

## Code of Conduct

### **A. Student Code of conduct:-**

- All students are answerable to the principal, staff and other college authorities for their conduct and behaviour.
- Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.
- Courtesy requires that every student greets the staff when she meets them for the first time in the day
- She will Endeavour to create an atmosphere of friendliness and good cheer in the college
- Neat and modest dressing in accordance with approved uniform, etiquette, and decency gives weight to maidenly dignity.
- Keeping classrooms and college premises neat and clean and treating the college property carefully, as their own, gives a sense of belongingness
- Decent behaviour requires abstaining from throwing paper, food, or other articles in the class room or around.
- They will avoid standing on the verandahs of the college during and between the class hours
- Updating themselves by reading notices posted on the college bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- Permission of the lecturer is needed to leave the class room during the lecture
- It is expected that catholic and Christian students profit from the religious instructions, retreats, seminars and classes in value education is for all.
- The principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the college and the hostel
- Students who trespass the code of conduct of the college are liable to be dismissed from the rolls
- Cell phones are not allowed to the college and hostel
- Ragging of any kind is strictly forbidden in the campus.
- Students and staff are always required to wear their identify card when they are in the college.

### **B. Teacher's code of conduct:-**

- Every teacher has to obey the orders of the principal
- Every teacher has to reside in the Head –quarters
- Prior permission from the management is compulsory if the incumbent resides outside the Head –quarters
- Principal has rights to use the services of the teachers in academic and non academic activities
- The teacher has to take permission from the principal for any type of leave application
- Teacher's academic performance is reviewed by the Principal every year
- Physical presence of the teacher is compulsory during the working hours of the college
- In case of emergence, the teacher has to take permission for early going or late going
- Except on health grounds, no teacher is permitted to absent from extra duties like examination work, event management arranged by the college authorities

### **C. Governing Body:-**

The college have the following committees to ensure proper management of academic, financial and general administrative affairs.

The following are statutory bodies in the College:

- (a) Governing Body
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

The college in addition, have other non statutory committees such as the Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

**Term:** The Governing Body will be reconstituted every two years except in the case of UGC nominee which will have term of five years.

#### **A. Responsibilities of Governing Body**

Subject to the existing provision in the bye-laws of college and rules laid down by the state government/Acharya Nagarjuna University, the governing body of the college shall have powers to:

- Undertake the following activities:-

- Determine and prescribe courses of study and syllabi, and restructure and redesign the courses to suit local needs, make it skill oriented and in consonance with the job requirements
- Prescribe rules for admission in consonance with the reservation policy of the state government/national policy/ Minority institution
- Promote research in relevant fields
- Evolve methods of assessment of students performance, the conduct of examinations and notification of results
- Use modern tools of educational technology to achieve higher standards and greater creativity.
- Constitute Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degrees 2014 and amended from time to time.
- Constitute Finance Committee.
- It can fix fees of the courses
- It will have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.

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

### **B. Responsibilities of Academic Council:**

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(d) Recommend to the Governing Body proposals for institution of new programmes of study.

(e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the Governing Body.

### **C. Responsibilities of Board Of Studies:**

**Term:** The term of the nominated members shall be two years.

**Meetings:** The Board of Studies will meet at least twice a year.

**Functions:** - The Board of Studies of a Department in the college shall:

(a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council

- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Academic Council for appointment of examiners
- (d) coordinate research, teaching, extension and other academic activities in the department/college.

**D. Responsibilities of Finance Committee :**

**Term:** Term of the Finance Committee will be two years.

**Meetings:** The Finance Committee will meet at least twice a year

**Functions of the Finance Committee:**

The Finance Committee will be an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

**Administration:-**

The college belongs to Roman Catholic Mission. The Aim and Objective of the college is to serve the minority community. As Autonomous College it believes that there is need to have a symbiotic relationship between the parent university i.e. Acharya Nagarjuna University, AP State Government and the College. The university will generally support the Autonomous College in designing and framing the curricula, upgrading the method of delivery and also help to set up a framework in the College for evaluation and examination of the students. The relationship between the parent university and the Autonomous College would be in the manner that it is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

The Board of management will have 13 members where 3 are from teaching faculty and all others are from the management. The principal and correspondents will be from the management. However in smooth functioning of the college the management, teaching faculty, supporting staff, stake holders, alumnae, parents will contribute their level best for the betterment of the institution.