celebrating the important days and events accordingly.
- 28.12) The teaching and non-teaching staff also strictly follows the timing policy in processing the student scholarships.
- 28.13) The college strictly follow time policy in observing the National Prayer

“VANDEMATARAM” at 10:00 AM before commencement of the class work and National Anthem “JANAGAMANA” At 5:00 PM while leaving the Campus in the evening.

- 28.14) The Principal, Teaching and Non-teaching staff is always available for 24/7 for performing the entrusted works by their higher officials