

## **CODE OF CONDUCT FOR PERSONNEL WORKING IN COLLEGE**

The employees working in the department of Collegiate Education are governed by AP Civil Service (Conduct) rules of 1964 issued in G.O. Ms. No. 468 GA (ser.C) dept. dated 17-04-1964. The following are some of the excerpts from the above mentioned G.O.

### **PRINCIPAL**

- The Principal should conduct himself/herself in such a way that both the staff and the students look upto him/her for guidance.
- He/ She should be impartial, secular, dignified and punctual in discharging his/her duties.
- The Principal should be present in the college atleast half-an-hour before the commencement of the college timings and leave the college after the day's work is over.
- He/ She should be a pace setter in dress, demeanor, attendance, punctuality etc.
- He/ She should handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the college.
- The Principal should be in constant touch with students and residents of the hostel (Wherever hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

### **TEACHING STAFF**

- The members of the teaching staff should be models of decency in their dress and demeanor, culture and academic leadership. They should be impartial in dealing with any student problem.
- The lecturers should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.
- He/ She should be punctual to the college and enter the class rooms at the prescribed time and utilize full time allotted for teaching. He/ She should not leave the class before the prescribed time is over.
- He/ She should go to the class room thoroughly prepared and maintain all academic records update knowledge and acquaintance with the latest trends in the subject.
- The lecturers should utilize their leisure time for preparation of the class work or to update their knowledge in the subject.

- Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.
- He/ She must be present during the working hours of the college and if required he/she should also be present in the college unit the work assigned is completed.
- He/ She should not smoke. Chew pan during the college hours and should not indulge in any act of indiscipline.
- He/ She should always try to commend the respect of the student community
- The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department without which the alternate arrangement for running the classes is not possible.
- The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization
- The lecturers working in a college should form a disciplined and purposeful team subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.

#### **ADMINISTRATIVE OFFICERS IN GOVT. DEGREE COLLEGE**

The following are duties/ powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide Proc. Rc. No. 116-k1-4/80dt.12-03-1981 under the overall supervision and control of the Principal.

- Responsible for all fee collections and other collections due from students and others
- Signing the cash book (General and special) and all subsidiary records relating to them
- Cancellation of vouchers
- Drawing the salary bills of the Teachers and Non-Teaching Staff (All sanctions to be given by the Principal). Administrative Officers will be drawing and disbursing Offers.
- Preparation of Admission Registers. Term Fee Registers. C.C.B Statements and all Periodical returns.
- Attestation of entries in Service Registers after sanctioned by the Principal or other higher authorities
- Preparation of Budget estimates. Revised Estimates. Number Statements and all matters connected with them.
- Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D Account)
- Sanction of casual leave, optional holidays and compensatory Leave to non-teaching staff below the rank of U.D. Clerks.
- Attestation of non-teaching staff attendance registers daily

- In charge of Stationery and Forms. Indents, Issue of Stationery and maintenances of connected records.
- Routine correspondence not involving policy matters and signing of fair copies
- The Administrative Officer is accountable to the Principal of the College.
- Principals should verify cash book and pass books and other important records at least one in a month regularly and sign on them as a token of verification to ensure updating and correctness.

### **DUTIES AND RESPONSIBILITIES OF SUPERINTENDENTS**

The Superintendent is head of the section/ college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of Superintendents working in a college.

- He/ She should monitor the movement of files going to the Officers/ Principal and coming back from them.
- He/ She should guide the officer/ Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- He / She should assign current numbers to each and every paper received by him/ her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
- He/ She should see that the assistant, working under him/ her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the current are attended to promptly.
- He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant –wise, in the prescribed Proformas and submit them to the officers/ Principal before 5<sup>th</sup> of every month.
- He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to officer/ Principal.
- He/ She should supervise the remainder files maintained by assistants.
- The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.
- He/ She will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- He / She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,

- The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/ She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
- The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
- The Superintendent has to perform any other duties entrusted to him/ her by the Principal/ Supervising Officer.
- The Superintendent is accountable to the Administrative officer and the Principal.

#### **DUTIES AND RESPONSIBILITIES OF SENIOR/ JUNIOR ASSISTANTS**

- The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
- After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- While registering the currents they will be sorted out in two groups. The new currents and reference received on old currents.
- All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the same file pad.
- The assistant should maintain a Remainder Diary in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.
- The assistant should also maintain the register of court cases and register of disciplinary case in the given proforma.
- The assistant should bring forward all undisposed files to the current year's personal file on the 1<sup>st</sup> of April every year.
- When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to stock.
- The assistant should dispose off the file within three working days of its receipt by him/her
- The Senior and Junior Assistants are accountable to the superintendent of the office.

## RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS

- Rules of conduct and discipline for students in a college should be framed by the college keeping in view the instructions and guidelines received from the Government and the Affiliating body.
- All such rules should be printed in the college handbook to facilitate perusal by the students.
- The code of discipline for students should be comprehensive and should include matters like attendance, punctuality, and respect for staff members. Cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc.,
- It should be clearly stated in the rules that offences like eve-teasing, misbehavior towards the staff and damage to college property will attract severe punishment.
- A discipline committee should be constituted in the college to enforce the rules of discipline. The Committee should deal with all problems of discipline in the college and advise the Principal. The discipline committee should consist of a few staff members and also some student's nominated by the Principal. The office bearers of the students union may also be considered for nomination.
- As per G.O.Ms. No.154, dated 17-01-1964 action can be taken against students who indulge in eve-teasing or similar activity prohibited on the college premises.
- As maintenance of disciplines is of utmost importance, the Principal should take all necessary steps to promote discipline among the students not only through the disciplinary approach but also through the day in and day out persuasion. Great care should be taken in following the procedure when punishment is awarded. This will avoid future litigation and complications.
- Before any student is punished for any act of indiscipline, the Principal should
  1. Order an enquiry to be conducted by at least three staff members
  2. Issue a show cause notice to the student and parent or guardian
  3. Obtain the explanation, if possible and place the matter before the staff council for advice
- After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education
- It may be noted that in all cases of imposing punishment on students for acts of indiscipline, the Principal should observe the prescribed procedure carefully.