



# DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B<sup>++</sup>' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

## Code of Conduct for Students

1. Every student shall wear the prescribed uniform.
2. Every student shall wear the identity card and shall show the same whenever he is asked to do so within the College premises.
3. The Cell phones are strictly prohibited in the College campus.
4. All the students should "Stand up" in the class or inside the campus, when the Vandemataram song is played at 9.30 a.m.
5. The Students are required to be silent during the instruction hours and respond whenever the questions are posed to them.
6. The Students are prohibited from moving in verandas or surrounding classes during the working hours.
7. Smoking and cycle riding within the College Campus are strictly prohibited.
8. The students shall be gracious and courteous to the members of the staff, and are expected to greet them when they meet them.
9. No pupil shall be allowed to leave the class room without the permission of the teacher.
10. Students who have no class in a particular period shall not disturb other classes at work. They should go either to the library or to the Career guidance and Placement Cell.
11. Failure to do the assignments, irregularity of attendance, misconduct on the part of the pupil entails him/her to such disciplinary action as may be deemed fit by the Principal.
12. The students should appreciate the Institutional Goals and Objectives and

contribute to the realisation of the same by participating in the relevant institutional activities.

13. The students should have a clear knowledge of the Programmes, Admission Policies, Rules and Regulations of the Institution.
14. The students should follow the Time Schedules, Rules and Regulations of the Institution.
15. The students should take regular and specific study learning material.
16. The students should make optimum use of the learning resources and other support services available in the institution.
17. The students should prepare for the Continuous Internal Assessment and the Term-End Examinations.
18. The students should give feedback for system improvement.
19. The students should have faith and ability to pursue lifelong learning.
20. The students should live as worthy Alumni of the institution after their studies are over in the College.

  
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## Code of Conduct for Lecturers

The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity.

1. Every lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
2. At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the meeting of all staff members in the department.
3. Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecture in the department. Provision should be made for revision of the syllabus before the end of the Semester.
4. The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbances or due to his/her own absence in the College, the syllabus should be completed by taking extra classes.
5. The lecturer should inform the students regarding the schedule of coverage of syllabus.
6. The lecturer in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding

month.

7. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.
8. Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer session.
9. To achieve the best results, it is necessary for the lecture to give regular assignments to the students, preferably every fortnight.
10. Every lecturer should compulsorily use the ICT, E-Resources and go for the blended teaching as necessitated by the modern times.
11. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of the department every month.
12. The lecturer should maintain synopsis of each lesson prepared by him/her. As far as possible, a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer is to be checked by the Principal every month.
13. The lecturer should conduct periodic tests in the subject and motivate the slow-learners to bring them on par with other students in the class. A record of marks obtained at monthly, quarterly and half-yearly test should be maintained in the department.
14. Remedial coaching: Remedial coaching should be arranged for academically backward students, outside the College hours.
15. Each lecturer should involve in the Student Counselling/Mentoring Activity. He/She should give necessary counselling to 20 to 30 students allotted to him/her. Guidance should be given on the employment opportunities. As a Counsellor, the lecturer should act as a liaison between College administration and his wards. He/she should enlighten the wards about the facilities available in the library, games etc., and orient them to

the traditions, rules and regulations of the College.

16. Every Lecturer working in Science subjects should see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should have personal attention on every student and verify his/her work. The practical class should be continued till the end of the specified period.
17. Each lecturer should co-operate with and participate in all co-curricular and extra-curricular activities in the College.
18. Every Lecturer should accept the membership of the committee to which he/she is nominated by the Principal and discharge the duties with commitment.
19. Every Lecturer should attend to all examination duties without fail.
20. The lecturer should assist the Principal in the maintenance of the discipline in the College.
21. Every Lecturer should remain in the College premises during the College working hours and even beyond the working hours, if required.

  
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## Code of Conduct for Administrators

1. The Administrators of the College must communicate the Goals and Objectives of the College systematically and clearly to all students.
2. The Administrators shall offer programmes that are consistent with the goals and objectives of the College.
3. The Administrators shall offer a wide range of programmes with adequate academic flexibility.
4. The Administrators shall obtain feedback from students on the institution, review and redesign of programmes, if and when necessary.
5. The Administrators of the College have to facilitate the effective running of the teaching-learning programmes.
6. The Administrators shall implement a well-conceived plan for monitoring the student's progress continuously.
7. The Administrators shall ensure that the student assessment mechanism is reliable and valid.
8. The Administrators shall provide clear information to students about the Admission and Completion requirements for all programmes, the Fee Structure and refund Policies, financial Aid and Students Support Services.
9. The Administrators of the College shall ensure sufficient and well-run Support Services to all students.
10. The Administrators of the College shall promote healthy practices.



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## **Code of Conduct for Governing Body**

1. The governing body of the College elected by General Body, steered by the Secretary & Correspondent, designs the strategic plans and controls and coordinates all the activities of the College by constituting several standing and sub committees. College Governing body meets periodically.
2. The College General body is the apex body. It meets once an year to discuss and ratify Financial statements, Budgets and the resolutions made in the Governing body.
3. DNR College strongly believes in the principle of decentralization and participative management which involves employees, alumni and other stakeholders in decision making.
4. The Principal of the College, as the head of the institution handles the reins of the academic and administrative wings. She is ably assisted by the vice principal.
5. The administration of the P.G. Courses is monitored by the Director of PG Courses.
6. The Internal Quality Assurance Cell is instrumental in ensuring timely, efficient and progressive performance of academic and administrative tasks. It evolves mechanism and procedures for optimization and integration of modern methods of teaching, learning and evaluation process. It periodically conducts Academic and Administrative Audit and its follow-up.

7. The autonomous examination system is an ideal case of decentralization in the College administration.
8. Examination section, headed by the controller of examinations, takes care of all matters concerned with the conduct of examinations, evaluation and declaring of results. It maintains overall examination record of the students.

  
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