



## **DANTULURI NARAYANA RAJU COLLEGE(AUTONOMOUS)**

BHIMAVARAM, W.G.Dt., ANDHRA PRADESH, INDIA-534202

(Accredited at B++ by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)



# ***Policy Manual***

*Website*  
[www.dnrcollege.org](http://www.dnrcollege.org)

*Email:principal@dnrcollege.org*

*Foreward...*

*Dear Reader,*

We are pleased to present you a Policy manual detailing all the updated policies of Dantuluri Narayana Raju College (Autonomous). We urge you to read these policies and get familiar with the letter and spirit of those policies. If you find a need for any clarifications, you may please get in touch with the office of our college. We are delighted to take this opportunity to wish you a very fulfilling association with us.

**With Regards,**

**G.Moses  
Principal (FAC)**

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## 1. Vision and Mission

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### **OUR VISION**

To transform into an institution of excellence for development of human resources in the domains of Sciences, Social Sciences, Technology, Arts, Commerce and Management

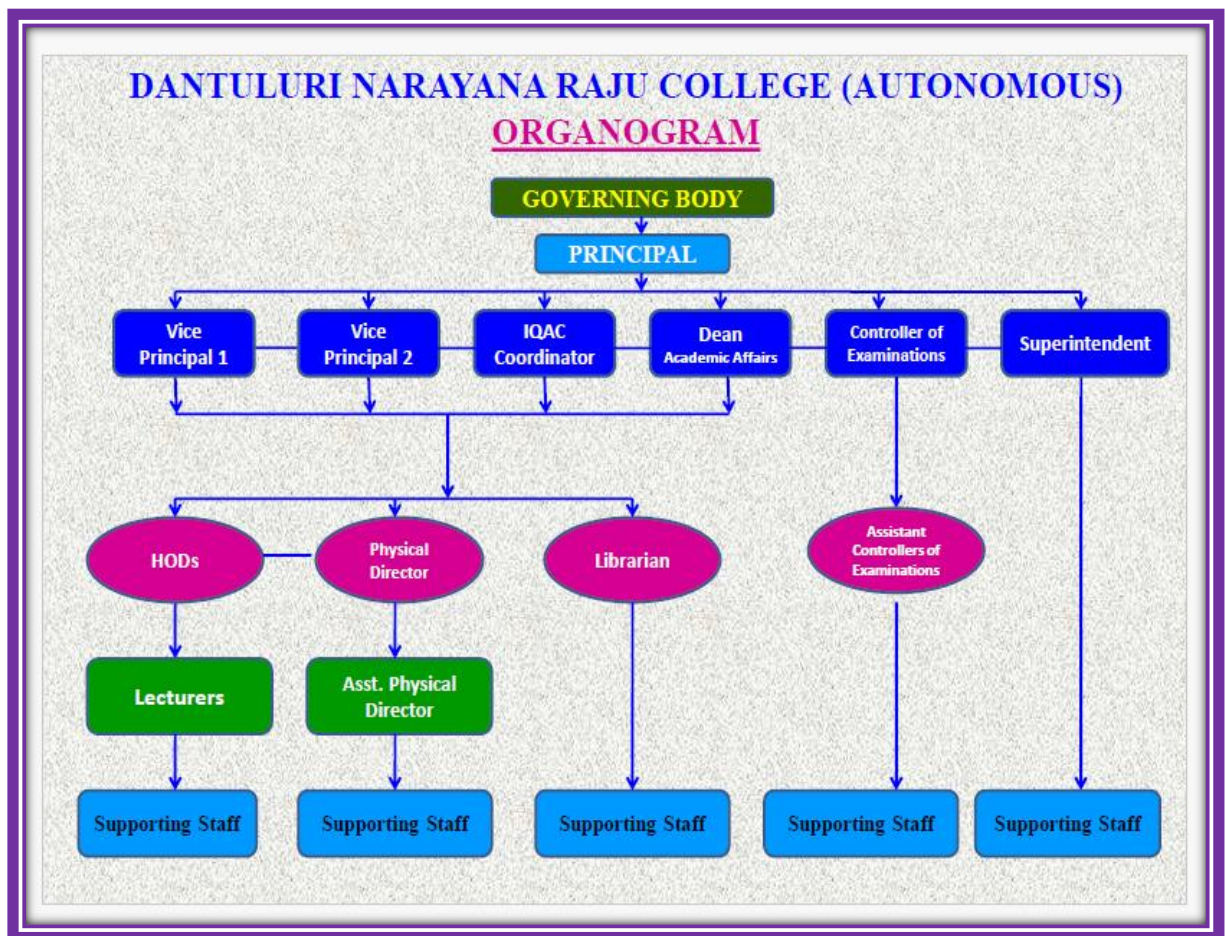
### **OUR MISSION**

Providing community oriented and learner centric curricular improvement, academic and applied research, programmes of out reach to transform in the direction of attaining excellence.

### **GOAL**

*To be Elevated as “Deemed to be University”*

## 2. Organogram



### 3. The Governing body

The Governing body is constituted as per the bylaws of the D.N.R.College Association, Bhimavaram. The Governing Body meets once in three months to discuss various academic and administrative issues of the institution. The Governing body committed to raise the level of knowledge delivery at D.N.R.College with the assistance of faculty members and administrators of the Institute. The President and Secretary & Correspondent are the chief functionaries who take the responsibility of implementing the Policy decisions of the governing body through the Principal. The composition of Governing Body is presented here.

#### **D.N.R. COLLEGE ASSOCIATION: BHIMAVARAM LIST OF GOVERNING BODY**

Sl.No	Name	Designation
1	Sri Gokaraju Venkata Narasimha Raju	President
2	Sri Gokaraju Pandu Ranga Raju	Vice-President
3	Sri Chekuri Srinivasa Raju	Vice President
4	Sri Gadiraju Satyanarayana Raju (Babu)	Secretary & Correspondent
5	Sri Kunaparaju Rama Krishnam Raju	Joint Secretary & Correspondent
6	Sri K.V.S.R.Narayana	Treasurer
7	Sri Kothapalli Sivarama Raju	Assistant Secretary
8	Sri Alluri Subba Raju(A.S Raju)	Member
9	Sri Ch Kumara Dattatriya Varma	Member
10	Sri J Ramalinga Raju	Member
11	Sri Nandyala Madan Mohan Latchi Raju	Member
12	Sri M.V.Krishnam Raju	Member
13	Mantena Venkata Viswanadha Satyanarayana Varma Raju	Member
14	Sri Namburi Venkata Satyanarayana Raju	Member
15	Sri Vegesna Venkata Satya Naga Bhaskara Bangarraju	Member
16	Sri Dantuluri Narayana Raju	Co-opted Member
17	Sri Gannabattula Lakshmi Narayana Kumar	Co-opted Member
18	Sri Dantuluri Koteswara Raju	Co-opted Member
19	Sri Penmesta Rama Krishnam Raju	Co-opted Member
20	Sri Alluri Surendra	Co-opted Member

## 4. Recruitment Policy

**Objective:** Effectiveness and efficiency of an institute is subjected to the competence and quality of its human resources. The objective of this Policy is to implement a streamlined recruitment process in identifying and hiring qualified and best-suited candidates for all the given positions and as applicable and as per the UGC norms.

**Policy and Procedure:** The recruitment Policy is designed to ensure qualified candidates are to be hired for all the positions. Whenever the staff requirement arises, the same will be informed to the Principal which in turn will be submitted to the Management. After taking the approval of Governing Body (GB), selection committee will be constituted with two internal experts and one/two external experts drawn from Affiliating University/reputed institutes along with Principal. Advertisement, based on the requirement will be released to print and electronic media for direct recruitment. Profiles received will be scrutinized and shortlisted as per the norms laid down by statutory bodies. Candidates will be called for demonstration and personal interview depending on the post on the specified dates. Selection committee will examine the candidates for their suitability and shortlist the probable candidates and submit the final list of profiles to the Principal. Subsequently, Principal will submit the final list to the GB for its approval. Selected candidates will be offered a suitable position in the form of an offer letter with agreed terms and conditions of employment. Qualifications, experience and pay package will be implemented as per the norms in vogue. The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker sections of the society. Dress code for the employees: All the regular employees should follow the dress code based on the designation. For Male staff – Formal Dress with shirt-in and shoes, clean shave and ID card. For Female staff – Formal saree with ID card.

**Working hours:** The working hours for all the employees are specified as given below:

For Faculty members and Technical Staff : 09:30 AM to 04:30 PM

For Administrative Staff : 09:00 AM to 5:30 PM

All the faculty members and persons in administrative positions may have to stay back in the college beyond the specified time to complete the assigned tasks and/or when the situation demands. Staff members should reach the college and affix their thumb

impression on the biometric device prior to and after the scheduled working time. Leave Policy include permissions and ODs etc is specified separately (Refer 'Leave Policy').



## 5. e-Governance Policy

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To acquire transparency and greater convenience of governance within the institution, it is decided to adopt and implement e-Governance in the activities of the institution. With this aim, the authorities of Dantuluri Narayana Raju College (Autonomous) resolved to implement e-Governance Policy in all possible areas.

### **Key Objectives:**

- To achieve efficiency in functioning of various activities of the institution
- To promote transparency and accountability in academic and administrative activities
- To minimize paperless administration in the institution
- To provide easy access to information
- To facilitate internal and external communication through online
- To make the institution globally

The institution has decided to take great leap in the implementation of e-governance in areas like Planning and Development, Administration, Examination Management System, Finance and Accounts, Student admission and support. The key identified areas are as below

- ❖ Institution Website
- ❖ Student Admission Support
- ❖ Students Academics and Teaching Aids
- ❖ Assessment of Course Outcomes And Program Outcomes
- ❖ Library Management
- ❖ Administration
- ❖ Examinations and Results
- ❖ Finance and Accounts
- ❖ Purchase Management
- ❖ Alumni
- ❖ Creation of student mail IDs with their Roll No./Admission No.

## 6. Induction Policy

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**Objective:** To facilitate smooth assimilation of new employees into the institute and help them to understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures and traditions of the institute.

**Policy and Procedure:** Induction Policy is applicable to all the new recruits of the institute and new employee will be inducted in the college as a regular employee. The orientation programme will be conducted by the Head of the department concerned.

## 7. ESI and Provident Fund

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**Objective:** The objective of this Policy is towards employee welfare through basic assurance of healthcare to all employees and helps them meet unforeseen personal expenses arising from medical emergency as well as provident fund is to serve long term savings to support employee's retirement.

**Policy and Procedure:** One component of this Policy, ESI, is applicable to the regular employees whose pay package is less than Rs. 21,000/- and the employees who are covered under ESI Act are entitled for the benefits such as

- (1) Sickness Benefit
- (2) Medical Benefit
- (3) Disable Benefit
- (4) Maternity Benefit
- (5) Dependent Benefit
- (6) Funeral Benefit.

The Provident Fund (PF) facility is provided to the regular employees of D.N.R.College(Autonomous) and is entitled to PF subscription @12% for a minimum basic pay package of Rs. 15000/-. The employees who are eligible should fill the form in the college office and shall submit all the required documents. Similarly, the employees joined D.N.R.College(Autonomous) who are having PF subscription in earlier college shall apply for transfer of PF account or they can open new account by closing the earlier account which is left to the discretion of employee.

## 8. Fee Concession Policy

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**Objective:** To provide employee welfare through monetary assistance towards tuition fee concession for the children of regular employees who join the institutions run by D.N.R.College Association.

**Policy and Procedure:** The Policy is applicable to all regular employees of D.N.R.College(Autonomous) and the concession will be available for the children of an eligible employee. However, employee may opt to admit their wards to other institutions other than the institutions run by D.N.R.College Association and no financial assistance or concessions will be provided in such cases. The child entering through the convener quota will be entitled for the concession.

1.50% in Tuition fee

2.50% in Transport fee

Those seeking this concession shall apply through the HoD to the Principal with all the details and supporting documents. All the relevant documents will be checked and processing will be done further and the decision will be taken by appropriate authority. In the event of separation of an employee, the fee concession will be stopped with immediate effect. However, the Financial Assistance already extended shall be waived, provided the separation is not on disciplinary grounds. The Institute reserves the right to provide the facility of fee concession including withdrawal of the facility to the employee and/or other disciplinary measures.

## 9.Allowances Policy

**Objective:** The objective of this Policy is to provide monetary benefit to the employees who are holding additional responsible positions in the college.

**Policy and Procedure:** This Policy is applicable to the regular employees who are holding the responsible positions at D.N.R.College(Autonomous) such as administration, accounts, training and placement and other shared services, depending on work exigency and special approval of Principal/Director. The allowance is fixed cadre wise which include remuneration for extra responsibility as well as telephone charges. No other claim shall be entertained in this regard.

Designation	Allowance per month in Rs.
Principal	3,000.00
Vice Principal	2,000.00
Controller of Examinations	2,900.00
Assistant Controller of Examinations	2,700.00
IQAC Co-ordinator	3,000.00
Dean, Academic affairs	1,600.00
Senior Computer Programmer	2,000.00
Junior Computer Programmer	2,000.00
Record assistant	2,000.00
Driver	2,000.00
attender	1,000.00
Scavenger	300.00
Librarian	900.00
Sweeper	900.00
Fine arts convener	1,000.00
Generator operator	1,200.00

## 10. Incentive Policy For Research & Publications

**Objective:** To promote research activities and research culture in the institute and thus to improve the profile of the institute.

**Policy and Procedure:** Incentive Policy was revised and implemented from October 2020. The following are some of the highlights of the Policy and the incentives for research activity are given.

- ❖ Publication of papers with high impact factor will get more incentive based on the range of Impact Factor (IF) values.
- ❖ Incentives are announced for getting Seminar Grant/Funded Projects/Research Grants. Incentives will also be given for citing papers published by faculty members of D.N.R.College(Autonomous).
- ❖ Honorarium will be given to the faculty members after the International Conference paper appears online and indexed in Scopus database.
- ❖ Faculty members who exhibit outstanding performance in research and consultancy will be given an opportunity to present in International Conferences abroad.
- ❖ Guidelines for Implementation of Research Incentives strategy:
- ❖ No faculty member will be given exemption in Group A except faculty members from English and Management Studies.
- ❖ Research publications are mandatory for all cadres.
- ❖ All Doctorates should get 3 points in Group A and Non-doctorate faculty should get 2 points in Group A.
- ❖ At least one Science Indexed Journal Paper is expected from Doctorate faculty in two years.
- ❖ Faculty who get 10/10 will get reimbursement of registration fee, actual expenses for making paper presentation in the International Conference abroad to a maximum of Rs.1, 00, 000/- against submission of bills. (Airfare by economy class and accommodation in semi-luxury hotels - booking will be made by the college office)
- ❖ Academic year would be considered as per the calendar issued by Adikavi Nannaya University, Rajamahendravaram.

## 11. Financial Support Policy For Professional Development Of Staff

The governing body of DNR College(Autonomous), Bhimavaram met on 27-04-2017 and decided to provide financial support to teaching and non teaching staff for their various professional and administrative development with effect from academic year 2017-18.

**Objectives:** To encourage and support Teaching and non Teaching staff for professional growth and career advancement

**Scope of the Policy:** This Policy will encourage and motivate the faculty members to keep themselves with the latest research and information in their specific discipline. This professional enrichment will also help them build a network with experts in their field and exchange ideas and information. The knowledge gained in the process will be transferred to the students thus helping them to be future ready professionals.

### **Professional and administrative activities:**

**1.To become a member of a professional body:** Membership of professional bodies of national and international repute will be considered and 50% of the full registration fee will be paid by the institute subject to the following norms

- ❖ There should be a relevance of the nature and scope of the professional body to the specific discipline of the applicant.
- ❖ The application should be filled with the duly filled membership application form
- ❖ Application should briefly state the benefit of membership to the applicant and the institution

### **2.Presentation of research papers in national and international conferences**

50% of the Registration fee will be paid by the institute subject to the following norms

- ❖ Financial assistance will be provided for presenting and research papers in National and International Conferences
- ❖ The assistance will cover conference registration fee. No TA/DA will be provided
- ❖ The scope and nature of the conference will be taken into consideration
- ❖ Amount will be released after submitting the certificate of presentation.

### **3. Attending faculty development/Training programmes:**

Financial assistance will be provided after submitting participation certificate from the organiser

- ❖ Professional development grants would be disbursed as under
- ❖ Senior lecturers -Rs.4,000/- per annum
- ❖ Lecturers -Rs.3,500 per annum

### **4. Publication of research articles in Journals of high repute:**

50% of the publication fee will be paid by the institute subject to the following norms

- ❖ Journals listed in UGC-CARE. Scopus and web of science will be considered.
- ❖ Financial assistance will be provided in submission of letter of acceptance of the manuscript from the Journal
- ❖ After publication, one copy of journal article should be submitted to the library and the new insights of the paper is to be shared among the faculty members

### **5. Book/chapters publication with National and international publishers:**

In order to improve the teaching skills and improve the subject knowledge, faculty members can publish text books with leading publishers with ISBN. They can also author book chapters

S.No.	Norms	Incentives (Rs.)
1	Text/Reference book published by an international publisher with an established peer review system	15,000/-
2	Partial contribution to edited knowledge based volumes published by international publishers	5,000/-



## 12. Loyalty Benefit Policy

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**Objective:** The objective of this Policy is to acknowledge and recognize the commitment, dedication and loyalty of faculty members and to retain valuable employees for longer period of service by giving them the monetary benefit.

**Policy and Procedure:** This Policy is applicable to all the Faculty who have Ph. D. qualification (with PG qualification). Such faculty member may include those joining D.N.R.College(Autonomous) with Ph. D. qualification or those who acquire Ph. D. while already working at D.N.R.College(Autonomous). A few exceptions with regard to applicability of this Policy are:

- ❖ Faculty whose annual increments are on hold/delayed/deferred for the want of fulfillment of academic commitments.
- ❖ Faculty whose probation period may have been extended.
- ❖ Faculty who may have failed in the University Ratification Process.
- ❖ Faculty against whom misconduct proceedings may have been proven. The three year period referred to in the Policy shall commence from January 1<sup>st</sup> or July 1<sup>st</sup> and/or as per the academic calendar and/or as decided by the Principal depending on the half-year period when the faculty joins/completed research (Ph. D.) programme with the award of the academic degree.

In case of faculty who had availed long study leave under FDP or comparable programme for one year or more, the Policy shall commence only after the faculty member has served the Institute for the mandated period.

## 13. Domestic Travel Policy

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**Objective:** This Policy is aimed to reimburse the expenses of travel, lodging and boarding when employees travel on official work.

**Policy and Procedure:** This Policy is applicable to all regular employees of D.N.R.College(Autonomous). Official travel would be treated as “On Duty”, if the place of visit from Bhimavaram is more than 150 km (one way) and/or the total duration of travel is more than 8 hours and tours will be approved by the Principal, D.N.R.College(Autonomous). For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day. Hotel bookings irrespective of location are to be handled through the college office or as applicable. When travelling together, twin-sharing accommodation shall be utilized. The applicable rates for reimbursement of travel expenses are given below:

- ❖ Stay/Lodging expenses : 100%
- ❖ Food/Boarding expenses : 100%
- ❖ Travel expenses : 100%

**Travel advance:**

In general, travel advance will be provided by the institute depending upon the nature of the work. Otherwise, employees may spend their personal money for their travel plans. Travel expenses are expected to be settled only after the travel has been completed. However, advance may be drawn through requisition to the Principal.

**Local conveyance:**

In general, employees are advised to use public transport. However, the Principal, Head of the department, Lecturers are entitled to avail metered taxis/cabs and other cadres may use public transport. However, when a whole day of travel is involved, shared AC cabs may be availed

## 14.Reimbursement of Local Conveyance Policy

**Objective:** The aim of this Policy is to reimburse the expenses of local conveyance (not amounting to a Tour) when own vehicle is used for official purposes.

**Policy and Procedure:** In general, College shall provide the local conveyance when an employee moves on official purpose. However, this Policy is applicable to all the regular employees when they use their own vehicles and the claim of reimbursement will be as follows:

- ❖ Four wheelers : @ Rs. 12 per Km.
- ❖ Two Wheelers : @ Rs. 05 per Km.

**Parking charges:** Actual charge on production of bill. Employees using public transport/Autos will be allowed for reimbursement at actual amounts and the reimbursement shall be claimed immediately after reporting to duties. All the claims shall carry the proofs and shall be applied through the head of the department to the Principal.

## 15. Personal Loan Policy

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**Objective:** This Policy enables employees to avail personal loan without interest, for the purpose of meeting certain critical personal expenses. The aim is to provide employee welfare through loan to help employees meet significant expenditure, such as marriage of a child, pursuing Ph. D. or Higher Education for self and child.

**Policy and Procedure:** This facility will be applicable to the employees upon completion of 2 years of service in D.N.R.College(Autonomous). There should be a gap of 24 months between the last installment of the loan availed and request for new loan. Loan will be sanctioned based on the approval of Principal. The upper limit for the personal loan shall be as mentioned below:

**Teaching staff and Non-teaching staff members– 2 months net salary**

No interest will be charged and the loan shall be recovered over 12 installments. To avail personal loan, requires a requisition letter with copies of documents such as wedding invitation, proof of house purchase, Ph.D. admission/fee, higher education admission/fee proofs, purchase invoice, etc., as applicable and necessary, shall be submitted to the Principal through HoD. Recovery of loan will commence from the 1st of the subsequent calendar month of loan disbursement. All approvals of the loan shall be at the discretion of the Principal. The Principal also retains the right to change the terms of the loan or withdraw the facility at its discretion.

In addition, there is a provision of Co-Operative Society loan to all the staff of the college. They can also avail long term and short term loans from the society. The amount will be recovered at equal rate of installments from the salary of the staff.

Further, the college provides necessary support to all the staff to avail personal loan, home loan, etc., from any bank of their interest or priority.

## 16.LEAVES POLICY

All the regular employees of D.N.R.College(Autonomous) are expected to follow the following leave Policy including permissions.

Leave/Permission	No. of leaves	Procedure to apply
Casual leave	15 per annum	<ul style="list-style-type: none"> <li>● Employee should apply for leave well in advance.</li> <li>● Employee should apply through HoD to Principal.</li> </ul>
Special Casual leave	7 per annum	<ul style="list-style-type: none"> <li>● Employee should apply for leave well in advance.</li> <li>● Employee should apply through HoD to Principal.</li> </ul>
Maternity leave	6 months	This is applicable for women employees and the span of maternity leave will be counted as regular service.
Outdoor duty/Official Duty/On-Duty (OD)	As per the requirement	<p>This is applicable in the following cases:</p> <ul style="list-style-type: none"> <li>● University Practical External Examiner / University Representative / Observer / University Valuation / Presenting papers in Conferences / Training programmes / participation in FDPs / seminars/delivering lectures outside the college.</li> <li>● Employee should apply for OD through HoD to the Principal with proof.</li> </ul>
Permissions (One hour)	3 per month	This is applicable to all

each)		<p>employees provided routine should not affect.</p> <ul style="list-style-type: none"> <li>● Can be availed either at the beginning of the day or at the end of the day.</li> <li>● Delay /late to report to duty each time will be considered to be half-day casual leave.</li> </ul>
Compensatory Off (CO)	1 for 8 hours of working on holidays, extended hours	<p>This is applicable to all employees.</p> <ul style="list-style-type: none"> <li>● COs will be added to the employee account when an employee works on holidays, extended hours.</li> <li>● COs will be considered and granted when official work is assigned to regular employees.</li> </ul>
<p>Summer vacation</p> <ul style="list-style-type: none"> <li>o Any balance/unused/accumulated vacation cannot be carried forward.</li> <li>o Prefix/suffix holidays, week-ends will be considered part of the week under any circumstance.</li> </ul>	As declared by Affiliating University	This is applicable to all the staff except Principal and Skeleton staff of Administrative Office

All the regular employees can avail above by applying to the Principal through the head of the department, subject to availability.

## 17. Ratification of Faculty Members

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**Objective:** To ensure all the existing faculty members, who are recruited by college selection committee shall be ratified by the affiliating university, i.e., Adikavi Nannaya University, Rajamahendravaram complying with regulatory requirements.

**Policy and Procedure:** This is applicable to all the teaching staff members who are recruited by the College Selection Committee, whose names are recommended for ratification, shall have to attend the ratification interviews conducted by the affiliating university, i.e., Adikavi Nannaya University from time to time. The Institute shall inform all the eligible faculty members to attend the ratification interviews as per the Adikavi Nannaya University's notified schedule. The onus of meeting the standards of the ratification committee shall be on the faculty members. In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch. In addition, such faculty member shall forego the DA which may be announced during the extended appraisal period, and will be eligible for it only at the end of the extended appraisal period. While those who fail the ratification process for the first time shall be accorded a second chance, a second failure will cause a faculty member services to be terminated. In effect, a faculty member shall be deemed to be on probation for one year or until ratification, whichever is later. A faculty who does not attend the ratification interview as required may also terminated. Only on serious medical grounds, with due medical certificate, a faculty member may seek exemption from attending the ratification interview. In all such cases, the Principal shall be the deciding authority.

## 18. Promotions/Appraisals Policy

**Objective:** This Policy governs the promotions for the faculty members so as to encourage and motivate them positively to achieve the Institute goals.

**Eligibility:** From Lectuer to Reader in all disciplines

- ❖ Ph. D. Qualification
- ❖ 5 years in the current position (from the date of joining/attaining previous promotion/ completing Ph. D.)
- ❖ Prescribed research output
- ❖ Acceptable teaching feedback
- ❖ Demonstrated academic administration

The Eligibility shall stand modified in the following cases:

- ❖ For those whose probation may have been extended, the 5 year period will commence only after confirmation.
- ❖ For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification.

The Eligibility conditions may be extended at the discretion of the Management/GB, in the following cases:

- ❖ Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.
- ❖ Faculty with track record of misconduct.

**Policy and Procedure:** In general, the Policy of promotions will be governed by the rules laid down by the statutory body, UGC and as well as on the score of Academic Performance Indicators (API). However, the eligible faculty members shall be nominated for deserving and/or suitable positions based on their qualifications and experience and the decision of the Management/GB will be final. Further, a committee shall be constituted to verify the eligibility and other norms furnished by the statutory bodies. The committee consists of the Principal, Head of the department concerned, two subject experts from outside colleges and the consensus or maximum points scored shall be considered for promotion. Faculty shall have the right to represent their grievance to their HoD. The HoD shall redress the grievance within 7 working days,



failing which the grievance may be escalated to the next higher level. Further, Employees of D.N.R.College(Autonomous) shall be asked to fill the prescribed format along with proofs to submit to the Principal through Head of the department concerned.

**Note:** The above are only eligibility criteria. Mere eligibility to promotion/appraisal does not entitle one to promotion/appraisal. The Management/GB may relax or extend the eligibility criteria in exceptional circumstances/cases, at its discretion.

## 19. Mentoring / Counseling / Proctoring Policy

**Objective:** The main objective of this mentoring/counselling/proctoring system is to provide a reliable and comprehensive support system to motivate students to excel in both academic and non-academic activities.

**Policy and Procedure:** The mentoring/counselling/proctoring system of D.N.R.College (Autonomous) ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. With effective implementation of the system, it is expected that the students get access to a support system during the crucial stages of their academic, professional and intellectual development and enhances the students' confidence and challenges faced by them setting higher goals. Further, it is expected that

- ❖ Offers psychosocial support for the students Helping the students to develop the interpersonal skill
- ❖ Offers the students an exposure to diverse academic and professional perspectives and experiences in various fields
- ❖ Mentees get a direct access to powerful resources of the institution
- ❖ Offers the foundation for the students to reach greater heights in their professional lives.

Each faculty member shall be assigned with 15-20 students and he/she is responsible for mentoring/counseling them. The performance report of the individual students shall be reported to the parents periodically. In this system, a diary shall be maintained for each student where the following details are to be recorded:

- ❖ Personal Information
- ❖ Previous Record
- ❖ Academic Performance
- ❖ Competitive Examinations Details, if any
- ❖ Details of Internship and Industrial Training
- ❖ Scholarships Received
- ❖ Co-Curricular and Extra-Curricular activities

The diaries shall be checked every fortnight by the head of the department and submit to the Principal for verification. Any deviation shall not be entertained in this Policy.

## 20. Code of Conduct Policy

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**Preamble:** D.N.R.College(Autonomous) believes the Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life. All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit. The Institute's Values and Beliefs shall act as the guiding principle in all the activities of the college.

**Objective:** The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these principles in their day to day activities.

**Applicability:** All employees on regular rolls of the institute including employees on contract governed by this Policy. Employees are the representatives of the institute and are expected to demonstrate high degree of concern and empathy while dealing with the students. Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

### Policy Guidelines of Conduct

**National Interest:** D.N.R.College(Autonomous) is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective nor shall undertake any activity or project which is to the detriment of the national interests.

**Use of the 'College' Brand:** The use of 'College' name and logo shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the D.N.R.College brand for any purpose without any specific authorization.

**Social Responsibility:** Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The institution encourages its employees and their families to actively participate in CSR activities.

**Competition:** D.N.R.College(Autonomous) shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of running the college.

**Quality of Services:** D.N.R.College(Autonomous) is committed to deliver services of world class quality based on the requirement of its Customers and built to National and International standards.

**Equal Opportunities:** D.N.R.College(Autonomous) shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

**Accurate and Complete Accounting:** Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies. No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute. Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

**Settlement of Expenses:** Employees shall settle all the expenses incurred on account of travel, loans & advance etc, as per the guidelines stipulated in the Policy/Policies.

**Collaborations:** All the institutions in the group shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its interests and stakeholder value.

**Use of equipment and consumable resources:** Employees shall ensure that all the equipment and resources and consumable items are used for the work of the Departments.

**Use of Internet, Intranet and Electronic mail:** Employees shall avoid using of computers for sending, receiving and/or copying inappropriate material. Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols. Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The college monitors the use of these networks and devices and the said employee may be called upon to explain her/his use of them.

**Theft-** Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the institute.

**Public Representation:** No employee shall, without the express consent of the GB/Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc., in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

**Charitable Contributions:** Although employees are encouraged to be socially responsible, Employees shall not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

**Political Activity:** No employee shall involve in any political activity directly or indirectly. No employee shall canvas for any political party or candidate at any point in time. Employees shall not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized body of the Institute. Any employee who contest in elections for any public office may do so after informing the concerned authority to pursue his public/political career.

**Regulatory Compliance:** Every employee shall comply in her/his conduct with all applicable laws and regulations both in letter and spirit in all the areas in which one operates.

**Third Party Representation:** Third Parties which are have dealings with D.N.R.College (Autonomous) but are not members of the college, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent the college without written permission.

**Sexual Harassment and other harassments Policy:**

D.N.R.College(Autonomous) recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, whether directly or indirectly.

**Other Harassments:** D.N.R.College(Autonomous) prohibits harassment of one employee by another employee or supervisor on any basis including race, color, religion, marital status, national origin, physical or mental disability and/or age, etc.,. The purpose of this Policy is not to regulate our employees' personal morality but it is to assure that in the workplace, no employee harasses another.

**Whistle Blower Policy:** D.N.R.College(Autonomous) provides a platform for its employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

**Environment, Health and Safety**

**Environment, Health Safety and Laws of the land** – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of D.N.R.College(Autonomous) Employees, stakeholders and the Community at large. Substance Abuse- To meet the responsibilities of Employees and stakeholders, D.N.R.College(Autonomous) shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol in the work place is absolutely prohibited.

**Threats and Physical Violence-** No employee shall use threatening words or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work

vehicles or elsewhere. The list of behaviors provides examples of conduct that is prohibited by this Policy:

- ❖ Causing physical injury
- ❖ Making threatening remarks
- ❖ Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- ❖ Intentionally damaging employer property or property of another employee
- ❖ Committing acts motivated by or related to sexual harassment or domestic violence.

**No Smoking-** Smoking is strictly prohibited in the college premises. Appropriate actions shall be initiated against any person found contravening with the Policy of this code

**Disciplinary Actions:** All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles. Disciplinary action may include immediate termination of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee. Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice. The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations or this Code.

## 21. Against Sexual Harassment(Internal Complaints Committee) Policy

### Objective:

D.N.R. College (Autonomous) is committed to ensuring a workplace that promotes Equal Employment Opportunity and fosters a congenial environment where employees can work without inhibition and contribute their best without fear or favor.

### Policy and Procedure

This Policy applies to all employees and stakeholders. It is applicable to all locations and situations where activities are conducted, including those run in partnership with the institution and all institute-sponsored social events.

### Description

**Sexual Harassment** includes, but is not limited to:

- ❖ Unwanted or unwarranted gestures or verbal sexual advances
- ❖ Sexually explicit and derogatory statements or remarks
- ❖ Sexually colored remarks
- ❖ Unavoidable and unwarranted physical contacts
- ❖ Willfully touching or patting
- ❖ Suggestive sexual remarks
- ❖ Sexually slanted and obscene jokes
- ❖ Vulgar comments about physical appearance
- ❖ Indecent invitations
- ❖ Use of pornographic material
- ❖ Demands for sexual favors
- ❖ Demands for sexual favors through telephone calls, SMS, or emails
- ❖ Threats of physical assault or molestation upon refusal by the employee
- ❖ Such actions may involve:
  - ❖ Implied or overt promises of preferential treatment in employment
  - ❖ Implied or overt threats of detrimental treatment in employment or threats regarding the present or future employment status



- ❖ Creation of a hostile working environment
- ❖ Conduct that interferes with an employee's work or creates an intimidating, hostile, or offensive work environment
- ❖ Conduct that is humiliating and may constitute a health and safety problem

Sexual harassment is considered serious misconduct under the service rules/regulations governing employment. This Policy applies to all employees and anyone else performing activities on our premises, as well as those involved in activities associated with our name. It applies to men and women, to both same-gender and opposite-gender relationships and to relationships between supervisors and subordinates, teachers, students, and peers.

A committee is constituted as per the direction of UGC and functional within the campus. (Refer <https://dnrcollege.org/en/home/grievance/>). The complaints may be registered through Email at [principal@dnrcollege.org](mailto:principal@dnrcollege.org), Phone call to any authority, written complaint or aggrieved person can use complaint form provided in the college web site and the screenshot is given below for better understanding.



## 22. Grievances Redressal Policy

### **Objective:**

Individual employee grievances and complaints, primarily arising from dissatisfaction with working conditions or managerial decisions, if not promptly addressed, can affect morale and productivity. A formal grievance process is necessary to manage such matters.

### **Policy and Procedure:**

This Policy applies to all regular employees of D.N.R. College (Autonomous). A grievance, for the purpose of this Policy, refers to dissatisfaction arising from decisions made by management. Grievances can be submitted on plain paper through the Head of Department (HoD) to the Principal. Individual grievances covered under this Policy include:

- Payment of Salary
- Recoveries of Dues, etc.
- Increment (must be raised within 2 weeks from the date of issue of an increment letter)
- Working Conditions/Health & Safety
- Leave
- Medical Insurance/Facilities
- Non-extension of Benefits under Rules
- Promotion (must be raised within 2 weeks from the date of issue of a promotion letter)
- Administration or Academic Issues
- Compensation & Benefits
- Issues Related to Appraisals
- Reimbursements
- Interpersonal Conflicts/Issues with the HoD or Team Members
- Role Fit
- Separation/Retention

**Note:** Only grievances affecting an individual employee may be raised.

## **Exclusions**

The grievance procedure does not cover the following:

- Terms of appointment settled prior to joining
- Matters relating to disciplinary enquiry/action
- Grievances not related to an individual employee

## **Procedure for Filing Grievances**

If the grievance is against the HoD, the employee can directly contact the Principal/Director. The employee must bring up the grievance immediately, within a reasonable period not exceeding two weeks. Only the aggrieved employee can raise the grievance.

## 23. Quality Improvement Policy

**Objective:** This Policy is in line with the QIP Policy outlined by UGC and is aimed at supporting the existing faculty members in pursuing full time Ph. D. with study leave and financial support, as per applicability.

**Applicability:** Only for pursuing Ph. D. with premier institutions as approved by the UGC. In general, only one faculty per 10 faculty in a department shall be eligible (on first come first served basis) to avail the facility of study leave under this Policy. However, depending upon other considerations, the Management/GB may entertain more or less candidates. In case of dearth of funds or excess of candidates desirous of leave, special approval for study leave without financial assistance may also be considered, if the applicant is so interested. Faculty member should have completed at least 2 years of service in D.N.R.College(Autonomous) to be eligible for study leave under this Policy.

**Policy and Procedure:** Faculty members planning to proceed for their Ph. D. will inform the Principal through HoD from and the time frame over which they plan to pursue their Ph. D. The Principal shall give recommendation in-principle to proceed. However, the actual sponsorship of the candidate under QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme and will be decided by the Principal/Director/GB. After successful completion of Ph. D., the faculty member shall resume duty at D.N.R.College(Autonomous) and should serve the institute for a period of 2 years from the date of award of Ph.D. It is possible that a faculty member may not have completed all the requirements of Ph. D. in the prescribed time of 3 years, and shall pursue the remaining part of the dissertation work from D.N.R.College(Autonomous). It is also possible that a faculty can join back D.N.R.College(Autonomous) ahead of completion of leave period if he/she submits the dissertation in advance. For the purposes of career advancement, as a special gesture, the Principal/GB will treat the leave period as continuity of service (Thus, the increments for the period of study leave shall be protected.) Upon resuming duties faculty may be considered for promotion, if they fulfill the stipulated promotion eligibility conditions. Before proceeding on leave, the faculty shall sign an agreement with D.N.R.College (Autonomous) to serve the Institute,

upon their return from leave, for a period of 2 years from the date of award of degree.

In case a

faculty violates the agreement in due course, or does not submit the dissertation within two years of rejoining the Institute or does not successfully defend the thesis within three years of rejoining the institute, the faculty shall reimburse the entire sum, if availed from the Institute (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate). Upon rejoining, the faculty shall be fitted in the suitable scale that from the date of joining.

**Note:** The Management/GB may relax or extend the eligibility criteria in exceptional circumstances/ cases, at its discretion

**Qualifications and experience for teaching positions:**

Programme	Cadre	Qualification	Experience
UG/PG	Lecturer	Post Graduate Degree in relevant discipline with 1 <sup>st</sup> class or equivalent + Ph.D in relevant discipline/ NET / SET (Preferable)	Teaching experience is desirable
	Senior Lecturer	Qualification as above for the post of Lecturer as applicable and Ph. D. or equivalent in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 5 years experience in teaching/ research /industry of which 2 years post Ph. D. experience is desirable.

	Reader	Qualifications as above for the post of Senior lecturer as applicable and post Ph.D. publications and guidance to scholars is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/ research paper publications/IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc
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## 24. Research Policy

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### **INTRODUCTION**

In addition to the regular teaching, research activity is equally important in the Higher Educational Institutions (HEIs). Knowledge addition and giving solutions to some socio – economic, managerial or technical problems are possible only when the HEIs play vital role in conducting research.

DNR College has been giving utmost priority for research activity in the campus. The Andhra University, the then affiliating university has sanctioned Research Centre to the college in the year 2006 and subsequently in the year 2017 the present affiliating university i.e., Adikavi Nannaya University has also sanctioned another Research Centre. The Research activity in the college is being monitored by a Research Committee constituted for the purpose. The said committee meets periodically and formulates the research policies and recommends the same to the Principal and the College management for implementation. 24 faculty members are doctorates out of which five are recognized Research guides. Six Research scholars are working under their guidance for their Ph.D degree. Excellent Research infrastructure has been created in the college utilizing the funds released by the UGC as well as by the management. Seed money is being provided to the staff those who are pursuing research.

### **Research Objectives**

- ❖ To develop a strong understanding of basic concepts and methodologies in their field of study.
- ❖ To enhance analytical and critical thinking skills.
- ❖ To improve scientific writing and presentation skills.

- ❖ Learn to document and communicate research findings effectively.
- ❖ Work in teams to foster collaborative research skills.
- ❖ Engage in interdisciplinary research projects.
- ❖ To gain in-depth knowledge and expertise in a specific area of study.
- ❖ To achieve a comprehensive understanding of the advanced theories, concepts, and frameworks in your specific area of study.
- ❖ To conduct thorough literature reviews to identify gaps in existing research.
- ❖ To generate new insights and contribute original findings to the academic community.
- ❖ To enhance critical thinking skills to assess complex issues and develop evidence-based solutions.
- ❖ To conduct original research contributing to the body of knowledge.
- ❖ To formulate and test hypotheses and develop new theories or models.
- ❖ To address complex problems with innovative solutions.
- ❖ To publish research findings in peer-reviewed journals.
- ❖ To learn to supervise and mentor junior researchers or undergraduates.

This Research Policy outlines the principles, guidelines and procedures for promoting and conducting research activities. It aims to foster a research culture that enhances academic excellence, innovation and societal impact.

- ❖ The Research Committee is responsible for overseeing research activities in the college.
- ❖ Committee will include faculty members, administrators and student representatives.
- ❖ The Committee identifies key research areas aligned with the institution's strengths and societal needs and encourages research that addresses local, national and global challenges.



- ❖ The Committee facilitates access to external funding sources, including grants, scholarships and industry partnerships.
- ❖ The College offers seed funding for innovative and high-potential research proposals.
- ❖ The College organizes workshops, seminars and training programs on research methodologies, ethics and writing skills.
- ❖ The College also provides mentorship and guidance from experienced faculty members and encourages participation in conferences, symposiums and academic competitions.
- ❖ The Research and Development Committee has to review and approve research proposals involving human subjects and sensitive data.
- ❖ The Committee ensures compliance with ethical standards and regulations and promotes a culture of honesty, transparency, and accountability in research.
- ❖ Support students in publishing their research findings in reputable Journals and presenting at conferences.
- ❖ Promotes open access to research findings where ever it is possible.
- ❖ The Committee establishes guidelines for Intellectual Property (IP) Rights, including ownership, protection and commercialization of research outcomes.
- ❖ Encourage innovation and entrepreneurship through research.
- ❖ Provides support for patent applications and the development of research-based startups.
- ❖ Promotes research that contributes to sustainable development and social well-being.
- ❖ Encourages projects that address environmental, economic and social challenges.
- ❖ Engages with communities and stakeholders to ensure research benefits to the society.
- ❖ The Committee regularly reviews and updates the research Policy to reflect emerging trends and best practices.

- ❖ It collects feedback from students, faculty and stakeholders to enhance the research environment.
- ❖ Fosters a culture of continuous improvement in research quality and impact.

## **Research Code of Ethics**

The Research Code of Ethics outlines the ethical principles and standards for conducting research in the college. It aims to promote integrity, accountability and respect in all research activities.

- ❖ Integrity in all research practices.
- ❖ Respect dignity and welfare of all research participants and communities.
- ❖ Accountability the accuracy and reliability of research findings.
- ❖ Confidentiality of information and data obtained during research.
- ❖ The Research activity in the college adhere to all relevant laws, regulations and institutional policies.
- ❖ The Researcher has to participate in required research ethics training programs.
- ❖ To maintain accurate and complete records of all research activities.
- ❖ The Researcher has to take consent from all research participants, provide clear and comprehensive information about the research purpose, procedures, risks, benefits and the right to withdraw at any time.
- ❖ **Voluntary Participation:** Ensure that participation is voluntary and free from coercion.
- ❖ **Privacy:** Safeguard the privacy and confidentiality of participants. Use data only for the purposes outlined in the consent form.

- ❖ The Researcher shall not plagiarize he shall properly attribute and acknowledge the work of others.
- ❖ **Accuracy:** Ensure data accuracy and reliability. Avoid errors in data collection, analysis and reporting.
- ❖ **Storage:** Store data securely to prevent unauthorized access or loss.
- ❖ **Retention:** Retain data for an appropriate period as per institutional guidelines.
- ❖ **Sharing:** Share data responsibly, respecting privacy and confidentiality agreements.
- ❖ **Impact:** Consider the broader societal impact of the research. Aim to contribute positively to society and minimize harm.
- ❖ **Engagement:** Engage with communities and stakeholders throughout the research process. Ensure that research benefits are shared with those involved.

## 25. Mentor Mentee Policy

### Objectives:

The Mentor-Mentee system in DNR College is designed to create a supportive learning environment where the faculty guide and empower the aspiring students. This system serves two main purposes. The first, one the 'career function,' involves mentors providing advice and guidance to help mentees to master their craft and advance in their careers, acting as role models and sources of inspiration. The second purpose, the 'psychosocial function,' aims to enhance the mentee's confidence and personal development. Mentors achieve this by offering acceptance, empathy and encouragement, as well as demonstrating effective listening and questioning skills to facilitate reflection.

### Definition

**Mentoring:** Mentoring is a process of extending psychological and physical support to students to manage their own learning in a way to maximize their potential, develop their skills, improve their performance and become better social beings.

**Mentor:** A mentor is a faculty member of the college who act as a friend and guide , who guides the students (Mentee) and chanalise the behavioural pattern and performance of the students.

**Mentee:** A mentee is a student who receives advice, training, or counselling from a mentor.

### Mentor Committee constitution

The Principal will form the Mentoring Committee at the beginning of the academic year. This committee will be responsible for overseeing the mentoring process within the college. The Mentoring committee will

consist of Principal, IQAC co-ordinator and Hods of all departments. The key responsibilities of the Mentoring committee are

- Monitoring the mentoring process in the college and setting guidelines.
- Arranging and coordinating Faculty Development Programs (FDPs) to enhance mentoring skills among the faculty.
- Ensuring the implementation of scientific mentoring practices within the college.

### Mentoring process in the college

All teaching faculty are integral to the mentoring process. The Heads of Departments (HODs) will assign the mentor-mentee list at the beginning of the first year for both undergraduate and postgraduate students. This list will be approved by the Principal at the start of the academic year to ensure the seamless functioning of the mentoring process. Mentoring will continue throughout the students' course of study, with each student having the same mentor for the entire duration of the programme.

Every teacher is required to meet with each mentee personally at least twice per semester. Mentors may also conduct group sessions with their mentees. Each meeting must be documented in the mentoring report and consolidated at the end of the academic year.

### Principles of Mentoring

- The mentor should maintain professional relationship with the mentees.
- Mentors should have a non-judgmental attitude towards their mentees.
- The mentors should only give constructive criticisms.
- The mentor should not misuse the power
- Mentoring conversation should always create hope in mentees
- Mentors should be trained and should acquire mentoring skills
- Mentor should have a definite plan of action

### Stages in the Mentoring

- Establishing Connection
- Hearing the Mentee
- Reflecting Back
- Exploring Alternatives
- Advancing
- Concluding
- Transitioning and Redefining the Relationship

### Responsibilities of Mentor

- Conduct meetings at least twice in a semester through mentor-mentee sessions.
- Consistently monitor, counsel, guide, and motivate students in all scholastic matters as well as personal matters if necessary.
- Advise students on the selection of electives, projects, and summer training opportunities.
- Engage with parents or guardians as required, addressing issues such as academic irregularities, negative behavioural aspects, interpersonal conflicts, and detrimental activities..
- Inform the Head of the Department and recommend any necessary administrative actions.
- Maintain a comprehensive and progressive record of each student.
- Keep a brief record of notices and meeting schedules, including discussions with students.

### Responsibilities of Mentee

- Regularly attend the meetings with the mentor.
- Be respectful towards everyone and the mentor.
- Focus on the guidance or advice provided by the mentor

- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
- Share the details of academic performance, curricular, co-curricular and extracurricular activities with relevant documents.
- Share the career plans and specific needs with mentor.
- The mentee should have the practice of contacting and updating the progress to mentor periodically his progress.

## 26. Finance Policy

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This Policy aims at the optimal utilization of college's financial resources in order to achieve the college's mission.

### *Objectives:*

- ❖ For effective management of financial resources.
- ❖ To provide guidelines for resource mobilization, financial control and effective utilization of finance.
- ❖ To comply with legal requirement of various acts
- ❖ To ensure standard in accounting procedure
- ❖ To ensure financial transparency.

### *Scope of the Policy:*

The scope of this Policy spans all related financial resources used for the development of academic, physical and human resources of the institution for attainment of its mission. It also covers mobilization, effective utilization and controlling of finance.

### *Resource mobilization plan:*

A resource mobilization plan shall be made annually and presented to the governing body with the following broad outline:

### *Cash inflow:*

- ❖ Cash inflow from student fees
- ❖ Cash inflow likely from government and non-government funding, consultancy, alumina funding, sponsorship grants, rentals and interest.



***Cash outflow:***

- ❖ Cash out flow is based on salaries, over heads, infrastructural augmentation, maintenance and administrative expenditure.
- ❖ Abnormal expenditures and deficit if any arise due to difference between cash inflows and outflows , the governing body shall finalize and sanctions the budget.

***Monitoring of Policy:***

The implementation and regular monitoring of the resource mobilization plan shall be done by principal and finance officers. Finance officer may check and place the same before the principal for approval of daily payments. Any major rectification, if necessary, shall be done with the approval of the governing body.

***Financial Sources of the institution:***

- ❖ Tuition fees
- ❖ Government and non-government (DST, UGC, ICSSR, etc.) grants and funds received.
- ❖ Project overhead charges received from research grants (major/minor research) from various government and non-government agencies.
- ❖ Interest received on various funds/grants from governmental and non-governmental bodies.
- ❖ Funds from alumni as endowment
- ❖ Scholarship for the students from the government, the management and individuals.
- ❖ Income received through endowment, conduct of examination by university, various statutory rental for out sourcing of indoor stadium for state and national level competitions

- ❖ Consultancy amount received.
- ❖ Sponsorship and grants from individuals and philanthropists.
- ❖ Hostel fees

***Optimum utilization of funds:***

- ❖ Payment of Salaries to staff.
- ❖ Provided to meet infrastructural development of the college.
- ❖ Adequate funds shall be allocated to upgrade class rooms and introduction of innovative teaching- learning practices.
- ❖ Financial support shall be provided for providing training for students, teachers, non-teaching and supportive staff.
- ❖ Financial support for faculty for attending national and international conferences, workshops and seminars.
- ❖ Financial assistance in the name of seed money shall be provided for the faculties to encourage research.
- ❖ Scholarships and free-ships for eligible students.
- ❖ Funds for development of sports and cultural activities at college level.
- ❖ Purchase of books and periodicals.
- ❖ Purchase of equipment.

Funds and grants from government and non- government agencies shall be utilized by the faculty concerned strictly in accordance with the guidelines of the funding agency and institution.

Transparency and accountability shall be ensured by conducting periodic audits.

***Auditing of Funds***

The finance committee in discussion with the governing body appoints

the internal as well as external auditors and foresees the process of auditing along with the accounts department.

### ***Statutory audit***

The Annual audit of accounts of the institution is done before the month of July every year.

### ***Project fund audit***

The project accounts will be done separately with in 2months from the close of the project period.

### ***Utilization certificate from the Auditor***

A project wise utilization certificate is obtained to the auditor as demanded by the University Grants Commission.

### ***Internal Audit***

Internal audit of accounts of the institution is done annually and a report is submitted before July every year.

Audit report from the auditor

After compellation of audit of all books of accounts , vouchers, invoices, Bank pass book etc., the Auditor will issue Audit Report Stating the details of maintenance and genuinty of the books of accounts.

## 27. Declaration of Results Policy

### **Objectives:**

This Policy document outlines the procedures and guidelines governing the declaration of results at DNR (A) College. The purpose of this Policy are to ensure the fairness, consistency, and transparency in assessing and reporting student performance.

### **Transparency:**

The process of declaring results shall be conducted with utmost transparency, ensuring that comprehensive information regarding assessment criteria, grading methodologies, and the calculation of final grades is readily available and clearly communicated to all stakeholders.

### **Fairness:**

It is essential that all students are afforded equitable opportunities to showcase their knowledge and skills. Assessment techniques and grading practices must be devoid of any bias or partiality, thereby ensuring an impartial evaluation of student performance.

### **Accuracy:**

The results must be a precise reflection of each student's performance and accomplishments within a specific course or program. This entails meticulous attention to detail in the assessment and reporting processes to uphold the integrity and reliability of the results.

### Assessment and Grading

### **Assessment Methods:**

DNR College employs a diverse array of assessment methodologies, encompassing internal and external examinations, assignments, projects, presentations and practical evaluations, modified to meet the specific requirements of each course. This multifaceted approach ensures a comprehensive evaluation of student competencies and learning outcomes.

### **Grading Scales:**

The institution adheres to a standardized grading scale, employing both Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA) metrics uniformly across all academic programs. This scale delineates grade ranges and their corresponding grade points, and is thoroughly communicated to students at the commencement of the academic year to ensure clarity and consistency in the evaluation process.

### **Continuous Assessment Test (CAT):**

In applicable courses, Continuous Assessment test constitutes a fundamental component of the overall assessment framework, facilitating an ongoing evaluation of a student's performance throughout the duration of the course. This continuous monitoring mechanism ensures that the assessment is reflective of the student's sustained efforts and progress.

### Result Declaration Process

**Time lines:** DNR College consistently ensures the prompt announcement of results, within 10-15 days following the conclusion of assessments and examinations. This commitment is in strict adherence to the predetermined timelines, thereby upholding the institution's dedication to efficiency and timely communication.

**Quality Assurance:** The College upholds an exacting quality assurance framework to meticulously guarantee the precision of result computations and the integrity of data entry process.

### Result Publication

The publication of examination results is facilitated through the official college portal [www.dnrcollege.org](http://www.dnrcollege.org). This website provides a secure and authorized platform for students to access their academic performance information

### **Grievance mechanism**

Students can ask for a reassessment of their exam results if they think a mistake was made or have concerns about the grading. This appeal process is characterized by its clarity and fairness, meticulously designed to ensure that all disputes are adjudicated with utmost justice and impartiality.

### **Records and Documentation**

DNR College ensures the secure and systematic preservation of all assessment records, including exam papers, grading rubrics and student results. These documents are retained with utmost care for a period of five years.

### Compliance and Review

All teachers and staff involved in the evaluation and declaration of results are required to adhere to this Policy to maintain consistency and fairness in the assessment procedures. DNR College periodically reviews this Policy to ensure its effectiveness and alignment with the institution's goals and evolving industry standards.

The Policy document regarding result publication of DNR College underscores the institution's commitment to transparency, fairness, and accuracy in assessing and reporting student performance. This framework serves as a guide for all stakeholders involved in the evaluation process, supporting the college mission to achieve academic excellence.

## **28. IT Policy**

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### **PREAMBLE**

Danthuluri Narayana Raju College (Autonomous) is committed to the responsible usage of its information technology (IT) resources. This Policy outlines the principles and guidelines governing the use of all IT facilities provided by the College, whether centrally managed or department-specific. All members of the College community, including faculty, staff, students, and others using College IT resources, are expected to be familiar with and adhere to this Policy.

### **APPLICABILITY**

This IT Policy applies to all faculty, staff, students, and any other individuals using the College's IT resources, whether personal or College-owned, that access, transmit, or store information related to the College.

### **OBJECTIVES**

The primary objectives of this Policy are:

- To ensure the integrity, reliability, availability, and superior performance of the College's IT systems.
- To protect the official e-identity (allocated by the College) of individuals.
- To establish procedures for the implementation of this Policy and related rules, ensuring that all users comply.

### **NEED FOR IT POLICY**



- To maintain, secure, and ensure the legal and appropriate use of the College's IT infrastructure.
- To set strategies and responsibilities for protecting the confidentiality, integrity, and availability of information assets managed by the College.
- To address issues related to internet bandwidth limitations, infrastructure constraints, financial limitations, and technical manpower for network management.

## **IT USAGE AND PROHIBITIONS**

- **Authorized Use:** IT resources should be used to support the College's mission of teaching, learning, research, and administration. This includes using campus collaboration systems, internet resources, official websites, Management Information Systems (MIS), ERP solutions, Learning Management Systems (LMS), remote login facilities, and e-Library resources.
- **Compliance:** Users must comply with College policies and legal obligations, including respecting licenses and contracts.
- **Awareness Programs:** The College will provide awareness programs to familiarize users with effective IT resource usage.
- **Prohibited Use:** Users must not send, view, or download materials that are fraudulent, harassing, obscene, threatening, or otherwise violate applicable laws or College policies. Activities that contribute to a hostile academic or work environment are prohibited.
- **Copyrights and Licenses:** Users must respect copyright laws and licenses. Unlawful file sharing is prohibited.
- **Social Media:** Users must follow College rules regarding social networking sites, mailing lists, newsrooms, chat rooms, and blogs.

- **Commercial Use:** IT resources must not be used for commercial purposes, advertisements, solicitations, or other promotional activities unless explicitly permitted by College rules

## **SECURITY AND INTEGRITY**

- **Personal Use:** IT resources should not be used for activities that violate the College's mission, except in an incidental manner.
- **Unauthorized Access:** Users must refrain from unauthorized access to information. The system administrator may access information resources for legitimate purposes.
- **Firewall:** A Unified Threat Management (UTM) firewall will manage and secure internet and intranet traffic.
- **Anti-virus and Security Updates:** Regular updates of anti-virus software and security patches are required to protect computing resources.

## **IT ASSET MANAGEMENT**

- **Asset Management:** Procedures for managing hardware and software assets, including purchasing, deployment, maintenance, utilization, energy audits, and disposal, will be established.
- **Copying and Distribution:** The College will ensure compliance with copyright and licensing laws regarding the copying and distribution of software.
- **Risk Management:** Procedures will be established for identifying, minimizing, and monitoring risks. This includes timely data backup, replication, restoration, power backups, audit policies, and alternative internet connectivity.

## **OPERATING ASPECTS**

- **Governance:** The implementation of this Policy will be overseen in accordance with the College's governance structure, ensuring fair and consistent application.

## **REVIEW AND MONITORING**

This IT Policy is dynamic and will be reviewed and updated regularly to reflect changing technology, user needs, and operational procedures. All users are expected to stay informed about any modifications to the Policy.

Review of the Policy Document shall be done by a Committee chaired by Principal and Chairman IQAC of the college. The Other members of the Committee shall comprise website in-charge , Technical committee , Heads of the Departments and other members nominated by IQAC.

## 29. Maintenance Policy

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### **PREAMBLE**

The Maintenance Policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

#### **Objectives:**

- To maintain equipment and amenities in laboratories in proper order
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
- To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.
- To ensure proper maintenance of IT Network and CCTV cameras within the campus.

#### **Administration:**

- The maintenance supervisor shall be appointed by the principal to look after all the maintenance related activities of the institute with assistance from other staff.
- The systems maintenance section is headed by a Professor who shall be responsible for maintaining computer and ICT facilities.

#### **Maintenance Procedure:**

- Any problem that occurs in a department is represented to the maintenance supervisor through a letter/mail.
- The supervisor deposes a skilled person/technician to attend to the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section or central store through proper

request.

- If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of maintenance supervisor.
- Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.
- While purchasing any new equipment , the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.

#### **I- ACADEMIC FACILITIES:**

##### **LABORATORIES:**

- The maintenance and repair of equipment is done by the respective departments with the help of technical assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

##### **CLASS ROOMS:**

- Every department has a faculty in-charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The in-charge will resolve the problem through the Head of the Department following the internal operating procedure.

##### **LIBRARY:**

- The maintenance of library is taken care by Librarian and his supporting staff. Internal periodic audits are done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

#### **COMPUTER AND ICT FACILITIES:**

- All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.
- Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to technician. In case the problem persists, the same is referred to the outside vendor.
- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator.
- Fiber Optic cable issues are maintained with the support from vendor.
- AnyupgradationsormodificationoftheexistingNetworkModeliscarriedoutby inviting quotations from external agencies by following the central purchase procedure.

#### **Maintenance of Infrastructure (Building):**

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.

- It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.
- Annual inspection is done for Fire Safety by AP state Disaster Response, and Fire Service Department and issues fire safety certificate.

#### **Electrical Systems Maintenance:**

- Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS is installed in each department to ensure uninterrupted power supply for all computers.
- Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.

#### **Furniture Maintenance:**

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.
- The internal operating procedures are followed for maintaining the furniture in the institution.

#### **Sports and Games Facilities:**

- The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting

staff.

### **Housekeeping Maintenance:**

- The total College campus, which includes, buildings, gardens and landscape are properly maintained and ensured for its effectiveness in order to have healthy environment to serve the staff and the students.
- The College name board, direction boards and all other display boards are cleaned once in a week and maintained for its legibility and clarity at all times.
- All the classrooms, staff rooms, office, laboratories, other halls, toilets, etc. are neatly maintained daily.
- The Housekeeping In-charge intimates the housekeeping staff whenever he/she finds any unwanted waste items are scattered or dispersed. He/she also ensures the proper removal of those in time.
- Necessary waste paper baskets are provided at different locations for depositing the waste.
- Maintaining the premises clean shall be inculcated as a regular habit among students and others. No papers of any form are scattered anywhere in the premises.
- If any defects in the infrastructure facilities like, buildings, laboratories, halls, toilets, other areas, display boards, etc., are noticed and the same is intimated to the Housekeeping incharge to take corrective actions at the earliest.
- All the records are properly placed and maintained in earmarked locations with proper identification

### **Other Facilities:**

- The RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the Environmental Engineering laboratory.
- One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Adequate man power is employed to maintain cleanliness of the



campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.

- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labor.
- The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.
- The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of food committee.
- The Institute shall continuously review and update the approved Policy and is committed to its implementation.

## 30. Disposal of Hazardous Chemicals Policy

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### **PREAMBLE**

Proper disposal of hazardous chemical waste is essential for environmental protection and public safety. D.N.R. College took the following steps for the disposal procedures of various types of hazardous chemical waste:

#### **1. Acids and Bases**

**Examples:** Hydrochloric acid, sulfuric acid, sodium hydroxide, potassium hydroxide.

- ❖ **Neutralization:** Acids are neutralized with a base (like sodium bicarbonate), and bases are be neutralized with an acid (like acetic acid). It is ensured that the resulting solution's pH is within the acceptable range (typically 5.5-9) for sewer disposal.
- ❖ **Labeling:** It is used to clearly label the container with the type of waste and the words “Hazardous Waste”.
- ❖ **Containment:** Appropriate containers are used.
- ❖ **Disposal:** Neutralization and sewer disposal are options.

#### **2. Solvents**

**Examples:** Acetone, ethanol, methanol, toluene, xylene.

- ❖ **Segregation:** Separation is made for halogenated from non-halogenated solvents, as they require different disposal methods.
- ❖ **Labeling:** It is used to label containers with the type of solvent and “Hazardous Waste”.
- ❖ **Containment:** Solvent-resistant containers that are tightly sealed are used.
- ❖ **Disposal:** Waste in a designated area is stored and arranged for collection.

### 3. Heavy Metals

**Examples:** Lead, mercury, cadmium, chromium.

- ❖ **Segregation:** Heavy metal waste is separated and kept from other types of waste.
- ❖ **Labeling:** It is used to clearly label containers with the specific type of metal and “Hazardous Waste”.
- ❖ **Containment:** Containers that prevent leakage and resistant to corrosion are used.
- ❖ **Disposal:** Waste in a designated area is stored and arranged for collection.

### 4. Oxidizers

**Examples:** Potassium permanganate, sodium nitrate, hydrogen peroxide.

- ❖ **Segregation:** Oxidizers kept away from organic materials and other reactive chemicals.

- ❖ **Labeling:** It is used to clearly label containers with the type of oxidizer and “Hazardous Waste”.
- ❖ **Containment:** Containers compatible with oxidizers are used.
- ❖ **Disposal:** Stored in a cool, dry place and arranged for collection.

## 5. Organic Peroxides

**Examples:** Benzoyl peroxide, methyl ethyl ketone peroxide.

- ❖ **Temperature Control:** Organic peroxides are stored at low temperatures to prevent decomposition.
- ❖ **Segregation:** Flammables are kept away from combustible materials.
- ❖ **Labeling:** It is used to clearly label with the type of peroxide and “Hazardous Waste”.
- ❖ **Containment:** Containers resistant to the chemicals are used.
- ❖ **Disposal:** Arranged for collection for proper handling and disposal.

## **General Guidelines:**

- ❖ **Safety Precautions:** Implementation of wearing appropriate personal protective equipment (PPE) when handling hazardous waste.
- ❖ **Spill Kits:** Spill kits are accessible in areas where hazardous chemicals are used or stored.
- ❖ **Training:** It is ensured that personnel handling hazardous waste are properly trained in safety and disposal procedures.
- ❖ **Regulations:** Local, state, and central regulations regarding hazardous waste disposal are followed.

These procedures help ensure that hazardous waste is handled safely and in compliance with environmental regulations.

## 31. BAN ON PLASTIC USE POLICY

### **PREAMBLE**

Implementing a ban on plastic use at DNR College, Bhimavaram, can significantly contribute to environmental sustainability and create a healthier campus. Here are steps and considerations for implementing such a Policy:

### **Policy Framework**

Policy Statement:

1. The ban is on plastic products such as single-use plastics like bottles, straws, bags, utensils.
2. Scope and Applicability:

The ban is enforced on entire campus including cafeteria.

By the ban students, faculty, staff and vendors are affected

### **Implementation Strategy**

#### **1. Awareness:**

Awareness about plastic ban is included in programs for new students and staff.

Posters, digital boards, and social media to spread the message are used.

#### **2. Alternatives and Support:**

Alternative to plastic products bamboo straws, cloth bags and reusable bottles provided.

There are many protected water taps are set up for water to discourage bottled water use.

#### **3. Infrastructure and Facilities:**

Different colored bins are arranged to ensure proper waste segregation.

Composting units for organic waste are set up.

It is ensured to canteen comply with the Policy by using biodegradable or reusable utensils.

### **Conclusion**

The success of a plastic ban Policy at DNR College, Bhimavaram, depends on thorough planning, widespread education, and community involvement. By fostering a culture of sustainability, the college can set a positive example for other institutions and contribute to a healthier environment.

## 32. VEHICLE FREE DAY POLICY

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### PREAMBLE

Implementing a recurring vehicle-free day on the third Saturday of each month at DNR College, Bhimavaram, can be an effective way to promote sustainability and environmental consciousness. Below is a comprehensive outline for planning, implementing, and maintaining this Policy:

### Objectives

1. **Environmental Sustainability:** Reduce the college's carbon footprint by minimizing vehicular emissions.
2. **Health and Wellness:** Encourage walking, cycling, and other forms of active transportation.

### Planning and Preparation

#### 1. Stakeholder Engagement:

- ❖ **Administration Approval:** Obtained formal approval from the college administration.
- ❖ **Student and Staff Involvement:** Student bodies and staff unions are involved in the planning process.

### Implementation Strategy

#### 1. Communication:

- ❖ **Advance Notice:** The vehicle-free day will be announced well in advance through notice boards, and WhatsApp groups.
- ❖ **Reminders:** Reminders will be sent a week and a day before each vehicle-free day.

#### 2. Alternative Transportation:



**Cycling and Walking:** Cycling and walking is promoted by ensuring safe pathways and adequate facilities.

**Execution:**

The impact in terms of participation, reduction in emissions, and overall satisfaction will be assessed.

The results with the college community will be shared to build momentum and encourage continued participation.

1. Continuous Improvement:

The Policy and its implementation will be reviewed regularly based on feedback and impact assessments.

Strategies and logistics will be adjusted to improve the experience and effectiveness of future vehicle-free days.

By making the vehicle-free day a recurring event, DNR College can continuously promote sustainable practices and foster a strong sense of community among its members.

## 33. GREEN CAMPUS POLICY

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### **PREAMBLE**

DNR College Bhimavaram is committed to promoting environmental sustainability through a variety of green policies. These initiatives are designed to reduce the college's environmental footprint, promote sustainable practices among students and staff, and contribute to the broader goal of environmental conservation. Here are the key aspects of DNR College's green Policy:

### **Energy Conservation**

#### **Use of Energy-Efficient Lighting and Appliances**

The college has replaced traditional electric bulbs with energy-efficient LED lighting across the campus. This has significantly reduced electricity consumption and lowered the overall carbon footprint. Additionally, the use of energy-efficient appliances in laboratories, offices, and common areas helps conserve energy.

### **Water Management**

#### **Rainwater Harvesting Systems**

To address water scarcity and promote sustainable water use, DNR College has implemented rainwater harvesting systems. These systems collect and store rainwater, which is used for cleaning purpose in Chemistry laboratory. This initiative not only conserves water but also reduces the burden on municipal water supplies.

### **Waste Management**

#### **Segregation of Waste at Source**

DNR College has a comprehensive waste management program that begins with the segregation of waste at the source. Separate bins for biodegradable, recyclable, and non-recyclable waste are placed throughout

the campus. This segregation facilitates efficient recycling and disposal processes.

### **Composting Organic Waste**

Organic waste from the college canteens and gardens is collected and composted on-site. The resulting compost is used as manure for the college gardens, enriching the soil and promoting healthy plant growth. This closed-loop system exemplifies the principles of circular economy and sustainable waste management.

### **Green Campus Initiatives**

#### **Planting of Trees and Maintaining Green Cover**

DNR College has undertaken extensive tree-planting initiatives to enhance the green cover on campus. Native and drought-resistant species are prioritized to ensure minimal water usage and maximum environmental benefits. Regular tree-planting drives involve students, staff, and the local community, fostering a sense of collective responsibility towards the environment.

#### **Promotion of a Plastic-Free Campus**

The college actively promotes a plastic-free campus by discouraging the use of single-use plastics. Alternatives such as reusable water bottles, cloth bags, and biodegradable packaging are encouraged. Awareness campaigns and workshops educate students and staff about the environmental impact of plastic waste and the benefits of reducing plastic consumption.

#### **Sustainable Transportation**

##### **Encouragement of Carpooling, Cycling, and Public Transport**

To reduce the carbon footprint associated with commuting, DNR College encourages carpooling, cycling, and the use of public transport. Secure bicycle stands are provided and cycling is promoted as a healthy and eco-friendly mode of transport.

##### **Pedestrian-Friendly Pathways**

The campus is designed to be pedestrian-friendly, with well-maintained walkways and shaded paths. This encourages walking and reduces the need for motorized transport within the campus. The emphasis on pedestrian pathways also enhances the overall aesthetic and environmental quality of the campus.

### **Collaboration with Local Communities and NGOs**

DNR College actively collaborates with local communities, non-governmental organizations (NGOs), and government agencies on environmental initiatives. These collaborations include joint tree-planting drives, clean-up campaigns, and educational outreach programs. By working together with external stakeholders, the college amplifies its impact and contributes to broader environmental conservation efforts.

### **Organizing Clean-Up Drives and Tree Plantation Events**

The college organizes regular clean-up drives to remove litter from the campus and surrounding areas. These drives engage students, staff, and community members, promoting a culture of cleanliness and environmental stewardship. Tree plantation events are also held periodically, with participants planting and nurturing saplings to enhance the green cover.

The green policies implemented by DNR College Bhimavaram reflect a comprehensive approach to environmental sustainability. By focusing on energy conservation, water management, waste management, green campus initiatives, sustainable transportation, and community engagement, the college is making significant strides towards creating an eco-friendly campus. These initiatives educate and inspire the next generation of environmental stewards. DNR College's commitment to sustainability sets an example for other educational institutions and contributes to the global effort to protect and preserve our planet.

## 34. DIFFERENTLY-ABLED STUDENTS POLICY

D.N.R. College Bhimavaram is dedicated to creating an inclusive and supportive environment for differently-abled students. The college's Policy includes the following key aspects:

### 1. Accessibility:

- ❖ Ensure that all campus facilities, including classrooms, laboratories, libraries, and restrooms, are accessible to differently-abled students.
- ❖ Provide ramps, elevators, and other necessary infrastructure to facilitate mobility.

### 2. Academic Support:

- ❖ Offer additional academic support such as tutoring, note-taking assistance and access to adaptive technologies.
- ❖ Ensure availability of course materials in accessible formats, such as Braille books.

### 3. Examination Accommodations:

- ❖ Allow extra time for examinations and assignments.
- ❖ Provide scribe facility method where necessary.

### 4. Counseling and Mentorship:

- ❖ Offer counseling services to support the emotional and psychological well-being of differently-abled students.
- ❖ Assign mentors or advisors to assist with academic and personal development.

### 5. Financial Support:

- ❖ Provide scholarships, grants, or financial aid specifically for differently-abled students.
- ❖ Assist in the application process for government or non-governmental financial support programs.

### 6. Grievance Redressal:

- ❖ Establish a dedicated grievance redressal mechanism to address issues and concerns faced by differently-abled students promptly and effectively.
- ❖ These policies aim to create an equitable educational environment that accommodates the needs of differently-abled students and enables them to achieve their academic and personal goals. For specific details and any updates to the Policy, it is advisable to contact the administration office of D.N.R. College directly.

## 35. CODE OF ETHICS POLICY

### 1. Introduction

- ❖ **Purpose:** To establish a framework for ethical behavior and decision-making.
- ❖ **Scope:** Applies to all students, faculty, staff, and administrators.

### 2. Core Values

- ❖ **Integrity:** Upholding honesty and strong moral principles.
- ❖ **Respect:** Treating all individuals with dignity and consideration.
- ❖ **Responsibility:** Being accountable for one's actions and duties.
- ❖ **Fairness:** Ensuring impartiality and equity in all dealings.
- ❖ **Excellence:** Striving for the highest standards in academic and professional endeavors.

### 3. Student Responsibilities

- ❖ **Academic Honesty:** Adhering to principles of academic integrity, avoiding cheating, plagiarism, and other forms of academic misconduct.
- ❖ **Respect for Others:** Interacting respectfully with peers, faculty, and staff, and fostering an inclusive environment.
- ❖ **Compliance with College Policies:** Following all rules, regulations, and guidelines set forth by the institution.

### 4. Faculty and Staff Responsibilities

- ❖ **Professional Conduct:** Demonstrating professionalism in teaching, research, and administration.
- ❖ **Impartiality:** Treating all students fairly and without bias.
- ❖ **Confidentiality:** Respecting the privacy of student information.

### 5. Research Ethics

- ❖ **Integrity in Research:** Conducting research with honesty, transparency, and adherence to ethical standards.
- ❖ **Proper Use of Resources:** Utilizing institutional resources responsibly and for their intended purposes.

### 6. Community Engagement

- ❖ **Social Responsibility:** Contributing positively to the community and promoting social good.
- ❖ **Environmental Stewardship:** Supporting sustainability initiatives and practices.

## **7. Enforcement and Reporting**

- ❖ **Violation Reporting:** Procedures for reporting ethical violations, including confidentiality assurances and protections against retaliation.
- ❖ **Disciplinary Actions:** Consequences for breaches of the code of ethics, ranging from warnings to expulsion or termination.

## **8. Review and Amendments**

- ❖ **Regular Review:** Periodic review of the code to ensure relevance and effectiveness.
- ❖ **Amendment Process:** Procedure for making changes to the code, involving input from the college community.

For the most accurate and specific information, it's best to consult DNR College Bhimavaram's official publications or contact their administrative office directly.

**Principal**  
**Dantuluri Narayana Raju College (Autonomous).**