POLICY DOCUMENTS

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1. Academic Curriculum Policy

1. Introduction

- This policy supports Teaching and Learning Policy, which outlines the College approach in providing outstanding teaching and learning.
- This policy document is pursuant to the requirements of the Higher Education which states that the college must ensure that there is "a written policy on the curriculum, supported by appropriate plans and schemes of work".

2. Policy aim

- The aim of this policy is to outline the College approach to the provisions of academic programs, the aims of those programs and the student cohorts for which they have been developed.
- The policy also includes outline information about each academic program. Further details can be found by referring to the individual curriculum plans of the departments of the college.

3. General principles underlying the policy

- IQAC of the College shares and upholds the values and principles set out in Teaching and Learning Policy
- Faculty of the College receive training, guidance and support, enabling them to contribute to the provision of outstanding teaching and learning at College, as set out in the group of policies and procedures that support teaching and learning practices.
- Faculty of the college are conversant with and abide by College academic policies and procedures in vogue.

4. Aims of the Curriculum

The aims of our curriculum are:

4.1 Support

- To support the students in their academic preparation for progression to further or higher education
- To individually support students in learning difficulties, where/when identified, drawing on internal and external expertise to ensure that the students' learning needs are appropriately addressed.
- To provide a safe and secure learning environment.

4.2 Development

- To provide programme and subject choices that support students' learning and general development, enabling them to progress and work towards achieving their goals
- To develop communicative, professional and study skills required to access and succeed in their endeavours to further or higher education
- To develop independent learning skills of the students and engender the resilience and independence required for further/higher education.
- To stretch and challenge the enquiring minds of our students, and encourage them to strive for excellence
- To enable the students to be creative, innovative and entrepreneurial
- To support the students' spiritual, moral, intellectual and physical development and to enrich their studies beyond teaching and learning around the core content.

4.3 Attitude and outlook

- To promote a positive attitude towards learning so that all students enjoy coming to college and participate in the college activities
- To inculcate awareness among the students in promoting respect towards society and each other through curriculum, extra-curricular programs, enrichment and charity organizations.
- To promote inclusion and harmony among students of various cultures, and to engender respect for culture, heritage and spiritual beliefs and values, including the opportunities, responsibilities and experiences of life in the society.

5. College students

- The majority of students hail from rural areas, entering the college for their further education.
- As the students are, in general, intensely focused on university progression, we guide them to apply for the appropriate universities/institutions of higher learning for their career development.

6. College programs

- College offers educational programs to the students that enable them to acquire vital skills in literacy, numeracy, speaking, listening, research and presentation through a curriculum delivered in a variety of imaginative and inclusive ways (e.g. group projects, debates etc.).
- The students follow a curriculum that gives them experience in the fields such as HVPE, ICT etc.,
- Students have access to accurate, up-to-date and impartial career guidance and are counselled on their options for further education/career.

7. Assessment

- Please refer to the program assessment policies and procedures for complete information regarding internal and external assessment.

8. Curriculum Revision

- Any educational institute has to review and revise its curriculum frequently to achieve academic excellence.
- Curriculum Revision Policy is to ensure the curriculum components are consistent with recent updates in the subject concerned.
- As the college is an affiliated institution, it follows the curriculum revised by the university concerned.
- If, sometimes, it is found difficult to incorporate a new course in the program, that particular course can be offered as certificate course and made it mandatory to the students.

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2. Consultancy Policy

1. Purpose

The institution aims to be an entrepreneurial organization by providing consultancy services to client organizations. The College recognizes the consultancy carried out by the faculty as a core and valuable part of its function. Therefore, the College has established its Consultancy Policy to support all staff in the delivery of approved consultancy.

2. Definition

This policy is projected to provide a clear framework for faculty who wish to take up consultancy, either through College or in personal capacity. Consultancy includes the work extended by a faculty member of the college in their field of expertise for external clients, for which payment is usually made. The faculty members should take prior approval from the Head of the Institution to extend consultancy work and maintain the proper record in this regard. Personal Consultancy must be undertaken outside normal working hours of the college and should not hamper the regular teaching in the College.

3. Some of the Consultancy services are:

1. External examiner
2. Acting as a subject expert/University Nominee
3. Delivering a special private/public lecture
4. Production of Intellectual works such as books, articles and papers
5. Editor of academic/research journals
6. Serving on governmental or related committees
7. Extension of research instrumentation
8. Counsellors/Mentors for distance Learners
9. Any other consultancy activity

The College reserves the right to impose rejection on any consultancy proposed by the faculty. Any income generated from consultancy, approved by the college, may be used to develop the academic/research facilities in the concerned department.

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3. Intellectual Property Rights Policy

1. Objectives

- Aims to facilitate the protection and valorization of intellectual property (IP) generated during scientific pursuits in the College and offers scope for wealth generation, alleviation of human sufferings and betterment of human life.
- Urges all faculty, staff and students to document their IP, so that it could be protected and applied for the gain of the society at large, the institute and the concerned inventors.
- Keen to facilitate faculties and staff of the college in a proactive manner in the generation, protection and transaction of IP which offer potential and scope for shared benefits to both Institute and the inventors. Through this policy, a system will be in place to bring order into the process of knowledge generation and commercial exploration.

2. For Whom Is This Meant?

This policy covers all staff, faculty members, students and also persons engaged in sponsored schemes and projects, from UGC, DST, CSIR, APSCHE, etc. and any other funding agency/ Institute as well as visiting scientists/professors/personnel who participate in the research work being carried out at the Institute.

3. What Constitutes Intellectual Property?

- Intellectual Property (IP) is an intangible knowledge product resulting from the intellectual output of the inventors, namely faculty, staff and students of the Institute. IP thus is an outcome of in-house or sponsored research, Industrial consulting or other forms of collaborative R & D.
- Any product of the human intellect which is unique, novel, innovative, creative and unobvious and which qualifies for protection under relevant Acts of the Government for example patent rights, copy rights, trade marks etc. which are developed at the College. IP can be of the following forms: know-how, and other proprietary concepts, solutions, processes, including an invention, scientific or technological development, and even computer software, genetically engineered microorganisms and business models and other forms as the need arises.
- The above forms of IP can be protected at national and international levels. The protection of IP is seen necessary both by the Inventor and the Institute.
- The product of the intellect can have potential for faculty entrepreneurship. Such activities will ensure that the intangible IP reaches a tangible form that can be marketed. When this is the case, the Guidelines for Faculty Entrepreneurship shall be followed. The office of Technology Licensing and Entrepreneurship (TOTLE) at Society for Innovations and Development (SID) handles all activities related to entrepreneurship of any faculty.

4. Ownership:

- *In-House Research:* All rights in respect of investigations carried out at the Institute shall vest in and be the absolute property of the Institute except in respect of the activities carried out jointly with other institutions or agencies or under a sponsorship by an agency, in which case the ownership will be decided and agreed upon mutually under MoU.
- *Sponsored Research:* Intellectual Property Rights (IPR) of inventions arising out of research projects undertaken on behalf of the sponsoring agencies shall be taken jointly in the name of the Institute and sponsoring agencies; when the sponsoring agencies bear the cost of filing and maintaining of the IPR equally basing on the MoU. If the sponsoring agencies are not forthcoming, the Institute at its discretion may file the application with the absolute ownership and Institute will meet the entire cost of filing and protection of IPR.
- *Collaborative Research:* All intellectual property jointly created, authored, discovered, invented, conceived or reduced to practice during the course of collaborative research undertaken jointly by Institute with Collaborating Institutions, shall be jointly owned; and the Collaborating Institutions will be requested to bear the cost of filing and maintenance of the IPR. In case the Collaborating Institutions are not forthcoming to bear fully the cost of filing and maintenance, if considered expedient by the Institute, the Institute will share the cost proportionately with the Collaborating Institutions as per the MoU. Where the Collaborating Institutions are not forthcoming for filing joint IPR application, the Institute at its discretion may file the application with absolute ownership and Institute will meet the entire cost of filing and protection of IPR.

5. Copyright:

- The College shall be the owner of work, including software created by college personnel with significant use of college resources.
- If the institute foresees a gainful return from copyrights, it may initiate steps to file and protect such copyrights and share the financial benefits with the inventor on terms and conditions of the institute.
- The College shall be the owner of copyright on all teaching material developed by the college personnel as part of any of the academic programs at college. The authors shall have the right to use the non-funded technical material in his/her professional capacity. If the technical material is prepared by the author on behalf of a funding agency, then the copyright will be shared between the Institute and the Funding Agency. As a traditional exception, the college shall not claim ownership of copyright on books and publications authored by the college personnel.
- Any IP generated when an Inventor from the institute works in a university or company abroad/in India on EOL/sabbatical leave/earned leave, will be jointly owned by the college and the University/Company.

6. Technology Transfer

- The Intellectual Property of the Institute held either in the name of College or jointly with other Institutions/Industry will be marketed for commercial transactions under agreements involving technology transfer, licensing and revenue sharing models.
- The Research Committee shall identify potential licensee(s) for the IP to which College has ownership. In case of joint ownership, the Organization/Industry which has sponsored the activity, will have the first right to commercially utilize and exploit Intellectual Products emanating from the collaboration activity, whether or not the same have been formally protected by patent(s). The licensing to commercially exploit would involve technology transfer fee and also royalty payment from the first date of such commercial exploitation for a period that will be as mutually agreed upon.
- In the event of the other collaborating organization/industry not undertaking the commercial exploitation within a reasonable period of two years from the first date of development of the technology. The College reserves the right to transfer the said know-how to a Third Party for its commercial exploitation and use. In such instance, however, the college shall share the net proceeds from such commercial assignments, in equal measure with the collaborating organization/industry in the ratio 1:1.
- The college would endeavor to exploit the IP by commissioning a Technology Management Agency and thereby bring to a favorable light the IP produced by its Inventor(s). The Inventor(s) may seek the college to assign the rights to them after a certain holding period, governing the rules and regulations of the IPR Act.

7. Revenue Sharing

The revenue arising out of licensing of IP and royalty would be shared in the appropriate ratio (currently, this ratio is 60:40) between the inventor(s) and the Institute. Where the college reassigns the right of the IP to its investor(s), the inventor(s) shall reimburse all the costs incurred by the college, which include protection, maintenance, marketing and other associated costs from time to time.

8. Infringements, Damages, Liability and Indemnity

- As a matter of policy, the college shall, in any contract between the licensee and College, seek indemnity from any legal proceedings including this, but not limited to manufacturing defects, production problems, design guarantee, upgradation and debugging obligation.
- The college shall also ensure that the college personnel have an indemnity clause built into the agreements with licensee(s) while transferring technology or copyright material to licensees.
- The college shall reserve the right to engage in or desist from or not in any litigation concerning patent and license infringements.

9. Conflict of Interest

- The inventor(s) are required to disclose any conflict of interest or potential conflict of interest initially.

- If the inventor(s) and/or their immediate family have a stake in a licensee company, then they are required to disclose the stake they and /or their immediate family have in the company, and license or an assignment of rights for a patent to the licensee - company in such circumstances, shall be subject to the approval of the IP Management Committee.

10. Dispute Resolution

In case of any disputes between the college and the Inventor(s) regarding the implementation of the IP policy, the inventor(s) may appeal to the Principal of the College. Efforts shall be made to address the concerns of the inventor(s) by developing and instituting an Arbitration/Mediation mechanism and arrangement. The Principal's decision in this regard would be final and binding on both institute and inventor.

11. Jurisdiction

As a policy, all agreements to be signed by the college will have the Jurisdiction of the courts in Bhimavaram and shall be governed by appropriate laws in vogue in the country.

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4. Research Policy

1. Aims

- The research policy of the college aims to create and support a research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members;
- for developing and promoting scientific temper and research aptitudes of all learners;
- for realizing the vision and mission of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.
- It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations as well as to the established standards and norms relating to safe and ethical conduct of research.

2. Scope

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

- All staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the college;
- All students registered with the college;

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will inter alia include

- Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
- Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
- Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum etc.
- Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
- Research projects of students undertaken as part of the curriculum or for enriching it
- Publication, presentation and communication of the research outcomes and related activities

3. Objectives

- To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college
- To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and mission of the college and national development goals.
- To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported
- To guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
- To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
- To identify and establish linkages including MOUs for long term relationships with industry bodies and individual companies for creating opportunities for teachers and

students of the college to involve themselves in real life research projects and obtaining sponsorships

- To encourage and facilitate the publication of the research work/projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops /seminars /guest lectures
- To compile data on all the research work/projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year
- To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;
- To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
- To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

4. Composition of Research Committee

Research Committee will have the following composition

- Principal – Chairperson
- Coordinator – Member Secretary
- Four teachers – Members
- Industry/Academia representative - Member
- Two student representatives - Members

5. Research Policy implementation mechanism

Research Committee of the college shall be responsible for implementing this research policy of the college by working closely with the college vision. The specific roles and functions of the Board of Research Studies will be as follows:

- Facilitate the faculty in undertaking research and will work with the college to set up a research fund for providing seed money
- Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
- Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
- Encourage the faculty to undertake research by collaborating with other research organizations/industry.
- Create suitable procedures for giving due recognition for guiding research.

- Facilitate the establishment of specific research units/ centers by funding agencies / university.
- Organize workshops/ training programs/ sensitization programs to promote research culture on campus.
- Prepare budgets for supporting students' research projects.
- Approach National and international organizations such as UGC, ICSSR, ICHR, ICPR, DST, CSIR etc. to fund major and minor research projects undertaken by the faculty / students
- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
- Facilitate Interdepartmental / interdisciplinary research projects. xiv. Institute research awards.
- Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- Publicize the research expertise and consultancy capabilities available in the college.
- Facilitate the provision consultancy services to industries / Government / Non-Government organizations / community/ public.
- Prepare Rules & Guidelines for Grant of Research related leave and other remissions xxi.
- Prepare Guidelines for design and evaluation of curriculum oriented research projects
- Prepare a college research agenda with relative priorities.

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5. IT Policy

1. Introduction

College promotes the use of information technology to enhance its teaching, learning and working environments. Ensuring the responsible, efficient and ethical use of information technology is a community endeavor shared between staff, students and faculty.

2. Purpose

This policy provides a framework to guide users in decision-making about the usage of information technologies provided by and/or operated at College.

3. Definitions

3.1. Information Technology (IT): Information Technology (IT) includes, but is not limited to: computer systems; networks; data storage media; software applications; hardware; or any other electronic or telecommunications media used for the digital transmission of information, on campus or remotely, through which College provides access or is connected.

3.2. User: User refers to any person who accesses the college's information technology such as students, faculty, staff, volunteers and guests.

3.3. User: account User Account refers to the privilege and/or permission granted to a specific user to access a particular portion of the college's information technology.

4. Policy statements

4.1. The primary purpose of information technology is for college-related activities including, but not limited to teaching, learning, research and administration.

4.2. The use of information technology resources is a privilege and not a right.

4.3. Information Technology users shall be aware of, and adhere to, the requirements of all federal and provincial legislation and regulations, as well as the college's policies and procedures.

4.4. Employees are expected to store their college e-mail only on college-assigned devices and/or computers.

4.5. A user account may only be accessed by the user to whom the account was assigned and only to fulfill their role unless otherwise stated in this policy.

4.6. Users need to safeguard their user passwords and not disclose their passwords to others.

4.7. As a condition of access to information technology, users are individually accountable for any authorized or unauthorized use, misuse or illegal use.

4.8. Users need to take reasonable precautions to protect and secure college-owned and/or their own IT devices such as desktop computers, laptops and tablets.

4.9. Users must not attempt to circumvent any security or control measures implemented on college systems.

4.10. College considers any violation of this policy to be an offence and where relevant, a user's privileges may be suspended during the investigation of an unacceptable use incident.

4.11. College shall treat all electronic communication as private and secure but this cannot be guaranteed. Users should not have an expectation of complete privacy when using IT.

4.12. Occasional personal use of information technology is permitted provided such use does not hinder the work or resources of the user or others.

5. Implementation

This policy is implemented through a combination of:

- Staff training;
- Student education and information;
- Student ICT Agreements;
- Effective student supervision;
- Effective supervision and monitoring of college networks;
- Regular inspection of ICT equipment;
- Effective incident reporting procedures
- Effective management of incidents of inappropriate ICT usage when reported and/or
- observed;
- Regular risk assessments with respect to inappropriate ICT usage;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

6. Initiatives

- All the departments are to take at least one class in the ICT room per week.
- Conducting student seminars making use of PPTs.
- Screening relevant movies.
- Showing essential video clippings related to subjects.
- Making use of LMS launched by the Commissionerate of Collegiate Education, Govt. of A.P.
- Effective use of virtual classes from other colleges where and when necessary.

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6. Staff Code of Conduct Policy

1. Introduction

- The purpose of this Code is to promote high standards of conduct from all staff members of the college.
- All staff should make themselves aware of the Code, including the sources of advice and support available when in doubt about appropriate conduct, and the disciplinary actions that can be applied where the Code is breached.

2. Employee Responsibility

- This code of conduct applies to all employees of College. It is the responsibility of all staff to familiarize themselves with it. This code of conduct should be read in conjunction with the College Disciplinary procedures, Safeguarding Health and Safety procedures of the employee's contract of employment.

3. Expected Conduct

Employees are expected at all times to:

- Treat students, other employees and College users with courtesy and respect
- Comply with reasonable requirements or instructions given by the College.
- Familiarize themselves with and adhere to the College policies and procedures
- Carry out their duties with integrity, care and diligence
- Promote and protect the good reputation of the College
- Preserve the confidentiality of all College information attained by them in the course of their work and avoid dealing with the media on any College issue unless specifically authorized
- Continue to develop their effective contribution by participating in the College's training and development programs
- Not to act in a way which is discriminatory towards individuals or groups for reasons of age, disability, gender, class, ethnicity, colour, faith, marital status
- Take reasonable steps to ensure the health, safety and welfare of themselves, other employees, students and College users
- Avoid inappropriate physical contact unless in an emergency situation
- Dress in a way which is appropriate to their position and duties
- Wear their College Identity Card
- Be absent from work only when authorized or when ill
- Be punctual to demonstrate respect for others and to make best use of working time
- Refrain from using offensive/filthy language
- Not to attend work or carry out duties whilst under the influence of alcohol, narcotic drugs or other psychotropic substances which prevent them from doing so competently.

4. Professional Relationships

- The College is committed to providing a learning environment in which relationships between staff, students and other College users are cordial and professional.
- Employees are in an unequal power relationship with students and must recognize professional boundaries.
- They must ensure that their relationships with students or with other staff members are not of a kind that compromise or could be perceived to compromise their professional responsibilities, e.g., an undeclared personal relationship in which the staff member is assessing the student's work or has responsibility for an aspect of the management or remuneration of the other staff member.
- Staff must be mindful at all times of the necessity to treat students equally, to avoid favoritism, and to exercise care in the pursuance of any relationship outside of the learning environment.
- Whilst in an adult learning environment the establishment of a social relationship with students can be positive, there are inherent pitfalls in maintaining professional boundaries in some activities.
- Activities which give individual students privileged access to aspects of a member of staff's personal life should be approached with great caution.
- Staff should also avoid situations where they are alone with students in informal settings such as student hostels.

5. Personal Conduct Outside of the College

- An employee's conduct in their private life becomes a matter of concern for the College where it damages the College's reputation or makes an employee unsuitable for the work for which they have been employed.
- Behaviour relating to violence, dishonesty, substance abuse including alcohol, sexual offences and other serious offences are likely to come into this category.

6. Gifts and Hospitality

- Employees must not accept or solicit gifts or benefits that might in any way compromise or influence them in their capacity as employees of College
- Employees should be careful to ensure integrity over receipt of gifts, hospitality and benefits during the course of carrying out their duties.
- Gifts or benefits that are more than of small value should be brought to the notice of the Clerk to the Departmental HoDs/Principal and recorded in the confidential register of interests, in accordance with the register guidelines.
- The informal exchange of gifts and hospitality between staff and students is strongly discouraged because of potential conflict of interest.

7. Conflict of Interest

- In discharging College business, all employees need to be aware of actual, potential or perceived conflicts which might arise between their private interests and their College responsibilities.
- Actual, potential or perceived conflict of interest may arise in connection with, for example:
    - ✓ a. personal and family relationships;
    - ✓ b. staff and student relationships
    - ✓ c. financial interests and affiliations;
    - ✓ d. receipt of gifts and hospitality;
    - ✓ e. acceptance of outside professional work or secondary employment;
    - ✓ f. use of College information;
    - ✓ g. misuse of College premises, equipment and materials
    - ✓ h. external activities and public comment;
- It is the responsibility of each employee to disclose to their Departmental HoDs/Principal about the details of situations that may give rise to an actual, potential or perceived conflict of interest.
- Employees in responsible positions must be especially alert to the various situations in which conflicts of interest may arise in the workplace and handle such situations with common sense and in a sensitive manner.

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7. Student Attendance Policy

1. Purpose:

The purpose of the attendance policy is to ensure that staff and students are fully aware of their responsibilities for attendance and absences in relation to the statutory requirements detailed within the Education Act of Andhra Pradesh.

2. Scope:

This policy applies to all teaching staff with responsibility for maintaining registers. It also applies to every staff member, regardless of role, as part of their safeguarding and student protection responsibilities.

3. Policy Aim: The aims of the attendance policy are:

- To provide clarity on the college's expectations of students' attendance
- To ensure that teaching staff are aware of their statutory responsibilities for registering attendance and absences

- To ensure that all staff are aware of the links between absences and the Missing person procedures

4. Attendance:

- 75% of attendance is compulsory for every Semester. The candidate who is not eligible for the examination due to the shortage of attendance i.e., less than 75% may be condoned up to 66% on medical grounds with a specified fee as fixed by the university.
- We expect all students to make every effort to attend college regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.
- Unauthorized absence and lateness is discouraged as it leads to educational disadvantage. Procedures are in place to ensure that instances of unauthorized absence and lateness are followed-up, and where it is appropriate, these will result in disciplinary action as detailed within the Student Disciplinary Policy and Procedures.

5. Teacher responsibilities

- The college has a statutory duty under the Education policy to maintain a register of all students attending the college. For the purposes of the attendance policy, it is the teacher's responsibility to maintain these registers.
- All registers need to be completed within 5 minutes of a start of each period/ class. Teachers should report absences as per the local attendance procedures.
- Teachers should report absences as per the local attendance procedures.
- Failure to maintain a register will result in action under the staff code of Conduct.

6. Reporting:

In the event that a student is absent for more than 10 consecutive working days, then the teacher shall inform the absence about the student to his/her parent in writing

7. Maintaining records

- The College's attendance register is kept by means of a computer and/or a hard copy register and must be backed up in the form of an electronic, or printed copy not less than once a month. Each of these additional copies must be retained for three years after the end of the college year in question.
- Copies of all actions taken in respect of Unauthorized Absence are to be recorded and retained for three years after the college year in question.
- Students' attendance record will be included within their profile sheet with the concerned mentors.

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8. Student Admission Policy

1. Introduction:

Student Admission Policy and Procedures is related to the application and admission of students into various programs of the College.

2. Objective:

The policy describes the stipulations and procedures for student application and admission into the programs of the college through a transparent and accountable online admission.

3. General principles underlying this policy and procedures:

- The policy and procedures are used to admit the students in a transparent, explicit, clear and consistent way.
- The policy and procedures provide equal opportunities for students, including catering to the special educational needs of differently abled.
- The policy provides equal opportunities to all students regardless of caste, creed, region, gender, nationality, race, culture and religion.
- Students are offered unbiased guidance and advice. Students have the right to appeal about any aspect of the way in which their application and/or admission was managed. College reserves the right to cancel any program onto which students have been accepted, in accordance with its rules and regulations.

4. Entry requirements:

Admissions Committee (AC) admits students to College programs according to pre-specified entry requirements. Entry requirements include minimum student age, academic qualifications and/or record, the duration of the program etc.

5. Student application and admissions process:

Student applications to College programs are usually received through online or directly from an individual. All the filled-in applications must be submitted along with required and relevant documents/evidences to support their claim. Students are allotted seats, following the rule of reservations in force.

6. Admission appeals and complaints:

Students have got every right to appeal against any decision taken during the application process. Students also have the right to complain about any aspect of the application or admission process. AC will respond to appeals and complaints in accordance with Admission Policy and Procedures.

7. Admission on T.C.:

There is admission on T.C. facility with university permission.

8. Cancellation and refunds:

If a student requests to cancel admission, the college never refund any fee and in fact the student needs to pay the total fee dues for the entire program.

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9. Student Code of Conduct Policy

1. Introduction

- College is a caring learning community which respects the rights and duties of each student to enjoy a safe, positive, congenial and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members.
- As members of the college community, all students are expected to abide by its code of conduct.
- Positive behavior is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to College Disciplinary Policy and Procedures, which outlines actions in response to breaches of this code.

2. Code of conduct for students

- This code relates to students' conduct throughout their time at College and should be followed whilst students are both on and off college grounds, where ever applicable.
- Students may contact any member of college staff if they have any concerns during their stay at College. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so anonymously in writing, if required.

2.1. General conduct Students should:

- Treat their fellow students, members of staff, visitors, and homestay providers courteously.
- Follow appropriate instructions given by staff members from time to time.
- Be honest
- Positively represent the college
- Positively represent values and culture
- Avoid the use of offensive, abusive, filthy language
- Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.
- Inform any staff member if they are concerned about a fellow student
- Dress appropriately for college activities and external trips/visits and in college.

2.2. Discrimination

- Discrimination in any form will not be tolerated at College.
- Students should behave in a way that is respectful, tolerant and accepting to others which does not discriminate against others on any grounds, including age, gender, race, nationality, language, culture, religion, disability, health, status and appearance etc.

2.3. Bullying and harassment

- Bullying and harassment/Ragging in any form will not be tolerated at College.
- Students should not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying.
- Report any incident where they feel bullying or harassment is taking place

2.4. Security Measures for Students:

- Wear their college identity card at all times whilst on college and show it to college staff on demand.
- Not lend their identity card to anyone else.
- Not use their identity card to let other people into or out of college premises.
- Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement.
- Not leave personal belongings unattended or unsecured on college premises
- Report suspicious persons /packages or items to a member of staff or to Security

2.5. Health and safety for Students:

- Declare any known medical conditions to a member of staff
- Provide details of any medication they are taking and/or have with them at college to a member of staff
- Use equipment safely/in accordance with safety instructions Report health or safety concerns to a member of staff
- Report accidents/safety-related incidents to college staff
- Report accidents/safety-related incidents to college staff.
- Inform staff if they are injured or feeling unwell, particularly if they cannot attend the college, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency
- Report to a member of staff if a fellow student needs urgent medical attention
- Sound the fire alarm in the event of a fire and evacuate the building
- Not tamper with safety or medical equipment
- Not bring pets into college premises, including hostels
- Not bring babies or young children onto college grounds without prior consent from the college authorities.

2.6. Student Welfare:

- Follow guidance given by the college to safeguard their welfare
- Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

2.7. Alcohol, narcotic and illegal /psychotropic substances:

- Students should not: a. Purchase, Store and consume or be under the influence of alcohol/narcotics on college grounds or at college events
- b. Purchase alcohol for anyone else
- c. Store, attempt to obtain, purchase, share or use illegal/ psychotropic substances at any time.

2.8. Smoking: This relates to all tobacco products and e-cigarettes/vaporizing products. Students should not:

- Smoke anywhere on college premises
- Purchase or solicit tobacco products

2.9. Criminal /Anti-Social Activity:

- Criminal activity in any form will not be tolerated at College. Students should:
- Not engage in, encourage, condone or conceal criminal activity
- Seek the help of the police, college staff, the Proctor or an external specialist group if they become the victim of serious crime
- Report to a member of staff all criminal activities of other students or members of staff.

2.10. Intimidation, aggression and violence:

- Intimidation, aggression and violence in any form will not be tolerated at College.
- Not engage in, encourage or condone intimidating, aggressive or violent behavior
- Report to a member of staff any serious incidences of aggressive or violent behavior of other students or members of staff
- Report to a member of staff any examples of students using intolerant language or promoting or identifying with extremist views or groups.

2.11. Attendance at college:

- Attend all timetabled lessons, tutorials and activities unless they have received prior authorization for absence or are unwell
- Students who require time off college for legitimate reasons should request authorization for absence according to the college's Attendance Policy
- Students who are unwell and cannot attend college should inform the college on the first day that they are unwell.

2.12. Learner conduct:

- Behave in a way that allows them and others to learn
- Arrive on time for all classes and other events associated with their studies, and bring with them any required materials and equipment
- Use electronic devices during timetabled activities only when permitted to do so
- Refrain from using any photographic or video-recording devices during timetabled activities without the consent of fellow students and/or college staff
- Complete all work themselves and within the stipulated time.
- Abide by the assessment regulations set out by the College and the awarding/ validating bodies for their academic program, where ever applicable
- Must not plagiarize work from other sources, i.e. internet or another student

2.13. Use of college resources and facilities:

- Treat resources and facilities belonging to the college with respect and due care.
- Leave resources and facilities tidy/clean after use
- Not remove or alter resources and facilities without permission Use college resources only for their intended purpose(s)
- Not leave personal information or belongings behind after using resources and facilities.

2.14. Use of the internet:

- Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them
- Not post images of fellow students or members of staff on the internet
- Not share any pornographic imageries
- Not access private, secure or financial material on public devices
- Not access inappropriate material on public devices
- Not access or download illegal material
- Not purchase inappropriate items, or items that they are too young to purchase, online.

2.15. Conduct on external trips and visits:

- Pay attention to and follow welfare, health and safety instructions given by members of staff
- Act in a way that positively promotes the college
- Not do anything that puts others in danger

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10. Student Disciplinary Policy

1. Introduction

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

2. Application of this policy and procedures

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

3. Policy aims: The aims of this policy and its associated procedures are to:

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

4. Behavioral misconduct

- Behavioral misconduct is defined as any breach of college rules, as described in College Code of Conduct for Students.

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

5. Roles and responsibilities of staff

- All staff have a duty to report suspected or substantiated misconduct to the college Discipline Committee/Proctor.
- The Proctor will decide who is best placed to manage the case of misconduct, depending on the nature of the incident, and involve further welfare and/or academic staff in any investigation or disciplinary procedure as needed.
- Cases of misconduct are escalated to more senior staff if early stage procedures have not adequately resolved the matter

6. Recording & Reporting of cases of misconduct

- All cases of misconduct should be recorded. Initial details of the case should be recorded by the member of staff who identified the misconduct using a Misconduct Record.
- Staff identifying misconduct should report it to the Proctor. This should be done by forwarding them the details of the case recorded in a Misconduct Record.
- Cases of misconduct occurring at college or in relation to academic work will be managed in the first instance by the student's Proctor. The student's proctor should keep the college Discipline Committee informed regarding progress and outcome.
- All cases of misconduct that result in a written warning to the student should be reported to the student's parent(s)/guardian(s).
- Misconduct case files and notes will be available in students' records. If other members of staff have concerns about a student's conduct or behavior, they are encouraged to check the student's record and discuss their concerns with the student's Proctor.

7. Disciplinary procedures

- Following a case of misconduct, early disciplinary procedures will be managed by the Students' Proctor, depending on the nature of the misconduct.
- Later-stage procedures will be managed by the Disciplinary Committee.

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11. Student Progress Policy

1. Introduction:

This policy describes the processes in place to manage the progress of students to support them in achieving their full potential. It describes the role of students, Teachers, Principal and parents/guardians and explains the tools used for monitoring purposes. It describes in detail the procedures to be followed when students make insufficient progress.

2. Policy aim:

The aim of this policy and procedures is to maximize the achievement of learners to encompass subject achievement, language and skill development, and acculturation.

3. General principles underlying this policy:

- The policy and procedures for managing student progress are explicit, clear, and consistently applied.
- Teachers have the responsibility for monitoring the progress of students they teach, include subject achievement and skill development.
- Proctors have the responsibility for monitoring the overall progress of students on their program of study.
- Students are expected to take a high level of responsibility for managing their own progress, and teachers will support them to develop the necessary skills to do this.

4. Overview of student progress management processes

- Student progress is continuously monitored by teaching staff
- Attendance, assignments and assessment marks are recorded by teaching staff regularly.
- Attendance data, progress information, assignment and assessment marks to date are assessed by Proctors whenever needed to support progress management
- Students are encouraged to evaluate, their own progress using student planners provided by the college
- Proctors meet students during academic sessions to discuss progress and welfare
- Concerns/issues are reported by staff, or raised by the students shall be addressed by relevant academic and welfare staff

5. Long-term Goals and Aspirations

- On admission, each student's long term goals and aspirations are discussed by Proctors/ Academic Advisors in the light of existing qualifications outlined in the student's baseline profile report.
- A student's own goals and aspirations help to inform the process of managing their progress. These goals and aspirations will be discussed with the student as they progress through their program to ensure that the student has realistic expectations and targets to work further.

- In order to actively engage the students in their own learning process and make the best possible progress, it is important that they are aware of the expectations casted upon them.
- Teachers and Proctors continuously communicate to students that 100% attendance at lessons is expected unless legitimate absence is authorized, and outline the disciplinary process if this expectation is not met.
- In addition, students are expected to take a proactive role in their studies, monitoring and managing their own progress by putting maximum efforts.
- At the same time, staff should be proactive in identifying and managing additional learning or welfare support needs.

6. Progress management:

- All assignments/test and assessment marks and all student attendance at lessons are recorded punctually.
- Summary reports showing marks and attendance to date, by student and group, are available with Teachers and Proctors to facilitate the monitoring and management of student progress.
- Teachers monitor the attendance and progress of students persistently, looking at skill development and acculturation in addition to academic achievement and general welfare, and take appropriate action to support students wherever needed.
- Informal discussion of the concern/issue with the student, if appropriate, try to understand and work to resolve it, informing other relevant staff of the discussion and outcome
- Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and develop a plan for addressing the concern/issue, if required.
- Proctors meet regularly with their students to resolve issues related to academics and personal welfare. Proctors monitor attendance and achievement data of students as recorded by Teachers from time to time. Proctors monitor for concerns/issues, including:
  - ✓ Poor attendance (overall/by subject/at particular times)
  - ✓ Declining attendance (overall/by subject/at particular times)
  - ✓ Internal assessment marks below pass standard (overall/by subject)
  - ✓ Declining academic performance (overall/by subject)
  - ✓ v. Missing attendance data or marks.

In addition, Proctors monitor:

- ✓ General welfare
- ✓ Potential safeguarding/child protection issues
- ✓ English language development
- ✓ Progress towards acculturation
- ✓ Learning skill development
- ✓ Spiritual, moral, social and cultural development
- ✓ Attitude towards/engagement with studies.

Proctors provide balanced feedback to students, including positive and constructive comments. They give positive reinforcement where good progress is being made and supportive encouragement where progress could be improved. The Proctor also responds to the concerns raised by the students, their Teachers and welfare staff.

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12. Teaching and Learning Policy

1. Introduction

Teaching and Learning should be planned, delivered and followed-up in accordance with the values and principles enshrined in the policy.

2. Aim of the Policy

The aim of this policy is to outline College approach to the expectations for teaching and learning, the means by which it strives to achieve outstanding teaching & learning objectives.

3. General principles underlying the policy

- Academic staff share, follow and uphold the values and principles set out in the policy
- Academic staff receive training, guidance and support, enabling them to contribute to the provisions of outstanding teaching and learning at the College
- Students are encouraged to behave in a manner that facilitates their learning, all-round development and progression.

4. Purpose

- To prepare students to live in a competitive world and success in global arena
- Enabling them to realize their potentials through a transformational learning experience.

Within this broad aim, the purpose of the College is to enable students from all backgrounds and abilities to reach their maximum potential, academically and as individuals, achieving the best possible academic results, progressing to the best possible universities and, as a result, building a successful and rewarding career in their field of choice. Through innovation, creative, diversity and breadth of programs, outstanding teaching and learning, and global reach, the College strives to transform the educational experience of every individual.

5. The College context

- College students are aged between 17 years and upwards, the majority of whom choose to come to continue their academic pursuits and progress to leading universities, or in other academic excellence centers. Our academic policies recognize the diversity of our student community and provide an effective operating framework to support and stretch our students.
- College represents the first experience of Indian education for our students and, as such, our teachers act as role models in shaping a positive attitude to learning and subsequent success in their endeavors in education.
- Programs offered include academic programs such as Computer Skills, Foundation course at I year Undergraduate and Pre-Masters preparation as well as communicative and professional skills for subsequent academic programs.

- College academic policies, such as this policy, should be read in conjunction with other policies of the college.

6. Teaching & Learning Principles

The approach of the College towards teaching & learning is underpinned by the following key principles:

- Teaching & learning should be a professional, positive, engaging and rewarding partnership between teacher and the taught.
- Teachers should ensure that their students fully understand the learning objectives of their studies at every stage. In turn, students should reflect on their own progress towards achieving their goals and share responsibilities for their learning outcome.
- Teachers should develop the skills, confidence and motivation in students to transform into successful independent learners in their academic pursuits.
- The teachers should support the acquisition of English language skills and thereby open cultural, social boundaries of the students.
- Teachers should approach teaching & learning with a cosmopolitan outlook, actively seek new ways to motivate and engage students and utilize the technology and other resources available to enhance the teaching & learning experience.
- Each and every student should be provided with the equal opportunities, resources and support they need to fulfil their academic pursuits.
- Teachers should be provided with the opportunities, resources, training and support they need to fulfil their teaching abilities
- Teachers are encouraged to be reflective, assessing their own performance and developmental needs, and to work together to share best practices and support each other's prospects.

7. The Approach to Teaching & Learning

The College defines its approach to teaching & learning based on its vision, context and guiding principles, as follows:

7.1. Curriculum Planning

- Content and delivery is planned from a program at every stage through innovative pedagogical strategies to meet defined learning objectives.
- Program-level planning takes the form of a set of periodically reviewed and updated curriculum and expertise of teaching faculty and the outcome of self-evaluation process.
- Subject/module-specific planning takes the form of detailed schemes of work, which are adopted and updated by teachers individually throughout the delivery of each program.
- Individual lesson plans, based on evolving schemes of work, are formulated according to academic requirements of the college.
- Schemes of work and individual lesson plans are tailored to meet the needs of each student group

- Teachers are informed regarding the educational background and culture, language ability, age-range and gender-mix of the students in the classes they teach, through student and class profile reports
- Teachers evaluate the academic ability of their students at the beginning of their program of study, using baseline academic data and the outcomes of cognitive ability tests
- Teachers put their experience and understanding of different learning abilities of the students to plan lessons that engage and actively involve their students
- Students with Special Educational Needs or Disabilities, including those who are gifted, are identified and encouraged.

7.2. Delivery

- Teachers introduce and employ a variety of teaching and learning methods and resources, both inside and outside the classroom, to enthuse, motivate, challenge and involve students, including:
    - ✓ Experiential learning
    - ✓ Intelligent Questioning Techniques
    - ✓ Practical activities
    - ✓ Interactive seminar- and tutorial-style sessions
    - ✓ Use of other interactive methods/resources
    - ✓ Teacher-led lessons
    - ✓ Use of a Virtual Learning Environment and other media
    - ✓ Field trips and visits
    - ✓ Invited speakers/experts
    - ✓ Case study-based group work
    - ✓ Research-based assignments
- Students are made aware of the learning objectives for each lesson to enable them to evaluate their own understanding and progress and identify when they need help or clarification. Learning objectives clearly distinguish the acquisition of subject knowledge from the development of learning and other skills
- Success criteria are clearly defined for the students, so that they know what they have to do in order to meet learning objectives and to achieve the assessment outcome.
- Lesson content is reinforced through assignments, key tests and provision of learning resources available to students outside of lesson time
- Teachers embed principles that support students' spiritual, moral, social and cultural development within their approach to teaching and learning
- In addition to teaching, every lesson and assignments shares a focus to reinforce and strengthen English language, numeracy, independent learning, communication and reasoning skills.

7.3. Monitoring Attendance and Progress

- Using individual student profile reports and the results of cognitive abilities and/or English language tests as a means to determine academic targets, proctor meet with students regularly to monitor their progress during academic sessions.

- Teachers record attendance, homework, test and assessment marks in a systematic form for each student on an on-going basis, enabling proctors to access all relevant information for student monitoring purposes.
- Proctors identify and address areas of concern, promote areas of interest and ability, and motivate students to reach their academic pursuits.

7.4. Advice and support

- Proctors and teachers share and discuss student feedback and collaborate to ensure the effective, relevant and timely learning support for the needy students
- Students are given appropriate advice regarding their progression plans in response to the progress they are making on their current program and their final outcomes, in accordance with Student Progression Policy and Procedures
- Teachers support each student's spiritual, moral, social, cultural, intellectual and physical development, in conjunction with their welfare.

8. Supporting and Developing Teaching and Learning Provision

8.1. Teacher support and development

- The academic staff participates in a Continuing Professional Development (CPD) programs in accordance with UGC/Government Policy and Procedures. Training and development provision is based on college-wide and individual/group needs. Individual needs are identified and recorded as part of lesson observation and peer support work and annual staff appraisal processes.
- College teachers should all hold or be working towards gaining a UGC recognized teaching qualification. Teachers working towards qualifications alongside college work will be supported and afforded flexibility wherever possible.
- Academic staff participate in a peer support programme, consisting of a variety of activities conducted in pairs and subsequent discussion of feedback and suggested approaches to development.
- Staff also should have access to a virtual learning environment (VLE), called Study Smart, where teaching and learning documents and training materials are stored and shared.
- Additional support is available individually to staff through regular meetings with Head of the Institution and annual staff appraisal activities.

8.2. Learner support and development

College supports learner development through ensuring each lesson has a focus on skills as well as subject knowledge acquisition. Dedicated tutorial sessions individualize this further, allowing students with particular development need to be identified and the appropriate support put in place.

8.3. The Role of Self-Evaluation

Self-evaluation plays a key role in making meaningful and beneficial changes to our teaching and learning provision. Further information on self-evaluation can be summarized below are the main on-going internal self-evaluation activities that work in parallel with college-level evaluation to support and inform teaching and learning practices:

- Staff appraisal – academic staff participate in an annual cycle of prospective and retrospective appraisal activities which enable staff to identify their own development goals and line managers to become aware of any needs for improvement in performance
- Lesson observation – lessons are observed internally and externally as and when possible. Teaching standards are evaluated and any necessary remedial steps taken
- Program evaluation – key program parameters are measured to assess programme performance and identify areas for development work
- Soliciting student feedback – student opinion and feedback is surveyed at the start, mid-point and end of their program of study
- Soliciting staff feedback – staff are encouraged to provide feedback on college policies and practices, and any other area of concern or where it is felt beneficial changes could be made.

9. Expectations of Students and Staff

To uphold the vision and principles of the college, teaching and learning practices are carried out in accordance with our defined approach. The College has the following expectations of students and staff:

9.1 Expectations of students: Students play a key role in their own learning and success and College expresses to students before and after arrival its expectations with regard to their responsibilities and behavior throughout their programs of study, as outlined below.

Students are expected to:

- Actively participate in and reflect upon their own learning and share responsibility for their progress and outcomes
- Strive to become independent learners
- Behave in a way that allows them and others to learn - listen when requested; allow others to speak and support them in expressing their views and ideas
- Demonstrate diligence, enthusiasm and a genuine interest in their studies
- Attend all classes and obtain authorization in advance for any planned absence
- Arrive on time for lessons and other events associated with their studies, and bring with them any requested materials and equipment
- Ensure that they have access to learning resources they are responsible for sourcing
- Complete assignments by themselves, on time and to the best of their ability
- Undertake class tests conscientiously
- Prepare for examinations and assessments to the best of their ability
- Adhere to all internal and external regulations regarding conduct in examinations
- Be co-operative and willing to participate in different approaches to teaching and learning
- Be prepared to study additional modules as required by university offers

- Interact with fellow students and staff to promote collective learning
- Provide feedback on their learning experiences by completing student surveys
- Treat learning resources, facilities and materials belonging to the college with respect
- Respect the diversity of cultures and backgrounds of fellow students and staff
- Show courtesy and consideration to fellow students and staff
- Dress appropriately when attending lessons.

9.2 Expectations of staff: Staff are informed that they are expected to:

- Understand and uphold College key teaching and learning vision, principles and approach
- Be familiar with all college policies and procedures and apply them consistently and fairly
- Be helpful, approachable, and supportive in student activities. Play a pivotal role in investigate and understand the students' needs.
- Model the behavior that they expect from their students
- Treat all students in a manner that reflects the independent and responsible learners they are supporting them to become
- Be informed about the students they teach, understand their goals and work with them to set challenging learning targets
- Ensure that their subject and curriculum knowledge is up to date and that they keep abreast of key developments in the Global education sector
- Plan their lessons to meet the varying needs and backgrounds of their students
- Prepare and arrive on time for all of their lessons
- Clearly communicate and define to the students the intended learning outcomes for each
- Support students' development of English language, communication, & learning skills
- Build students' confidence and ability to engage actively in their learning through varied teaching and learning practices, listening to their ideas and affirming their contributions
- Differentiate classroom and assignment activities to develop different skills, open cultural boundaries and maintain interest
- Mark work and provide constructive feedback in accordance with relevant policies
- Promote independent learning, students' responsibilities within the learning process, and student self-reflection and progress monitoring
- Participate in peer support activities and share best practice with colleagues
- Be positive and supportive in their attitude to fellow members of staff.

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