CLASS ROOM POLICY

Sri ABR Government Degree College

Repalle, Guntur (Dt) – 522 265

Sri ABR Government Degree College, Repalle

Classroom Policy for teaching faculty and students

Classroom policy for Students

Code of conduct for Students

i.   All students shall attend the classes as per the stipulated time-table and class schedule without fail.

ii.   Students should attend classes; submit assignments, records, homework etc. in time. Students coming late shall enter the class only with the permission of the teacher. Late comers will not get attendance for the period. No student shall leave the class before the class is dispersed by the teacher handling the class.

iii.   Students shall move silently when proceeding from one class to another so as not to disturb other classes.

iv.   Attendance is recorded for each class by the faculty concerned. The students shall maintain the minimum attendance of 75% for each semester in order to get eligibility for End-Semester University examinations, scholarships, other government schemes etc.,

v.   Loitering in the corridors, outside the class during the class hours is strictly prohibited. Students who happen to have no classes are not allowed to loiter in the veranda during class hours; instead they should remain quite inside the class rooms or in the library.

vi.   All students should keep the classroom clean and tidy and use all college property with respect and care.

vii.   **Dress Code:** Students shall maintain decency and demeanor in their classes and college premises. They should avoid wearing gaudy looking cloths likely to arouse the curiosity, resentment or amusement among other students in the class/college premises. All students should be properly and neatly dressed with prescribed college uniform on all working days.

viii.   Students shall carry and wear identity card provided by the College administration compulsorily when they are inside the college premises/classrooms.

ix.   Usage of mobile phones and similar electronic gadgets is strictly prohibited in the Classrooms, Labs and Library

x.   The behavior of the students, both within and outside the college campus should be decent and befitting to the reputation of the institution.

xi.   Insubordination to teachers or staff, irregularity in attendance, inattentiveness in the classes, willfully mischievous behaviour or obscenity, malpractices in examinations etc., shall be viewed seriously and attract punishment that may lead to the suspension or even expulsion from the college.

Classroom policy for teaching faculty

Instruction Policy for teachers:

The teacher shall

i.   respect the right and dignity of the student in expressing his/her opinion.

ii. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.

iii. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

iv. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

v.   inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.

vi. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

vii. pay attention to only the attainment of the student in the assessment of merit.

viii. aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students, colleagues or administration.

ix. All teachers are responsible for maintaining their Class Attendance Register, Lesson Plan, Teaching Diary and Examination Registers.

x.   All teachers should motivate the students and enliven the process of learning by adopting student centered methods.

xi. Class room instruction is a blend of quality teaching and student engagement. All teachers should involve the students in academic activities such as class room seminars, assignments, peer teaching etc.,

xii. All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the college administration

xiii.   All teachers should use ICT tools/ Audio-Visual tools in the classroom for better understanding of concepts whenever necessary.

xiv.   Usage of mobile phones is strictly prohibited in the Classrooms, Labs and Library.

 xv.   Dress code: Teachers shall be models of decency and demeanor in their classes and college premises. They should avoid wearing gaudy looking cloths likely to arouse the curiosity, resentment or amusement among students in the class/college premises.

xvi.   Student counseling: Class teacher shall be nominated as counselor for the same batch of students. The counselor shall make sure that students are regularly counseled about their grades and marks in examinations. The counselor shall procure and maintain full information about each student with regard to his/her the academic, economic, social and educational back ground etc., The counselor shall help and guide the students on various issued related to their study in the college.

PRINCIPAL (FAC)
Sri A.B.R. Govt. Degree College
REPALLE, Guntur Dt.

LABORATORY POLICY

Sri ABR Government Degree College

Repalle, Guntur (Dt) – 522 265

Laboratory Policy

The college follows certain safety precautions for students inside the laboratory.

There are four practical based programs offered by the College,

- B.Sc. – Physics, Computer Science
- BSc - Physics, Computer Science, Chemistry,
- BSc- Physics, Chemistry
- BSc-Botany, Zoology, Chemistry

 At the time of orientation program for the newly admitted, students are made well worse with the laboratory guidelines.

1. Students are not permitted in the laboratory without lab in charge / faculty member.

2. Visitors are not allowed into the laboratories and eating and drinking are not permitted in the laboratories.

3. All experiments/practicals performed in the laboratory must be approved by the in charge / faculty member following the safety guidelines. Touching/ working on any other authorized instruments, equipment, setups is not allowed.

3. Replacing, swapping, or moving any equipment; Downloading, installing, removing, modifying software on the computers; Browsing the Internet for non-lab related information is prevented.

4. Students will not be permitted on the laboratory with bare-feet. However, the labs where dust is an atmosphere should dust free and carpeted, students are not allowed to enter with shoes or sandals.

5. When working with hazardous materials, glassware, heat, and chemicals, care must be taken

6. Personal belongings, lunch boxes, cell phones are to be kept outside the laboratory.

7. All the equipment is to be placed in the place and state as it was when you leave the lab. The working area must be free of debris.

8. Any unsafe conditions, unusual odours, personal injuries must be immediately reported to the lab in charge.

9.Students must know the exit routes, lab emergency safety procedures. In case of emergency, the students must switch off any running equipment and follow the standard laboratory safety procedures.

10.The student must accept responsibility and pay for any damage causes to any equipment in the laboratories and silence should be maintained by all inside all the laboratories.

11. Student groups are created with contact details for an easy interaction and sharing of information.

12. Safety committee is appointed in the college which will ensure proper maintenance of all the laboratories in the college.

Disciplinary action- Violation of Lab Rules will initiate serious disciplinary action. In extreme conditions students who do not follow the laboratory safety rules will be suspended from the laboratory and from college.

Chemistry laboratory

- The safety and health hazard data of all chemicals used in the laboratory should be reviewed by the faculty members. The signs and symptoms of over exposure and the physical and sensory characteristics (odor, appearance) of the chemicals should be explained to the students.

- The students should wear lab coat at the time of practical.

- The experiments should not be left unattended.

- unlabelled chemicals or chemicals which are not in use for long time are to be never used. Appropriate personal protective care is to be taken all the time.

- The chemical waste materials or reaction left over from the test tubes, beakers should not be poured into the sink.

- Food or beverages are to be never stored in the laboratory or in a refrigerator for storing chemicals.

- All the chemical bottles should have labelling and broken or cracked glassware should not be used for the experiments.

- Care is to be taken while storing and handling flammable, corrosive, explosive chemicals which require special precautions.

- Disposal of the used chemicals, expired chemicals, broken glass ware should be done carefully.

- Regular monitoring of gas pipelines, burners, cylinders is to be done.

- If there is any chemical exposure splash to skin or eyes, flush the affected area with water for at least 15 minutes or eye wash and immediate medical attention is provided to the student.

- The Dos and DON'Ts to be followed in the chemistry laboratory must be displayed in the laboratory.

Hygiene in the laboratory

The following hygiene practices should be implemented at all times to reduce the occurrence of accident or chemical exposure or damage to the equipment

1. Work areas should be kept clean and be cleaned at the end of the experiment and at the end of the day.

2. Hands should be washed after every experiment, before touching any non-contaminated area or object, and before leaving the laboratory area.

Computer laboratory

To allow smooth conduct of the computer labs the following activities are to be prohibited in the computer laboratory.

- Removal of any documentation, software, or equipment from the institutional computers.

- Misuse of social media, misuse of information technology resources

- Making informational technology resources inaccessible, compromising the security rights or privacy of the institution, people, or their information technology resources.

- Transmitting information that promotes personal political beliefs, violates college policies, or promotes unlawful activities.

- Downloading of films, songs, videos, use of personal emails, social networking sites, playing games, production of copy righted material fiddling with the control panel installed in the computers are prohibited.

In addition, students should also

➢ Respect the privacy of other users; try not to access any files that belong to other users

➢ Back up their own data and protecting their own information if it is required for further use.

➢ Students should log off before switching off the computers.

Physics laboratory

- The lab in charge must first check the setup for experiments requiring the use of electrical components before any of these are plugged in or turned on.

- Experiments involving the use of boiling water, heaters, and the like must be performed close to the water sinks in the lab. Chemicals used in some experiments must be handled with utmost care.

- The instruments are to be kept clean.

- Experimental work must be performed only under the supervision of the lab in charge.

- Students should not leave the equipment unattended while it is being used.

- Students are to be extremely cautious in handling the equipment, and follow the instructions for their use.

- The Student Lab report must be approved by the lab in charge.

- They should use extreme caution when working with hot apparatus or other heating devices and electrical devices.

PRINCIPAL (FAC)
Sri A.B.R. Govt. Degree College
REPALLE, Guntur Dt.

Library Policy

Sri ABR Government Degree College

Repalle, Guntur (Dt) – 522 265

LIBRARY POLICY

Library Provides high quality Scientific information resources and services to support the research and academic development of the Institution. A Library as the Power house of any Institution caters to the research and Teaching and Learning activities of Institutions. It Collects, manages and disseminates the information to its users according to their need. Library policy of the institution is stipulated hereunder.

Aims &Objectives of the Policy:-

- To strengthen the efforts of the librarian in planning Library activities and Policies.
- To take the feedback from the departments and plan for improvement and enrichment of the library.
- To acts as a liaison between the library and the readers.

Library Committee:-

There shall be a Library committee which is under the supervision and control of the Principal. The function of Library Committee is to Support the functioning of the library in order to facilitate the library development plans by advocating the Library development activities within the institution. Library Committee consists of the following members:

1. Principal - Chairman

2. Librarian - Convener

3. Two Lecturers – members (Nominated by the Principal annually)

Functions of the Librarian:

- Allocation of funds for books and journals in Various Subject within the annual budget allocated by the institution
- Framing and Suggesting amendments to Library code of conduct

- Assessment of the library services provided by the library, if necessary, and suggesting improvements in library services
- To collect and compile the requirements of various departments (list of books, journals, magazines, etc.,) and submit the same for the approval of the prinicipal.

Library Budget-

The financial Sources for the library are from UGC and State Government funds/budget. The allocated annual budget shall be used to procure books, journals, documents, periodicals, newspapers etc., and to provide access to the information resources as per the requirement of students/departments. The annual budget of the library has also to be utilized for the components such as Procurement-of furniture and equipment and other maintenance expenses.

Library Code of Conduct:

- Users shall Keep their belongings outside the library
- Users shall carry their latest identity card before entering the library and produce before the library Staff for Verification
- User entering the library Should Sign in the log Register.
- Personal books are not allowed into the library
- Users will have open access to the racks to search the required books
- The issue to any book is Valid for I5 days period only and the books issued to a student is not transferable to others.
- Reader is responsible for damages caused to the books such as underlining, tearing papers, even daggering etc.,
- Readers should observe strict silence inside the library
- Use of mobile phones is not permitted inside the library premises
- Users are not allowed to carry eatables/ drinks inside the library premises

- Any loss of issued book by the user should be replaced by the same book. otherwise they have to pay three times the cost of book as fine.

- Before the students go on vacation after Semester exams, they have to return the library books

- Reference books are to be used in the reference section only as they cannot be issued for out-side

Other facilities at library:

❖ A Collection of Non-book materials such as Audio Cassettes, Video cassettes, etc are maintained in library

❖ A Xerox machine is kept in the reference Section and Students are allowed to take be Photocopies of important reading material.

❖ The library has introduced Soul Software System with the help of Commissioner of Collegiate Education A.P.

❖ **'INFLIBNET: -** The University Grants Commission has setup an autonomous Interuniversity Centre in 1991 called INFLIBNET. It is installed in all collage libraries, libraries in India and connects them through a nationwide high Speed data network. Almost all academic libraries, are members of INFLIBNET. Library has Procured Soul Software developed by INFLIBNET. It has been actually participating with INFLIBNET by contributing data to their databases such as database for books, Journals, etc., Library Catalogue is accessible online which uses Soul software for library automation This facility enables users to simultaneously Search library catalogue, E- Journals, E books Databases.

❖ **NLIST-** All Colleges Covered under Sections 12 (B) and 2 (f) of the UGC Act are eligible to access selected E-Journals and E – books through NLIST. The college has subscribed for NLIST in order to facilitate the students to make use of the various E-Books and E-Journals.

PRINCIPAL (FAC)
Sri A.B.R. Govt. Degree College
REPALLE, Guntur Dt.

Sri ABR Government Degree College, Repalle

(*Affiliated to Acharya Nagarjuna University*)
Guntur District

IT POLICY

1. INTRODUCTION

Sri ABR Govt. Degree College Utilizes Information Technology to strengthening the teaching and learning process for its staff and students. IT enormously enhances the working environment facilities to stakeholders. Sri ABR provides the ICT for students and staff in regular classes by providing creation of college domain G-Suite mail IDs and Implementing methods to access the Internet and sharing information between stakeholders.

2. SCOPE

This IT policy guides the users to use Information Technology in a responsible, efficient and ethical manner. This policy is applicable to all individuals/ users/ entities which fall under Sri ABR Govt. Degree College management.

3. OBJECTIVES

The specified objective of this policy is to ensure proper access and more secured usage of Sri ABR's IT resources and aims to prevent misuse of valuable college information and rights by stakeholders/ users.

4. POLICY STATEMENTS

4.1. The main purpose of information Technology and IT resources is to support the educational, instructional, research oriented, public service and administrative activities of Sri ABR in both offline and online mode.

4.2 The use of information technology resources should act as additional asset to enhance efficiency of organizational activities.

4.3 Users are strictly prohibited from destruction of data, software, hardware and unauthorized modification of official information.

4.4 Users are strictly prohibited the usage of unauthorised/ banned ports and sites.

4.5   Authorized E-mails of students shall only be used for college correspondence, college activities and college information repository.

4.6   Unauthorized access of other accounts will be treated as unlawful. The compliance will be reported to concerned authority for violating the rules.

4.7   Sharing of passwords are strictly prohibited. Complex passwords and secrecy of passwords are recommended for secured access.

4.8   Illegal activities like cyber bullying, information theft and breaches shall make a report to the principal.

5. ROLES AND RESPONSIBILITIES

The Department of computer science faculty is responsible for implementing this policy.

6. BREACH OF THIS POLICY

Users are encouraged to report any compliance, if any violation of the above.

7. REVISION

The college has the right to revise the terms of this policy in necessity. Updated will effect immediately after displayed on the space provided in college website.

8. CONTACT INFORMATION

For queries

E-Mail: computers.sriabr@gmail.com

PRINCIPAL (FAC)
SRI A.B.R. Govt. Degree College
REPALLE, Guntur Dt.

List of Policies

Sri ABR Government Degree College, Repalle to initiate proper discipline in the students has always adapted stringent set of 'rules and regulations' which are implemented with the name of policies. As all the policies of this college has been headed by the Principal, teaching and non-teaching staff. The College has been adopted and implementing the following policies as

1. **Policy on Non-Discrimination:**

   All the students and staff members in this college are treated on same lines of 'humanity' by not giving any discrimination on the basis of their colour, caste, religion, and gender.

   In the event of any disputes it may be between students or between staff justice will be adjudicated as per the laws laid down in the constitution.

2. **Policy of Timing:**

   The discipline in this college in every day has been initiated by the punctuality of time. This college functions from 10.00 am to 5.00 pm with a 1 hour lunch break which is observed between 1.00 pm to 2.00 pm

   The college functions ever day with the 'prayer' in which 'National Song' and 'National Anthem' been sung by all the staff and students along with an address by the Principal

   Biometric Attendance has been administered for both students, teaching and non-teaching staff.

   Apart from Biometric attendance, class room attendance is also taken by the concerned lecturer for the students

3. **Policy on Discipline**

   As mentioned earlier to impart knowledge and education proper discipline should be established among the students and also strictly observed by the teachers also. For this 'ward-system' has been maintained by lecturers of respective departments. The lecturers are responsible for the maintenance of discipline of the students who are

allotted to them.

Discipline has been observed in every aspects of the college, such as proper attendance to the mobile phones, clean maintenance of the bathrooms, practice of 'no plastic' watering to the greenery in the college campus, cleanness of walls etc.,

4. Policy of Identification:

Based on the above policy, Sri ABR Government Degree College, Repalle has adopted a common Identification policy, as per this policy the student's of the college has to carry out their Identity Card in the college premises.

These cards must duly attested by the college Principal, with a clear photo of the carrier. In the event of stolen of ID card new Id card will issued with proper formalities.

Students of this College have instructed to maintain proper dress code, different colours to girl and boy students.

5. Policy on Holidays

This college has been observing the holiday policy as instructed by the Central Government, State Government, and also follows the guideline of the Acharya Nagarjuna University being an affiliated university to this college.

6. Policy on Infrastructure Protection

As the college has been funded by the UGC for the acquiring and maintenance of the infrastructure, but these precious infrastructure has to be properly protected by the students and the teaching and non teaching staff.

The student-staff committee examine the maintenance of the college infrastructure in the regular intervals and 'gaps' must be brought to the notice of principal.

7. Policy of Administration

The college administration can be divided into various aspects according to the importance. Such as, written communication must be entertained in the languages of 'Telugu' and 'English'.

Student's teacher relations ship in terms of communication about the college matters have been entertained through 'What's App' group. The college Principal will be added in each and every group to monitor the communication issues.

8. Policy on Leaves:

Even through leaves of the employee in this college have been observed by the 'Fundamental rules of the employee' but with the discretion of the Principal, all the teaching and non teaching staff have granted leaves like, Casual leave, Earned

Leave, Medical Leave, Maternity Leave, Paternity Leave, and Study Leaves as per the convenience of the College administration.

The above said leaves are counted from January to December. All leaves must be brought to the notice of the Principal before 1 day of its availing, except in cases of emergences.

9. Policy on Research

The activity of research has always been encouraged by any educational institution. This college also provides full support to all sorts of research activities.

The entire staff members are encouraged to participate in various national and international seminars by granting 'On-duty' facility.

The students of the college also provided ample time and all sorts of equipment especially in the science laboratory to do various science practical's

Teaching staff members are encouraged to undertaken 'Faculty development Programmes' by giving no objection certificates and also authenticating the research work of the staff

This college has been encouraging its all Teaching staff to Organize various national and inter-national seminars by providing all sorts of infrastructure facilities.

This college has been granting no objection and various leaves if staff members undertaken Ph.D programmes on 'part-time' basis.

A regular 'Research Cell' which has been operating in this college and chaired by the Principal and all 'Doctorial' staff, who provides all sorts of information on various research activities to the staff members.

All the teaching staff and also students are encouraged to write research articles in various journals. Published articles of the author will felicitated on various college festivals.

All the staff members and students are strictly advised to not to practice 'plagiarism' activities but to learn research writing skills.

10. Policy on Environment

This college gives more importance to the protection of 'environment' in terms of maintenance of 'greenery', no or restricted plastic usage, water preservations, plant protection measures, utilization of solar power usage, dust and smoke free air etc.

11. Policy on Mobile Phones

This college have been recognized the importance of flow of information and understand the growth of communication technology. As the college authorities received all sorts of directions from the higher authorities about the do and do not's in the administration process. This college also understand the student and their parent communication is also equally important by keeping these things in mind this college adopted the most amicable policy on the usage of mobiles in college campus premises.

All the staff members and students are not allowed to bring the mobile phones to the class room but the can be allowed to attend in staff room and in rest rooms.

As the administration related information have been communicated among the students and staff members of this college has been entertained through the whats up group, which is one of the application available only with the mobile phones.

Proper balance must be observed and monitored by the teaching staff about the usage and mis-usage of mobile phone especially by the students.

12. Policy on Grievances

Mis-understanding is the root cause of all grievances which disturb the common goal of the college. By keeping this in mind the college also have a clear cut policy on 'grievances'

A committee headed by the college principal and member from teaching and non teaching and also from students is established to settle all the grievances in the most amicable ways. If any one of the issues are unsettled, such can be reported to the station house office of the police department.

PRINCIPAL (FAC)
Sri A.B.R. Govt. Degree College
REPALLE, Guntur Dt.