



Policy Document

Professional Ethics



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
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