



Government Degree College, Seethanagaram

Accredited by NAAC with "B" Grade, ISO 9001:2015 Certified College

Affiliated to Aadi Kavi Nannayya University
Opp K.G.N.M. Trust, Purushottapatnam Road, Seethanagaram



Non-Discrimination Policy

The College does not discriminate in its hiring practices based on a person's race, color, religion, national or ethnic origin, sex, sexual orientation, age, ability or disability, or status as a veteran or member of the armed forces.

Identification Policy

- Students are required to carry a valid I.D. card issued by the college with them during all semesters when they are on campus.
- This card must be presented immediately upon request by any college official, including when paying fees and applying for semester-end examinations.
- If an I.D. card is lost, it should be reported immediately to the class mentor or proctor.
- Violation of this policy leads to disciplinary action under the Student Code of Conduct.
- All students are required to maintain proper attire while on campus.

Timing Policy

- As per the guidelines of UGC, the college timings are set from 10:00 AM to 5:00 PM.
- Every period lasts for one hour, with a lunch break from 1:00 PM to 2:00 PM.
- Attendance for the principal, teaching, and non-teaching staff is recorded through the APFRS Portal and Jnanabhumi facial attendance system.
- Attendance for all students, previously recorded by a Biometric Attendance Machine, is now recorded via the Jnanabhumi facial attendance system as per the instructions of CCE.
- All staff members and students are required to record their attendance both in the morning upon entering the college and in the evening upon leaving the college premises.
- Classroom attendance is taken every hour by the concerned lecturer using the Jnanabhumi facial attendance portal.
- Staff members are required to be present on the college premises during the entire period of college hours on all working days.

Discipline Policy

- The disciplinary policy at the college recognizes the relationship that students have with their individual teachers. Every effort is made by teachers and students to work together to resolve any problems. There is no discrimination among staff and students based on caste, creed, race, or religion.
- Students are expected to use the designated student bathrooms properly and help keep them clean and neat.
- The college campus is a no plastic zone.
- Teaching and non-teaching staff are advised not to attend to any calls while in classrooms, laboratories, or the library.
- No employee is authorized to put up any information (whether written, poster, sign, etc.) on the college notice board, walls, or doors without prior approval from the head of the institution.

Holidays Policy

The college adheres to the holiday list announced by Adi Kavi Nannaya University, Rajamahendravaram, Andhra Pradesh.

Infrastructure Development Policy

The infrastructure development committee will monitor the required infrastructure in various classrooms.

Administration Policy

- All employees shall communicate orally either with each other or with students in English.
- All internal communication shall be printed or written in English.
- All email, internet, or other electronic transmissions shall be carried out in English.
- All staff members are part of a WhatsApp group. Any information concerning the college can be communicated through this group.
- Every department has a separate WhatsApp group. Any information concerning the department can be communicated through this group. The head of the department will be the admin of the group.
- Employees shall at all times maintain strict confidentiality and secrecy regarding all confidential information they may acquire or possess in any manner during their employment with the college. They shall not reveal this information either directly or indirectly to any third party.

Leave Policy

The employees are entitled to the following types of leave:

- Casual Leave / Special Casual Leave / Extra 5 casual leaves for women
- Earned Leave / Surrender Leave
- Half Pay Leave / Medical Leave
- Maternity Leave / Paternity Leave / Child Care Leave / Study Leave
- Leave on Loss of Pay / Extraordinary Leave
- On Duty Leave / Sabbatical Leave
- The leave year shall be from January to December.
- Leave will be strictly monitored and will be granted only if needed.
- Staff members who are unable to report to work due to exceptional or unforeseen circumstances must send a leave message or inform the principal before 10:00 AM. Leave information will not be entertained after 10:00 AM, and such absence will be treated as unauthorized.

. Commitment Policy:

- The students and staff are committed to achieving a 100% pass rate in their respective subjects and departments.
- Ensuring that every graduating student leaves the institution with a job offer in hand.

10. Research Policy:

- The college's research policy aims to foster a culture of research among its teachers, staff, and students to enhance overall learning.
- A research committee is constituted at the college level, chaired by the Principal with a senior member from the science/ arts departments serving as the convener. The committee oversees the following activities:
 - Encouraging faculty members to engage in collaborative research with other research organizations and industry.
 - Organizing workshops, training sessions, and awareness campaigns to promote a research culture on campus.
 - Encouraging and supporting faculty in publishing research articles in reputable refereed journals.

11. Environment Policy:

- The institute prioritizes the protection of health, safety, and the prevention of environmental pollution.
- The institute endeavors to develop products and services that have minimal environmental impact, are safe in use, energy-efficient, and recyclable or safely disposable.

12. Formation of Committees Policy:

- Committees are formed by the Head of the institution based on individual capabilities and institutional needs.

13. Grievances & Redressal Policy:

- The Grievance Policy aims to provide equitable and efficient processes for resolving grievances raised by staff and students.
- All grievances within the college are treated seriously and addressed promptly.

14. RTI Policy:

- The Right to Information (RTI) Policy adheres to the provisions of the Right to Information Act, 2005.
- It ensures transparency by allowing access to information held by the college that is not exempted under the law.