



**GOVERNMENT DEGREE COLLEGE, PATANCHERU,  
DIST - SANGAREDDY.**

**❖ Administration Policy:**

**1. Non-Discrimination:**

- ◆ The Government Degree College strictly adheres to all rules and regulation in vogue and hence does not discriminate students or staff.

**2. Identification:**

- ◆ Each student is provided with an Identity card and the students are required to carry the I.D. card with them at all times when they are on campus.
- ◆ This card must be presented at once when requested by any official of the college.
- ◆ If an I.D. card is lost or stolen, it should be reported immediately to class counsellor/mentor.

**3. Timings:**

- ◆ As per the guidelines of CCE Telangana the college follows the timings of 9.30am-4.00pm.
- ◆ Every period is of 50 Minutes and the lunch break is of half an hour daily.
- ◆ Attendance of all staff members & Students is generated by Biometric machine. All staff members and students are required to mark their attendance both at the entry and exit
- ◆ Staff should be available in the college premises during the entire period of office hours, on all working days.

**4. Discipline:**

- ◆ The college has adopted a zero tolerance policy towards any indiscipline.
- ◆ Discipline committee is constituted with senior faculty and student representatives to monitor discipline
- ◆ Students are under surveillance and hence any misbehaviour is noticed immediately and appropriate action will be initiated
- ◆ Students use the designated student bathrooms properly and help keep them clean and neat.
- ◆ Students are advised to throw the sanitary napkins only in dust bins.
- ◆ Creating a no plastic zone in the college campus.

- ◆ No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the College Notice Board, Walls, Doors, without the prior approval of the Head of the institution.

### **5. Holidays:**

- ◆ The college follows the general holidays announced by the Government of Telangana.

### **6. Infrastructure Development:**

- ◆ Creation of new infrastructure and maintenance of existing infrastructure is an essential element of quality sustenance. Therefore, infrastructure development committee looks into these issues.

### **7. Communication:**

- ◆ All written communication within the Institution will be in English & Telugu only.
- ◆ All employees shall verbally communicate either with each other or with students in the English or Telugu language or the language understood by her.
- ◆ All internal communication shall be printed or written in English only.
- ◆ All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.
- ◆ All the staff members of GDC Patancheru are members of Whats App group. Any information concerned to the college can be communicated through this group. Admin of the group is Principal, One member from teaching & One from Non Teaching only.
- ◆ The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with GDC Patancheru and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to institute in any form viz. verbal, written, digital, print, electronic, physical etc. to any third party save and except for the purpose of his/her employment with GDC, Patancheru by and under the instructions and after seeking written approval from authorized person of institute.

## **8. Leaves:**

The employees are entitled for the following types of leave as per the service rules of Government of Telangana:

- ◆ Casual Leave
- ◆ Earned Leave
- ◆ Medical Leave
- ◆ Maternity Leave
- ◆ Special Casual Leave
- ◆ Leave on Loss of Pay
- ◆ Paternity Leave
- ◆ Child care Leave
- ◆ Study Leave
- ◆ Sabbatical Leave
- ◆ Half Pay Leave
- ◆ Extraordinary Leave
- ◆ Surrender Leave

### **Compensatory Casual Leave**

- ◆ On Duty Leave
- ◆ Extra (5) casual leaves for women.
- ◆ The Leave Year shall be January – December.
- ◆ Leave will be strictly monitored and will be granted only if needed.
- ◆ Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the respective HOD. Leave without information will be treated as unauthorized.

## **9. Formation of Committees:**

- ◆ GDC, Patancheru follow democratic and participatory management system and hence the Head of the institution constitute various committees to facilitate the smooth conduct of academic and administrative activities.

## **10. Grievances & Redressal:**

- ◆ The Institution has a Grievance Policy is to provide equitable and orderly processes to resolve grievances by staff and students and addressed at the earliest