



KBN COLLEGE
ESTABLISHED IN 1965



ISO 9001-2015 CERTIFIED

NAAC 'A' GRADE CYCLE 3

KAKARAPARTI BHAVANARAYANA COLLEGE

(AUTONOMOUS)

(Sponsored by S.K.P.V.V. Hindu High Schools' Committee), Kothapeta, Vijayawada - 520 001.
A College with Potential for Excellence (CPE) 3.5 Star Rating in Innovations & Start-Ups by MoE
Recognized as Band PERFORMER in ARIIA by Ministry of Education, Govt. of India

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

ADDITIONAL INFO.

- ❧ REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY THE INSTITUTION
- ❧ POLICY DOCUMENT ON CODE OF ETHICS
- ❧ BROCHURES ON HUMAN VALUES AND PROFESSIONAL ETHICS
- ❧ CODE OF CONDUCT DOCUMENT
- ❧ CONSTITUTION AND PROCEEDINGS OF THE MONITORING COMMITTEE
- ❧ CIRCULARS AND GEO-TAGGED PHOTOGRAPHS

 **REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY THE
INSTITUTION**

STUDENT ATTRIBUTES

(STUDENT 'CENTRIC')

KBN College is a student centric institution. As a student centric institution the college is supporting the complete student life cycle. It provides proper guidance, results as well as a better and personalized learning experience to the students. The institute adopts many student centric methods to enable the student meet their learning goals, academic success with required competencies.

C – CATER

- 20 UG Programmes
- 05 PG Programmes
- 04 Diploma Programmes under UGC NSQF
- Diploma in Yoga for Human Excellence
- Value Added Programmes
- Certificate Programmes
- Massive Open Online Courses (MOOCs)

E – EMPOWER

- Placement & Guidance Cell
- Women Empowerment Cell
- APSSDC
- PRAGNA (Debating & Quiz Club)
- English Language Lab
- e-Resources facility



KAKARAPARTI BHAVANARAYANA COLLEGE
Sponsored by S.P.V.V. Mridha High Schools Committee, Kothagota, Vijayawada - 520020 (AUTONOMOUS)

PROGRAMMES OFFERED

INTERMEDIATE	U.G Programmes offered for the Academic Year 2023-2024	POST GRADUATE
M.P.C	S.No. Older Programme as Single Major	MBA
B.P.C	1. B.C.A Honours	MCA
C.E.C	2. B.A Honours (Political Science)	M.Sc. Organic Chemistry
M.E.C	3. B.Com Honours (Computer Applications)	M.Sc. Analytical Chemistry
C.S.E	4. B.Com Honours (General)	M.Sc. Data Science
A&T	5. B.Com Honours (Logistics)	
	6. B.Com Honours (Tax Procedures & Practice)	
	7. B.A Honours (Business Analytics)	
	8. B.A Honours	
	9. B.Sc Honours (Artificial Intelligence)	
	10. B.Sc Honours (Data Science)	
	11. B.Sc Honours (Chemistry)	
	12. B.Sc Honours (Computer Science)	
	13. B.Sc Honours (Electronics)	
	14. B.Sc Honours (Internet of Things)	
	15. B.Sc Honours (Mathematics)	
	16. B.Sc Honours (Physics)	
	17. B.Sc Honours (Statistics)	
	18. B.Sc Honours (Biotechnology)	
	19. B.Sc Honours (Microbiology)	
	20. B.Voc Honours (Software Development)	

For more details Contact +91 9182907747



N – NURTURE

- Internships
- Field Visits
- Botanical Tours
- Seminars / Conferences
- Workshops
- Guest Lectures



T – THRIVE

- Ward Counselling
- Yoga
- Sports
- RO Plant
- Gym
- Hygiene food Canteen
- Eco-club
- Health Centre



R – RESOURCEFUL

- Research Centres
- G-suite
- Central Library
- Digital Library
- State of the Art laboratories
- Museums
- Classrooms equipped with ICT



I – INNOVATIVE

- Institution's Innovation Council
- Research Projects
- Start-ups



C – COMMITMENT TOWARDS SOCIETY

- NSS Voluntary Service
- NCC
- Cheyutha
- KOSA
- Red Ribbon Club
- Health Camps
- Awareness Programmes
- Community Service Projects



POLICY DOCUMENT ON CODE OF ETHICS

<https://kbncollege.ac.in/policydoc/PROFESSIONAL%20ETHICS-POLICY%20DOCUMENT.pdf>

For College Principal:

- ◀ The principal subject to the supervision and general control of the Management, the Principal as the Academic Head of the College shall be responsible for
- ◀ Academic growth of the College.
- ◀ Participation in the teaching, research and training programmes of the College.
- ◀ Assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- ◀ Admission of students and maintenance of discipline of the College.
- ◀ Receipts, expenditure and maintenance of true and correct accounts.
- ◀ The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- ◀ Correspondence relating to the administration of the College.
- ◀ Administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- ◀ Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- ◀ Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- ◀ Overall supervision of the University Examinations.
- ◀ Observance or provisions of Accounts Code.
- ◀ Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- ◀ Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.
- ◀ Preparation of institutional development plan for every five years with action plan of implementation.
- ◀ Identification of avenues for resource generation.
- ◀ Preparation for assessment, accreditation and academic audit of the college/institution.
- ◀ Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
- ◀ Working as mentor for teachers and administrative staff of the college.
- ◀ Maintenance and updating college/institutional website giving all mandatory

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disclosures of the college/institution and adopt ICT in governance and administration.

- ◀ Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
- ◀ Connecting college/institution with societal needs.

Responsibilities of Vice-Principal:

- ◀ Maintaining discipline in the school
- ◀ Evaluating teaching and non-teaching staff and their performance
- ◀ Organizing parent-teacher conferences and meetings
- ◀ Handling any urgent matters responsibly and professionally
- ◀ Ensuring smooth functioning of daily school activities along with the Principal
- ◀ Performing the duties of the Principal in his/her absence
- ◀ Resolving conflicts and arguments between teachers and students
- ◀ Conducting school gatherings and sports events
- ◀ Communicating with different departments and forwarding their requests and concerns to the Principal
- ◀ Reviewing and updating school policies and rules
- ◀ Helping the Principal in deciding the academic budget
- ◀ Assisting in the on boarding process and acting as a committee member during interviews
- ◀ Organizing field trips, exhibitions, and other workshops

Responsibilities of the HoD:

- ◀ Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- ◀ Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- ◀ Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
- ◀ Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the Principal.
- ◀ Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
- ◀ Instruct the faculty members to set the question papers as per instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal.

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- ◀ Instruct the respective class advisors to implement the dress code among the students.
- ◀ Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- ◀ Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as finalised by Principal and also monitor whether the faculty members are improving from semester to semester.
- ◀ Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- ◀ Counsel the students who are absent for the assessment tests or irregular to the class.
- ◀ Form student batches and allot the project guides as per guidelines given by the Principal.
- ◀ Appoint faculty as mentors and allocate students to the mentors in the beginning of the academic year.
- ◀ Inform the concerned authorities about any important events taking place in the Department from time to time.
- ◀ Arrange special classes if necessary for the benefit of below average students.
- ◀ Ensure academic discipline in the department.
- ◀ Follow the guidelines / instructions given by the Principal from time to time.
- ◀ Provide necessary inputs to the Principal for conducting Academic Council / Governing Council Meeting

Roles and responsibilities of Research Co-ordinator:

- ◀ Monitoring the activities of Research Centre.
- ◀ Monitoring the research progress of faculty members pursuing Ph.D.
- ◀ Recommending faculty members for participation in Conference / Seminar / Workshop.
- ◀ Recommending project proposals of departments / individual faculty to funding agencies.
- ◀ Encouraging the innovation and creativity ideas of the students.
- ◀ Monitoring the progress of product development in the departments.

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Teachers:

The Code of Professional Ethics:

- ◀ Monitoring the research progress of faculty members pursuing Ph.D.

Knowledge of the Subject

- ◀ To have expert knowledge of the subject area
- ◀ To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area

Teaching

- ◀ To plan and prepare appropriately the assigned courses and lectures
- ◀ To conduct assigned classes at the scheduled times
- ◀ To demonstrate competence in classroom instruction
- ◀ To implement the designated curriculum completely and in due time
- ◀ To plan and implement effective classroom management practices
- ◀ To design and implement effective strategies to develop self-responsible/independent learners
- ◀ To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
- ◀ To engage students in active, hands-on, creative problem-based learning
- ◀ To provide opportunities for students to access and use current technology, resources and information to solve problems
- ◀ To provides opportunities for students to apply and practice what is learned
- ◀ To engage students in creative thinking and integrated or interdisciplinary learning experiences
- ◀ To build students' ability to work collaboratively with others
- ◀ To adapt instruction/support to students' differences in development, learning styles, strengths and needs
- ◀ To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
- ◀ To maintain a safe, orderly environment conducive to learning
- ◀ To comply with requirements for the safety and supervision of students inside and outside the classroom

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Assessment:

- ◀ To define and communicate learning expectations to students
- ◀ To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- ◀ To assign reasonable assignments and homework to students as per university rules
- ◀ To evaluate students' performances in an objective, fair and timely manner
- ◀ To record and report timely the results of quizzes, assignments, mid- and final semester exams
- ◀ To use student assessment data to guide changes in instruction and practice, and to improve student learning

Professionalism:

- ◀ To be punctual and be available in the College during official working hours
- ◀ To comply with policies, standards, rules, regulations and procedures of the College
- ◀ To prepare and maintain course files
- ◀ To participate responsibly in College improvement initiatives
- ◀ To attend and participate in faculty meetings and other assigned meetings and activities according to university policy
- ◀ To demonstrate timeliness and attendance for assigned responsibilities
- ◀ To work collaboratively with other professionals and staff
- ◀ To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
- ◀ To provide and accept evaluative feedback in a professional manner
- ◀ To create and maintain a positive and safe learning environment
- ◀ To carry out any other related duties assigned by the department Head.

Good Behaviour:

- ◀ To model honesty, fairness and ethical conduct
- ◀ To model a caring attitude and promote positive inter-personal relationships
- ◀ To model correct use of language, oral and written
- ◀ To foster student self-control, self-discipline and responsibility to others
- ◀ To model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students
- ◀ To demonstrate skill when managing student behaviour, intervening and resolving discipline problems
- ◀ To model good social skills, leadership and civic responsibility

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For Director of Physical Education and Sports:

The Director of Sports and Physical Education shall

- ◀ Cultivate excellence in various domains of sports and also to promote a spirit of healthy competition;
- ◀ Promote sports, culture and organize activities in the field of sports in college / institution.
- ◀ Co-ordinate and organize activities related to various sports jointly with regional and national bodies.
- ◀ Organize university level competitions, sports skill development camps in various sports in the college campus.
- ◀ Train students for regional, national and international competitions in various sports.
- ◀ To prepare the report of the Board of Physical Education to be submitted before the Principal / Director / Management of the concerned college / institute.
- ◀ Undertake any other task that may be assigned to him by the college / institute authorities, so as to carry out objectives of the Physical Education.
- ◀ Exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him by the Principal of the college from time to time.

For Librarian:

The Librarian shall perform the following among other duties :

- ◀ The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.
- ◀ The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- ◀ The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.
- ◀ The Librarian shall perform the duties of the teacher as mentioned in the provision (a), (d), (f) and (g) of the Statute 240.

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For Non-teaching staff:

- ◀ Any work assigned by the Principal, Heads of the departments should be willingly accepted and should execute effectively.
- ◀ Ensure that college services such as photocopying and postage are used only for administrative purposes.
- ◀ During examination, always follow time schedule and co-operate with all staff for any needy procedure.
- ◀ All should be punctual when coming to and leaving from work.
- ◀ All should respect their colleagues.
- ◀ All should treat the college property with respect and care
- ◀ All supporting staff should make work rhythm with their routine work.



PRINCIPAL
Kakaraparthy Bhavannarayana College
VIJAYAWADA-1.

 [Brochures on human values and professional ethics](#)

**KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)
KOTHAPETA, VIJAYAWADA**

ISO 9001-2015

A COLLEGE WITH POTENTIAL FOR EXCELLENCE

NAAC 'A' GRADE

**ETHICAL GUIDELINES FOR PROFESSIONALS AND STUDENTS
FROM THE YEAR 2021-22**

IN ORDER TO ESTABLISH CHARACTER EDUCATION,

EACH FACULTY MEMBER NEEDS TO:

- **Act As A Caregiver, Model And Mentor**
- **Create A Moral Community**
- **Practice Moral Discipline**
- **Create A Democratic Classroom Environment**
- **Teach Values Through The Curriculum**
- **Use Co-Operative Learning**
- **Encourage Moral Reflection**
- **Posses Strong Work Ethics**
- **Possessing A Positive Attitude**
- **Honesty And Integrity**
- **Self – Motivated**
- **Strong Self-Confidence**
- **Responsibility**



EVERY STUDENT MUST POSSES THE FOLLOWING QUALITIES FOR HAVING GOOD CONSCIENCE,BEHAVIOUR

- **Identifying The Responsibilities**
- **Respectful Nature Towards Elders**
- **Cooperation With Friends**
- **Time Nature(Punctuality)**
- **Discipline**
- **Develop The Sense Of Harmony**
- **Hardworking Nature**
- **Compassion Towards Others**
- **Developing Of Communication Skills**
- **Patency In Character**
- **Developing The Analytical Skills**
- **Compassion Towards Nature**
- **Cleanliness**
- **Happiness**
- **Egolessness**
- **Sacrificing**
- **Truthfulness**
- **Non-Violent Behaviour**

**KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)
KOTHAPETA, VIJAYAWADA**

ISO 9001-2015

A COLLEGE WITH POTENTIAL FOR EXCELLENCE

NAAC 'A' GRADE

**ETHICAL GUIDELINES FOR PROFESSIONALS AND STUDENTS
FROM THE YEAR 2019-20**

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- Compassion Towards Nature
- Cleanliness
- Happiness
- Egolessness
- Sacrificing
- Truthfulness
- Non-Violent Behaviour

☞ Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority

CODE OF CONDUCT

https://kbncollege.ac.in/attachments/HANDBOOK_OF_CODE_OF_CONDUCT_New.pdf

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

Sponsored by S.K.P.V.V. Hindu High Schools' Committee
Kothapeta, Vijayawada - 520001



CODE OF CONDUCT



ETHICS



TEAMWORK



RESPONSIBILITY



EXCELLENCE



INNOVATION



TRUST



GOALS



CUSTOMERS

Functions of the Governing Body

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or byelaws, with the chairman or president/director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the governing body of our colleges shall have powers to:

- 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 fulfil the objectives for which the college has been declared as autonomous.
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Duties of the Head of Institution

The head of the Institution shall project a powerful image of the institution, play a dynamic role, maintain successful public relations and be a leader in organising, academic, literary and cultural activities.

- He shall exercise effective supervision by devising suitable means and setting up targets, watching the progress of work of teaching staff, going on frequent rounds during working hours, maintaining discipline and punctuality.
 - He shall ensure the regular implementation of academic and other programmes in accordance with the academic directives of the director of Higher Education, Board of Intermediate Education/University.
 - He shall handle the prescribed number of classes including tutorials in his subject and shall undertake a monthly review of the work of teaching staff.
 - He shall maintain a special register and record his observations about the work and conduct of his staff and issue suitable instructions to them whenever necessary. He shall enter special praise or adverse comments on the work and conduct of the teachers in their personal files, based on these observations.
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Teachers Code of Conduct

Responsibility and Accountability

1. Teachers should handle the subjects assigned by the Head of the Department
 2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
 3. Tutor - Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
 4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
 5. Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
 6. Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counselling report.
 7. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
 8. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
 9. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
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Punctuality and Attendance

1. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Teachers should put the biometric attendance and sign the attendance register while reporting for duty.
4. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
5. Teachers should remain in the campus till the end of the College hours.

Leave

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OD.
 2. Not more than 25% of staff members in a Department will be allowed to go on OD / CL on a particular day.
 3. Half a day CL will not be sanctioned.
 4. 10 days of causal leave can be availed in a calendar year.
 5. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
 6. All must report for duty on the reopening day and the last working day of each semester.
 7. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
 8. Study leave for higher studies will be granted at the discretion of the management.
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**Publication of Research Papers & Books and Participation in Research
Projects, Seminars, Conferences etc.**

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members are also motivated to attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry - Institute interaction.
5. Absence from duty to the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.

General Rules

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
 2. Teachers Associations should not be formed without the permission of the Management.
 3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
 4. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear over-coats inside the Class rooms. Jeans pant & T-Shirts are prohibited.
 5. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
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6. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
 7. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
 8. Teachers are barred from using cell phones while taking classes.
 9. Teachers must always wear their identity cards while inside the college premises.
 10. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing
 11. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
 12. Each Department must conduct at least three special meetings in each semester.
 13. Teachers are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
 14. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
 15. Unless it is urgent, any representation in person to the Principal can be made only after College hours (2.20 p.m)
 16. For making any representation to the Principal, teachers should desist meeting the Principal as a group.
 17. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
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18. Duties and Service conditions (standards of conduct) of the Teachers as framed under AP Private Educational Institutions Employees Act 1982 Rules 1985 are to be followed.
19. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working condition. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the Non-Teaching staff in keeping the Department clean & tidy.
20. Heads of Department/In charges should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.
21. All department meetings of Teachers shall be held only after college hours and not during class hours. No department staff meeting should be held at the cost of class hours.

Disciplinary Action

1. Violation or non-observance of the service rules will invite punitive actions either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.
 2. The Management appeals to all staff members to work in tandem in institution-building and in transforming the institution into an “Institute Par Excellence” in Higher Learning.
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Students Code of Conduct

This code of conduct is for the students of KBN College and all the students are required to follow it. In order to support a positive, safe, and productive learning environment for the entire College community, all students are expected to abide by the KBN College Student Code of Conduct. Conduct that violates student rights and freedom is subject to disciplinary action includes, but is not limited to:

Students Dress Code:

Uniform is compulsory in the campus from Monday to Thursday and Saturday. Students are not permitted to wear revealing clothes in the campus. The appearance of the students at all times on campus should be neat and tidy with groomed hair.

Students have to be in uniform for Guest lectures, Workshops, Industrial visits and Examination (Internal and External), presentations and any other formal functions.

Students not adhering to the above dress code may write an application to the class teacher with a valid reason, for one day permission only for repeated violations after 3 warnings the parents will be informed regarding the same.

Students Discipline:

Students would wear their identity cards compulsory. Its violation is subject to disciplinary action. Cell phones are strictly prohibited in the college. Eve teasing and ragging are forbidden the college. It is against the principles of the college to sit or stand as a group/individual or loitering in the campus during the college working hours.

Ragging:

Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the KBN College Campus.

- Anti-Ragging Committee has been constituted and all Anti ragging measures have been taken as per UGC norms.



Students Attendance:

Attendance will be calculated in terms of percentage while awarding marks. Minimum attendance required by a student to take semester end examinations.

Theory - 75% & Practical-90%

At least 60% attendance in theory and 80% attendance in practical is required by a student to pay the condonation for shortage of attendance.

Absence from the Guest Lectures, Workshops and Seminars:

Attendance for Guest lectures, Workshops and Seminars is compulsory.

- Students are required to entirely follow the uniform code recommended and wearing the identity cards is mandatory.
- Students ought to be timely in participation and must be in his/her seat at the initiation of seminars and workshops.
- Students are required to maintain the decorum in the institution and interact meaningfully with the faculty.



Students Identity Card:

- Every student will be provided with an Identity card which he/she must keep as long as he/she is a student of this college.
-

- Whenever he/she approaches the office /Departments on academic or administrative matters, he/she must produce his/her identity card.
- No request will be entertained without the production of the identity card.
- Along with the hall ticket, the identity card should also be brought for taking any examination, theory or practical ID Card should always be worn around the neck in the college.



Communication to students:

- Any changes effecting the students or class scheduled will be communicated to the students via the notice boards or other modes of communication. It is important that the students keep themselves abreast of any changes of time table details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.



Students Library Rules:

Working hours of the library:

- The library and reading room remain open from 7.30.am to 8.00 pm.
- Internet facility from 9.00 am to 6.00 pm.
- Repographic facility from 9.00 am to 6.00 pm.
- Issue of new borrower cards 10.00 am to 10.30 am.
- Issue of books and return of books 10.00 am to 10.30 am; 1.10 pm to 1.40 pm; 3.10 pm to 3.30 pm; 6.10 pm to 6.30 pm.

The moment a student enters the library he/she should put his/her signature in the visitors register.

Students have to maintain silence in the library and in the reading room.

Students should not cause any sort of damage to the library property and equipment. If any student causes any damage to the library property and equipment he/she shall pay proper compensation for it.

If any student behaves contrary to the rules and regulations of the library, he/she will lose his/her right to enter the library he/she cannot get any facility from the library.

Every student may borrow two books at a time from the library and may keep it with him/her for two weeks. He/she should not give borrowed books to others.

He/she should not spoil the books by drawing the lines. When the student borrows the books from the library he/she should check whether the book is in good condition or not. The book is damaged or spoiled the student will be held responsible.

When a student returns the library books he/she is expected to verify that the return of the books is recorded in his/her library card.

Reference, rare books and magazines will not be issued home.

Books should be returned on or before date mentioned the date mentioned on the borrower card.

If the library books are not returned on or before the due date fine will be levied. The borrower has to pay Rs. 1/- per book per day after the due date.

Students should use their own library card and ID-card. The students should not lend their library card and ID-Card to others. Re Issue of duplicate library card is made at a price of Rs. 5/- in case of lost and damaged.



Students Grievances Cell:

Constitution of Appeals & Grievance Redressal Committee:

The committee shall comprise

- Chairman - Principal
- Vice-Chairman - director - Academic and Planning
- One female faculty nominated by the chairman - Head of the Department of Zoology
- One Male faculty nominated by the chairman - Controller of examinations.

Procedure:

- The aggrieved student would submit in writing his/her grievance to the Head of the Department.
 - The Head of the Department will inform the chairman and Vice Chairman would convene a meeting of members within 5 days of receiving the complaint.
 - The decision taken would be communicated to the student within 3 further working days.
 - Every aggrieved student has a right to appeal. Such appeals will be made in writing to the chairman.
-

Non-Teaching Staff Code of Conduct

- ☞ All the non-teaching staff shall perform his/her duties efficiently, as per the Institutional norms and they should remain on duty during college hours (09:00 AM to 06:00 P.M) in their respective departments.
- ☞ Every Staff member must respect and maintain the hierarchy in the Administration.
- ☞ Every Staff member should cooperate with students, colleagues & superiors.
- ☞ Non-Teaching Staff assigned Laboratories should keep the labs clean.
- ☞ Non-Teaching staff shall complete the assignment given to them by the Principal and faculty members to whom he/she is attached.
- ☞ The lab staff must keep surveillance during practical so that the equipment/instrument is not mishandled by the students.
- ☞ Every non-teaching staff member should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
- ☞ Every non-teaching staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- ☞ The non-teaching staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
- ☞ The non-teaching staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- ☞ The non-teaching staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.


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STUDENT DISCIPLINARY POLICY AND PROCEDURE

<https://www.kbncollege.ac.in/policydoc/POLICY%20DOCUMENT%20ON%20STUDENT%20DISCIPLINARY%20&%20PROCEDURE.pdf>



Student Disciplinary Policy & Procedure

I. Introduction

- ◀ This policy and its associated procedures support College Statutory duty to safeguard and promote the welfare of students and the College is a caring learning community that respects the desire of each individual student to enjoy a safe and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members of staff and students.
- ◀ As members of the college community, all students are expected to abide by College Code of Conduct for Students.
- ◀ Positive behaviour is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- ◀ Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to the disciplinary procedures outlined in this document. Disciplinary procedures invoked will reflect the seriousness of the student's misconduct.

Members:

- ◀ Vice-Principal – College Welfare Officer
- ◀ Ward Counsellor – Student's Proctor

II. Application of this policy and procedures:

- ◀ College Disciplinary Policy and Procedures apply to all students studying at College when they are both on and off college premises.
- ◀ This policy and its associated procedures will be implemented fairly and consistently.
- ◀ The policy outlines students' right to state their case in defence of their actions in response to an allegation of misconduct.
- ◀ This policy and all stages of its associated disciplinary procedures should be aligned to the relevant policies and procedures of awarding and validating bodies for College academic programs.

III. Policy Aims:

The policy and its associated procedures aims to:

- ◀ Encourage positive student behavior in all aspects of life at College
- ◀ Define College approach to and procedures for managing student misconduct
- ◀ Ensure student misconduct is identified and managed consistently and fairly
- ◀ Enable students to state their case in response to any allegation of behavioural misconduct
- ◀ Ensure students and staff are aware of the protocols for investigating possible cases of behavioural misconduct and for dealing with aggressive behavior
- ◀ Ensure accurate recording and reporting of disciplinary matters.

IV. Expectations of student behavior:

- ◀ College Code of Conduct for Students sets out overarching rules and expectations of student behavior.
- ◀ College residences and homestay providers may also have specific additional rules or expectations for students

V. Behavioural misconduct:

- ◀ Behavioural misconduct is defined as any breach of college rules, as described in College Code of Conduct for Students.
- ◀ In addition, a breach of any additional rules that have been clearly and explicitly set out by individual colleges, college residences or homestay providers will be considered as behavioural misconduct.
- ◀ A case of misconduct that is considered by staff to be an isolated incident and minor in nature may be managed with an informal verbal warning outside of the official procedures outlined in this document.
- ◀ More serious misconduct and misconduct following a previous informal warning will be managed using the procedures below.
- ◀ Cases of suspected or substantiated gross misconduct will be referred immediately to the college Principal and may result in a student being expelled in extreme cases.

VI. Roles and responsibilities of staff:

- ◀ All staff have a duty to report suspected or substantiated misconduct to the college Welfare Officer and to the student's Proctor.
- ◀ The Welfare Officer and Proctor will decide who is best placed to manage the case of misconduct, depending on the nature of the incident, and involve further welfare and/or academic staff in any investigation or disciplinary procedure as needed.
- ◀ Cases of misconduct are escalated to more senior staff if:
 - * Early stage procedures have not adequately resolved the matter
 - * This is not the first case of misconduct for the student
 - * The misconduct is of a sufficiently serious nature that early stage procedures are deemed to be inappropriate.

VII. Recording cases of misconduct:

All cases of misconduct should be recorded by the member of staff who identified the misconduct, in the minutes of Grievance & Redressal Cell.

VIII. Reporting cases of misconduct:

- ◀ Staff identifying misconduct should report it to the college Welfare Officer and to the Proctor. This should be done by forwarding them the details of the case recorded in a Grievance & Redressal Cell.
- ◀ Cases of misconduct occurring at college or in relation to academic work will be managed in the first instance by the student's Proctor. The student's proctor should keep the college Welfare Officer informed regarding progress and outcome.
- ◀ Cases of misconduct occurring in college residences, homestay or off-site will be managed in the first instance by the college Welfare Officer or passed to the appropriate authority. The college Welfare Officer or Chief warden should keep the student's Proctor informed regarding progress and outcome.
- ◀ All cases of misconduct that result in a written warning to the student should be reported to the student's parent(s)/guardian(s).

IX. Use of sanctions:

- ◀ At any stage of the disciplinary process, sanctions may be imposed on students, where appropriate, to directly or indirectly bring about a change in conduct.
- ◀ If a sanction is imposed, the student must be made aware of the conditions and duration of the sanction.
- ◀ Sanctions may take the form of additional duties, actions or payment to remedy the outcome(s) of misconduct, restricted access to resources/parts of the college, removal of privileges, or confiscation of personal property.

X. Disciplinary procedures:

- ◀ Following a case of misconduct, early disciplinary procedures will be managed by the Students' Proctor or the college Welfare Officer, depending on the nature of the misconduct. Later-stage procedures will be managed by more senior members of staff. Further details can be found below as part of the description of each procedural stage.
- ◀ Disciplinary procedures should only be invoked for substantiated allegations of misconduct.

Overview of procedures for different types of misconduct:

Stage 1: Verbal warning:

The Proctor/Welfare Officer should:

- ◀ Note down a Stage 1 plan using the Misconduct Record (this will already be part-completed for the case by the member of staff who reported the misconduct), outlining the actions the student must take/changes they need to make/sanctions imposed in response to the case and the relevant timeframe(s)
- ◀ Meet with the student to:
 - a. Inform them of the allegation of misconduct
 - b. Provide them with details of how the allegation is substantiated
 - b. Explain why their behaviour was not appropriate
 - c. Gain a clear understanding of the circumstances of what happened
 - d. Give the student the opportunity to explain or defend their actions
 - e. Inform the student of the Stage 1 plan and the associated timescale(s) and

ensure that they understand it

f. Ask the student how they plan to meet the requirements of the Stage 1 plan and whether they require support to do so

g. Secure verbal commitment from the student that they plan to meet the requirements of the Stage 1 plan

h. Verbally warn the student that the consequences of not meeting the requirements of the Stage 1 plan will be to move them to Stage 2 of the disciplinary procedures and to inform their parent(s)/guardian(s) and representative agent, if applicable

- ◀ Arrange for the provision of any support to meet the requirements of the Stage 1 plan requested by the student
- ◀ Monitor progress of the student during Stage 1
- ◀ Meet with the student after the time period has elapsed to determine whether the Stage 1 plan requirements have been met.
- ◀ If the matter is resolved, complete and save the Misconduct Record in the student's file and update other academic/welfare staff as required
- ◀ If the matter is not resolved, update the Misconduct Record with the details to date, circulate a copy of the record to all other relevant members of staff for information, inform the student's parent(s)/guardian(s) and representative agent (if applicable) of the details of the case, and move the procedure to Stage 2.

Stage 2: Written warning:

Misconduct cases not resolved by a Stage 1 procedure, second case of misconduct (the misconduct may be the same as or different to the first case), and more serious cases of misconduct should be managed using a Stage 2 procedure.

The Proctor/Welfare Officer should:

i. Note down a Stage 2 plan, using the Misconduct Record already part-completed for the case, outlining the actions the student must take/changes they need to make/sanctions imposed in response to the case and the relevant timeframe(s).

ii. For cases of misconduct not resolved by a Stage 1 procedure, the member of staff managing the case should meet the student to:

- ◀ Give student the opportunity to explain why they did not meet the

requirements of the Stage 1 plan

- ◀ Inform the student of the Stage 2 plan and the associated timescale(s) and ensure that they understand it
 - ◀ Ask the student how they plan to meet the requirements of the Stage 2 plan and whether they require support to do so
 - ◀ Secure written commitment from the student that they plan to meet the requirements of the Stage 2 plan
 - ◀ Inform the student that their parent(s)/guardian(s) and representative agent,
 - ◀ if applicable, have been informed about the case and the action taken to date
 - ◀ Warn the student in writing that the consequences of not meeting the requirements of the Stage 2 plan will be to move them to Stage 3 of the disciplinary procedures and to keep their parent(s)/guardian(s) and representative agent, if applicable, informed.
- iii. For cases of repeated or more serious misconduct, the member of staff managing the case should meet with the student to:
- a. Inform them of the allegation of misconduct
 - b. Provide them with details of how the allegation is substantiated (present any evidence)
 - c. Explain why their behaviour was not appropriate
 - d. Gain a clear understanding of the circumstances of what happened
 - e. Give the student the opportunity to explain or defend their actions
 - f. Inform the student of the reason the case is being managed using a Stage 2 procedure
 - g. Inform the student of the Stage 2 plan and the associated timescale(s) and ensure that they understand it
 - h. Ask the student how they plan to meet the requirements of the Stage 2 plan and whether they require support to do so
 - i. Secure written commitment from the student that they plan to meet the requirements of the Stage 2 plan

Stage 3: Case conference:

Misconduct cases not resolved by a Stage 2 procedure, third cases of misconduct (the misconduct may be the same as or different to the first and second cases), and more serious cases of misconduct should be managed using a Stage 3 procedure.

The Proctor/Welfare Officer should:

- i. Arrange a meeting with the Welfare Officer/student's Proctor, relevant Chief Proctor and Chief Warden, the Director of Student Services and the Academic Coordinator, as relevant, to review the details of the case and determine a Stage 3 plan
- ii. For cases of misconduct not resolved by a Stage 2 procedure, the Proctor/Welfare Officer should arrange a case conference between the student and relevant senior academic and/or welfare staff to:
 - a. Give the student the opportunity to explain why they did not meet the requirements of previous stage plans
 - b. Inform the student of the Stage 3 plan and the associated timescale(s) and ensure that they understand it
 - c. Ask the student how they plan to meet the requirements of the Stage 3 plan and whether they require support to do so
 - d. Secure written commitment from the student that they plan to meet the requirements of the Stage 3 plan.
- iii. For cases of repeated or more serious misconduct, the Proctor/Welfare Officer should arrange a case conference between the student and relevant senior academic and/or welfare staff to:
 - a. Inform them of the allegation of misconduct
 - b. Provide them with details of how the allegation is substantiated
 - c. Explain why their behaviour was not appropriate
 - d. Gain a clear understanding of the circumstances of what happened
 - e. Give the student the opportunity to explain or defend their actions
 - e. Inform the student of the reason the case is being managed using a Stage 3 procedure
 - g. Inform the student of the Stage 3 plan and the associated timescale(s) and ensure
 - a. that they understand it

- a. Ask the student how they plan to meet the requirements of the Stage 3 plan and
- b. whether they require support to do so
- b. Secure written commitment from the student that they plan to meet the requirements of the Stage 3 plan.
- iv. Arrange for the provision of any support to meet the requirements of the Stage 3 plan requested by the student
- v. Monitor progress of the student during Stage 3
- vi. Meet with the student after the time period has elapsed to determine whether the Stage 3 plan requirements have been met
- vii. If the matter is resolved, complete and save the Misconduct Record in the student's file, update other academic/welfare staff, as required, and inform the student's parent(s)/guardian(s) and representative agent (if applicable) that the case is resolved. If the matter is not resolved, update the Misconduct Record with the details to date, circulate a copy of the record to all other relevant members of staff for information, inform the student's parent(s)/guardian(s) and representative agent (if applicable) of the details of the case/case update, and move the procedure to Stage 4.

Stage 4: Disciplinary hearing:

Misconduct cases not resolved by a Stage 3 procedure and cases of gross misconduct should be managed using a Stage 4 procedure.

The Principal will: Refer the case to the Principal:

- i) Review the Misconduct Record and take one or more of the following immediate actions, depending on the nature of the case:
 - a. Request further investigation into the case
 - b. Report the student's activities to the police
 - c. Exclude the student from some/all activities with immediate effect
 - d. Conduct a disciplinary hearing.

Further investigation

The Principal may arrange further investigation into a case where more robust evidence is required to substantiate an allegation of misconduct, or where anyone involved in the case may have acted subjectively, inappropriately or in a biased manner. Further investigation into cases of misconduct that have resulted in serious outcomes will also be conducted as required.

Reporting activities to the police

The Principal will contact the police where cases of misconduct involve criminal activity, or where criminal activity is suspected and police investigation is required to substantiate an allegation.

Permanent exclusion

- i. In cases of gross misconduct substantiated by robust evidence, the Principal may immediately and permanently exclude the student from the college if they feel that the student's presence in the college puts their own welfare or safety or that of other students and/or members of staff at risk.
- ii. The Principal will oversee exclusion processes and inform all college staff of the student's exclusion. All college records relating to the student will be updated with details of the exclusion.

Temporary exclusion

- i. In cases of gross misconduct that require further investigation to gather robust evidence, the Principal may immediately temporarily exclude the student from college premises, from their studies or from certain activities or areas of the college in order to safeguard their own welfare and/or that of others. Temporary exclusion will normally be for a maximum period of 10 college days.
- ii. All temporary exclusions will be supported by an exclusion agreement, which will clearly define the terms of the exclusion and must be signed by the Principal and the student. The student's parent(s)/guardian(s) and representative agent (if applicable) must be informed of the temporary exclusion immediately and be sent a copy of the exclusion agreement.
- iii. The Principal will inform all college staff of the student's temporary exclusion and provide them with a copy of the agreement. All college records relating to the student will be updated with details of the exclusion.

Disciplinary hearings:

- i. A disciplinary hearing will be arranged for cases of misconduct in which there is clear evidence to support the allegation(s) and it is felt that the student should be given the opportunity to defend their actions. The Principal will arrange the hearing and chair the proceedings.
- ii. The hearing should include a panel of at least three representatives of the college who have not been involved in the incident, who will make the final judgment on

the case. The Principal will be responsible for determining the course of action as a result of the case judgment. Additional parties that may be involved in the hearing include witnesses requested by the college and/or student, the person who conducted any further investigation into the case, a supporting person elected by the student, and the student's parent(s)/guardian(s). In addition, an administrator will be present to prepare a written transcript of the hearing.

iii. The Principal will request the student's attendance at the hearing in writing, giving at least 5 working days' notice from the date on which the letter is expected to be received. The letter should:

- a) Describe the allegation(s) of misconduct against the student
- b) Explain why the behaviour was not appropriate
- c) Give the date, time and location of the disciplinary hearing
- d) Describe the format of the hearing and list the attendees and their roles in the proceedings
- e) Inform the student that the hearing will be recorded in the form of a written transcript
- f) Enclose copies of misconduct records relating to the case, and to any previous cases, where appropriate
- g) Enclose copies of substantiating evidence for the case and reports based on any further investigation(s) conducted.

Actions following disciplinary hearings:

- i. Details of disciplinary hearings that result in no further action being taken should be included in the student's records.
- ii. Disciplinary hearings that do not result in exclusion will lead to the development of a plan of action to manage the student's conduct in the future, where applicable. This should be developed by the Principal in association with the Welfare Officer, the student's Proctor and other relevant academic and/or welfare staff, as required.

XI. Investigating cases of suspected misconduct:

In cases of suspected misconduct, investigation to provide substantiating evidence will be conducted. Investigation will be arranged by the member of staff managing the case (the college Welfare Officer or student's Proctor) and carried out by a member of college staff not involved in the incident or by external third parties, as appropriate.

XIII. Physical intervention to manage behaviour:

In the event that a student's behaviour poses a risk to property and/or to the safety and welfare of the student and/or others, the immediate area will be evacuated and the attendance of college security arranged. Under no circumstances should college staff (other than security) attempt to intervene or physically restrain a student.

XIV. Complaints and appeals:

If a student wishes to make a complaint about a disciplinary procedure, or appeal the outcome of a disciplinary hearing, please refer them to the Grievances & Redressal Cell of the College.



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**CONSTITUTION AND PROCEEDINGS OF THE
MONITORING COMMITTEE**

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

KOTHAPETA, VIJAYAWADA - 520001

CODE OF CONDUCT – MONITORING COMMITTEE

Monitoring Committee for a Code of Conduct plays a crucial role in ensuring that students, faculty, and staff adhere to the established code of conduct and maintain a positive and ethical campus environment.

MEMBERS OF THE COMMITTEE:

- ❖ Principal, Chairperson
- ❖ Vice-Principal
- ❖ IQAC Coordinator – Coordinator
- ❖ PG Director
- ❖ Controller of Examinations
- ❖ HoD, Department of Computers
- ❖ HoD, Department of Commerce and Management

OBJECTIVES:

- ❖ To Monitor student behavior and enforce disciplinary measures as necessary.
- ❖ To enforce the code of conduct for students, faculty members, and Non-Teaching staff.
- ❖ To promote awareness of code of conduct, discipline, and college protocols.
- ❖ To coordinate professional ethics programs for both faculty and students.

FUNCTIONS OF THE COMMITTEE:

- The committee is responsible for monitoring and assessing the adherence to the college's code of conduct by all the students, faculty members, administrators and Non-Teaching staff of the college.
- When violations are reported or suspected, the committee may conduct investigations to gather relevant information, and determine whether a violation has occurred.
- The committee can recommend appropriate disciplinary measures for individuals found to be in violation of the code of conduct.
- The committee can serve as a resource for resolving conflicts or disputes within the college community, especially when they relate to violations of the code of conduct.
- Periodically, the committee should review the college's code of conduct to ensure it remains relevant and effective. They can recommend updates or revisions to the policy as needed.
- The committee may advise college administrators on matters related to the code of conduct, propose improvements to the policy, and offer guidance on handling specific cases.


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**GEO-TAGGED PHOTOS, REPORTS & WEBSITE
LINKS**

Professional Ethics Programmes for Teaching and Non-Teaching Staff

For Teaching Staff:

- A Faculty Development Programme was organized by Internal Quality Assurance Cell on 'Outcome Based Education: Learning Outcomes as a Tool to Assess Progression' by Dr. A. Xavier Mahimairaj, IQAC Coordinator, Loyola College, Chennai on 3rd December, 2022 at 11:00 A.M.



Staff at the FDP

- IQAC organised the Faculty Development Program for **newly recruited faculty members** with the aim of enhancing their teaching and professional skills on **29th December, 2022** by Dr. S. Sasikala, Former Principal, KBN College.



- Internal Quality Assurance Cell organised **Faculty Training Programme** on College Automation System 'WebPros' on **14th October, 2022**. The college has introduced new software 'Webpros' related to faculty and students. To train the faculty on this software IQAC has conducted a Faculty training Programme to all the Administrators and teaching staff by the Webpros Team on 14th October, 2022.



- To bring more awareness about the NEP, Internal Quality Assurance Cell of KBN College organized a **Faculty Development programme** on '**National Education Policy 2020**' by the Resource Person Dr. S. Sankar, Advisor, IQAC Cluster India, Retired Principal & Advisor, ANR College, Gudivada.



- To create awareness on 'Current Research Opportunities', IQAC has organized a Faculty Development Programme on current research opportunities to all the science faculty members on 20th April, 2022 by Dr. G. Seetha Rama Raju, Asst. Prof., Dept. of Energy & Materials Engineering, Donguok University, Seoul, South Korea.



- To promote research among faculty, **IQAC and Research Promotion and Monitoring Cell** of our college organised a one week virtual Faculty Development Programme on “**Research Design, Ethics and Metrics**” from **18th to 23rd October, 2021**.

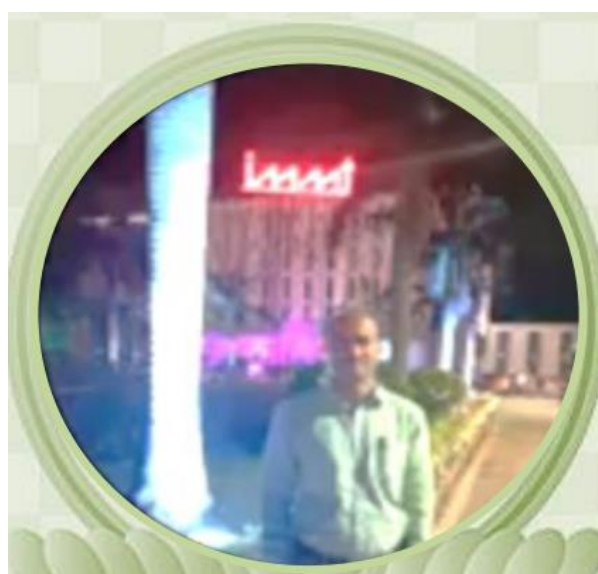


Technical Session – I
(Prof. R. Venkatanadh, Research Coordinator,
GITAM University, Bangalore)



Technical Session – II
(Prof. K.S. Jagannadha Rao,
Director, INDICASAT, Panama)

Technical Session – III
(Dr. Togapur Pavan Kumar,
Senior Scientist, Chemistry & IP, CSIR-
Institute of Minerals & Materials
Technology (IMMT), Bhubaneswar, Odisha)



- KBN College had organized a Two Day National Conference on "Impact of Best Practices in Quality Enhancement in Higher Education Institutions" sponsored by NAAC (National Assessment & Accreditation Council), Bangalore in collaboration with APSCHE (Andhra Pradesh State Higher Education) on **4th & 5th December, 2020**.



Talk by Prof. K. Rama Mohana Rao, Vice-Chairman, APSCHE



*Dr. P. Anil Kumar, Academic Officer, CCE
Theme: Effects of Internal Quality Assurance on Indian Higher Educational Institutions*



*Talk by the Resource Person Dr. M. Babu Reddy, Asst. Prof., in Computer Science, Krishna University, Machilipatnam
Theme: Role of IQAC in Quality Sustenance & Enhancement in Higher Education*



- Teacher Orientation & Training Programme on “Share 2020 Academic View” using Google Meet/ G-Suite App on 8th July 2020.



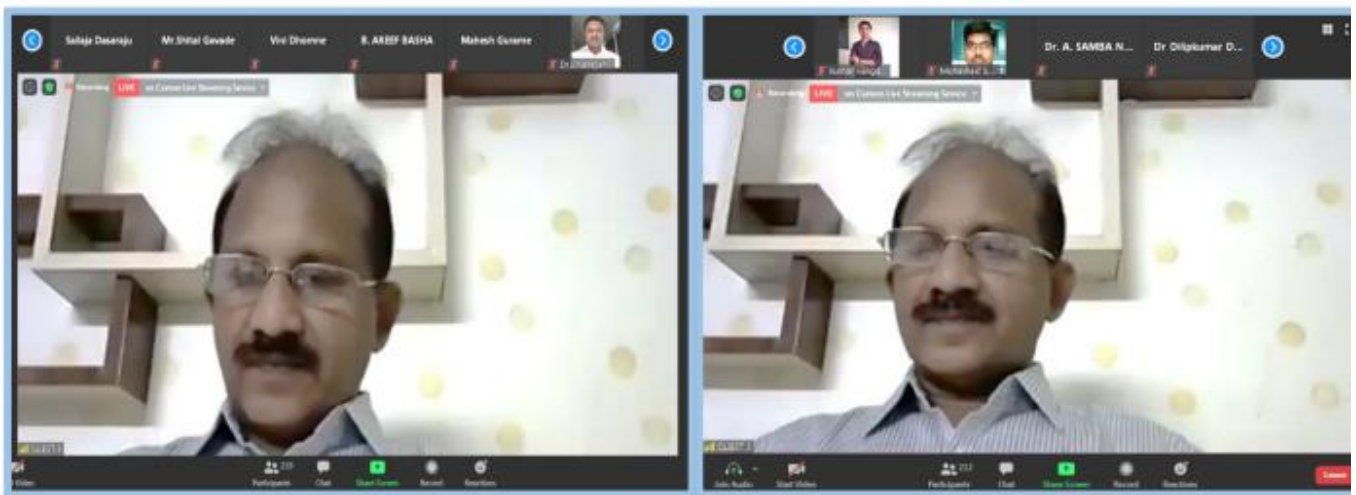
UGC Sponsored Four-Day Webinar on
“IMPACT OF COVID-19 ON EDUCATION SECTOR IN INDIA
AND STRATEGIES TO FACE THE PANDEMIC”

10th – 13th June, 2020

Organized by: Internal Quality Assurance Cell (IQAC)

In collaboration with Andhra Pradesh State Council of Higher Education
(APSICHE)

- UGC Sponsored Four Day Webinar on Impact of Covid-19 on Education Sector in India and Strategies to face the Pandemic from 10th to 13th June, 2020.



Dr. Illa Ravi, Principal, SRR & CVR Govt. Degree College explaining about the measures for social distancing



- IQAC organised a **Three Day Workshop on “A Powerful & Life Changing Development Programme”** 7th, 8th & 10th August, 2019 by **Mr. R. Rajesh Murthy, Peak performance Specialist, Rajesh Murthy Training System.**



- IQAC organised a Three – Day Faculty Development Programme on **“Innovative Pedagogy & Effective Teaching”** 30th May – 1st June, 2019.



Resource Person Prof. R. R. L. Kantham, Former Registrar, Acharya Nagarjuna University delivering his lecture Topic: Qualities of a Good Teacher



- IQAC organised Two **Day Faculty Development Programme** on **“Teaching Methods, Tools and Techniques”** Organized by Internal Quality Assurance Cell (IQAC) 6th & 7th June, 2018.



**Dr. O.V. Krishnaiah Chetty, Professor of Mechanical Engg (Retd.) IIT Chennai
Dean (Mech. Engg.), SVCET, Chittoor explaining his views on Research Methodology**



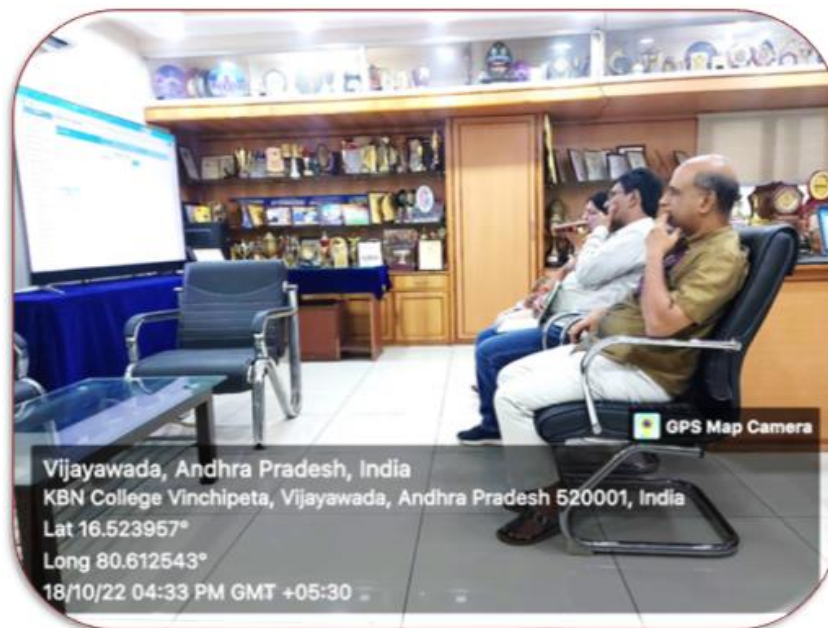
**Dr. Achutha Jois, Chairman & Director at Atma & Acliv Group, Bengaluru, about
Traditional Pedagogical Teaching tools**



**Talk on Online Courses by Dr. G.N. Satish,
Head of M.B.A Dept. Aurora's Post
Graduation College (M.B.A), Hyderabad**

Professional Development Programmes for Non-Teaching Staff:

- The college has introduced College Automation System 'Webpros' . To train the non-teaching staff on this software IQAC has conducted a training Programme to the Manager, Librarians and non-teaching staff by the Webpros Team on 18th October, 2022.



- The college organized a Personality Development Programme to all the Supporting Staff by Dr. M. Venkateswara Rao, Vice-Principal on 21st April, 2022.



- Department of Physical Education organized an Awareness Programme on 'Manage Stress through Yoga and Meditation' on 30th July, 2021 to Supporting Staff. Sri N. Sambasiva Rao, Yoga Trainer and In-Charge, HVPE.



- To instill human values and professional ethics into the minds of the staff to facilitate development of holistic perspective among them towards their personal and professional life, the Department of HVPE, organized an awareness programme on 'Human Values and Professional Ethics' to all supporting staff of the college on 9th November, 2020. Sri N. Sambasiva Rao, Incharge, HVPE was the resource person.



AWARENESS ON HUMAN VALUES AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF



Awareness Programme on 'Human Values and Professional Ethics'

Organized by: Department of HVPE

Report

To instill human values and professional ethics into the minds of the staff to facilitate development of holistic perspective among them towards their personal and professional life, the Department of HVPE, organized an awareness programme on 'Human Values and Professional Ethics' to all supporting staff of the college on 9th November, 2020. Sri N. Sambasiva Rao, Incharge, HVPE was the resource person. He said 'Human values are the guiding principles of all our thoughts, beliefs, behaviour and actions'. Professional ethics enshrines personal and institutional rules that govern behaviour within the context of a particular profession.

TALK ON 'ROLE OF YOGA & MEDITATION IN STRESS
MANAGEMENT' – FEBRUARY, 2021



Talk on 'Role of Yoga & Meditation in Stress Management'

Organized by: IQAC

Report

IQAC has conducted an awareness talk on 'Role of Yoga & Meditation in Stress Management' for all supporting staff on 4th February, 2021 by Sri N. Sambasiva Rao, In-Charge, HVPE of our college. In his talk he told about the positive effect of yoga on nervous system and its aid in lowering heart beat and blood pressure. He also told that yoga reduces the demand of the oxygen in the body and it can also improve digestion, strengthen immunity, help in effective elimination of toxic wastes and also increase the lung capacity. He suggested the supporting staff to do yoga regularly to reduce the chances of stress, anxiety, and depression.

SUPPORT STAFF PROGRAMMES – 2019-20

Awareness Programme on Workplace Ethics	22nd June, 2020
Programme on ‘Training for New Software / Updated Software & New Equipment	10th September, 2019
Workshop Techniques for Memory Enhancement	7th February, 2020

In every college supporting staff are backbone to the college. They play crucial role in functioning of the administrative work of the college. Providing training to the supporting staff improves the individual performance and also upgrade the work progress according to the needs. The skills acquired by the supporting staff through training programmes make the workplace environment friendlier, more open to the exchange of ideas and also more disciplined.

The KBN College also conducted three training programmes for the development of Support Staff for the Academic Year 2019-2020.

AWARENESS PROGRAMME ON WORKPLACE ETHICS – 22.06.2020

A training programme on workplace ethics is needed to the manager, supervisor or intern of an institution to make every employee feel safe and also the environment being friendlier. Workplace ethics are the set of values, moral principles, and standards that need to be followed by both employers and employees in the workplace. It is the set of rules and regulations that need to be followed by all staff of the workplace. The orientation programme is conducted by the office superintendent to all the supporting staff in order to ensure the higher productivity of the work. He explained in his note to all the members the importance of sharing the information among the staff increases their knowledge. The privacy of data of the college also mandatory and it should not reveal to anyone outside of the college. It is important for employees to always take responsibility for decisions made both individually and in a team.

PROGRAMME ON TRAINING FOR NEW SOFTWARE / UPDATED SOFTWARE & NEW EQUIPMENT-10.09.2019

Software is not a static product and needs to evolve as technology develops, new client needs emerge and competitors innovate. This update process is part of the daily lives of software publishers. However, for employees and clients, it is a make-or-break moment. The impact of a lack of in-house training on product updates is extremely visible. Employees must know the product like the back of their hand. The computer science department purchased the systems with new configuration to do the projects for data science students. Each department heads trained their technical staff regarding the updating details as well as operating of new equipment and also the technical persons of Ezschools and Manasa Solutions gave training to the office staff regarding the updations in the software. The staff also acquainted with the new system.

WORKSHOP TECHNIQUES FOR MEMORY ENHANCEMENT-07.02.2020

Majority of people suffer from memory failures of one kind or another, and most of us would like to improve our memories so that we don't forget where we put the files or more importantly, the material we need to know for an exam. Obviously it is difficult to handle situations when something going wrong in the documents while submitting in the portal by the supporting staff in the colleges. In order to overcome the stress and also increase the memory power for supporting staff, the IQAC cell has taken an initiation and organized a workshop on Techniques for Memory Enhancement by Mr.Rajesh Murthy. He explained the importance of remembering the things by using the techniques like storytelling, visual art, relate the things which was needed for the documents, etc. Sometimes even just making flashcards of various terms you need to remember can help to strengthen information in your mind. Mnemonic devices are a technique often used by the people to aid in recall. A mnemonic is simply a way to remember information. For example, you might associate a term you need to remember with a common item that you are very familiar with. The best mnemonics are those that utilize positive imagery, humor, or novelty. He also conducted the brain activities by the supporting staff which will very helpful in their workplace.

Programme on “Employee Responsibilities & Prime Duties on 19th July, 2018

Mr. S. Srinivas, office superintendent has taken an interactive class with the supporting staff on 19th July, 2018 on the roles and responsibilities of their duties in their workplace. In his talk, he stated that one should perform one’s role for smooth functioning of the organization. He reminded about the policy of the instruction, that the committed employees were always rewarded with incentives. He suggested various ways to resolve the grievances posed by faculty and students. He insisted upon every member to observe time in completing the documentation work and updation of online records. He advised to maintain good hospitality towards visitors form other institutions.
