

Policies:

1. Non-Discrimination Policy:

In gratifying its job as an organization of higher education, GDC (A) Siddipet, does not discriminate on any basis: race, colour, religion, creed, gender, national origin, disability, ethnic background in the administration of its employment policies, educational policies, admission policies, scholarships and other College administered programs.

2. Identification Policy:

- GDC (W), Siddipet students are required to carry a valid Identity card with them at all times when they are on campus and commute from here and there.
- This card must be presented at once when requested by any official of the college.
- The College I.D. card remains the property of GDC (W), Siddipet and must be surrendered by the student before receiving T.C.
- All students are expected to maintain their I.D. card during all semesters that they are enrolled.
- If an I.D. card is lost or stolen, it should be reported immediately to class counsellor.
- Violation of this policy will result in disciplinary action under the Student Code of Conduct.

3. Timing Policy:

- As per the guidelines of Commissioner of Collegiate Education the college has framed the timings as 10.00 am - 4.30 pm.
- Every period is of 50 minutes duration and the lunch break is of half an hour daily.

- Attendance of all the teaching and non-teaching staff members is marked by the Biometric machine. All staff members and students are required to mark their attendance both in the morning and evening sessions.
- The teaching and non-teaching Staff should be available in the college premises during the entire period of office hours, on all working days.

4. Discipline Policy:

- **The disciplinary policy covers punctuality, general behaviour, adherence to rules and policies of the college and higher educational institutions.**
- The disciplinary policy at college defines the relationship that students have with their individual teachers. Every effort is made by the teacher and student to work together to resolve any problems.
- Students use the designated student bathrooms properly and help keep them clean and neat.
- Teaching / Non-teaching Staff are advised not to attend to any calls while in the Class Rooms / Laboratories / Library.
- 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 Policy:

- The college follows the rules as per the holidays list announced by the Government of Telangana and as the college is affiliated to Osmania University college, College follows the Almanac prescribed by the University.

6. Infrastructure Development Policy:

- The college identifies infrastructural needs by reviewing existing facilities. Student strength, course combinations and changes in curriculum are the criteria. The Infrastructure and Furniture Committee will monitor the required infrastructure in various class rooms.

7. Administration policy:

- Admissions in the college were done by Dost Admissions following the guidelines given by the CCE.
- The devolution of powers was executed and administered by the way of 40 odd committees /cells. Each committee /cell has its own pre determined roles and responsibilities.

8. Leaves Policy:

All the leaves availed by the employees in accordance with Telangana State Subordinate rules

The employees are entitled for the following types of leave:

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity Leave
- Special Casual Leave
- Leave on Loss of Pay
- Paternity Leave
- Child care 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 before 9.00 a.m. Leave information will not be entertained after 9.00 a.m. and such absence will be treated as unauthorized.

9. Research Policy:

The research policy of the college aims to:

- To make the stakeholders imbibe and appreciate the value of research.
- Encourage staff and students to conduct research.
- Facilitate the teachers in the submission of the research proposal.
- Encourage teaching staff to apply for MRP's and other research projects to various funding agencies of domestic and offshore.
- Sensitize the staff about research through workshops, seminars and extension lectures.
- Help the staff and students in their endeavour to qualify and succeed in obtaining CSIR / UGC-NET / TSSET/ M.Phil. and Ph.D.

10. Environment Policy

The eco club and NSS units made it a Plastic Free Campus (PFC). The campus is made eco friendly. Water harvesting mechanism is implemented. The college has best practices that other college could learn and emulate from. Percolation /recharge pits and soaking pits were constructed in the campus. They were helpful in water harvesting in the campus and considerably helped in the improvement of condition of water table. The NSS units of the college dug some 1000 pits in the last 2 years. Efforts are on to minimize the use of plastic material and petroleum byproducts. Huge plantation programmes were organized by NSS volunteers. Harithaharam and swachh Bharath have been observed and students actively take part. Earth hour is being observed.

11. Formation of Committees Policy:

This policy is framed by Head of the institution depending on the capability of the individual.

12. Grievances & Redressal Policy:

The grievance redressal cell looks after genuine complaints and suggestion of the students and become successful in making this as ragging free campus. Not a single incident of ragging was reported. The college has an active women empowerment cell to check the menace of sexual harassment the Internal Complaints Cell was established.