



**Government Degree College, Paderu**  
**Affiliated to Andhra University**  
**(Upgraded to Model Degree College under RUSA 2.0)**



**Paderu, Allurisitarama Raju -District, AP.**

**Est:1985 NAAC “ C ”Grade phone no: 08935 250013 Email.ID :Paderu.jkc@gmail.com.**

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***6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc***

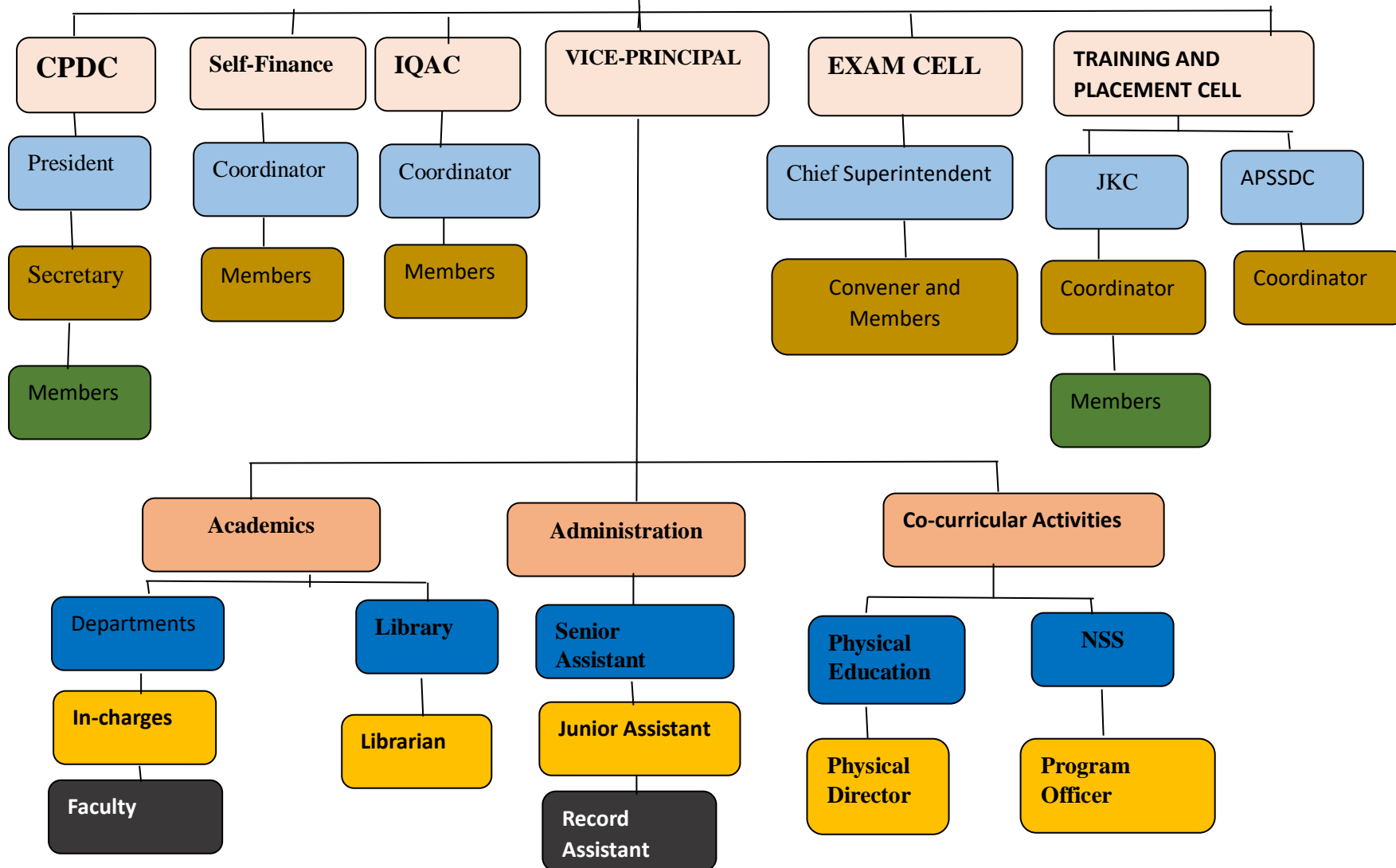
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**COMMISSIONER OF COLLEGIATE EDUCATION (CCE) , AP**

**Regional Joint director of collegiate Education (RJD),  
Rajamahendravaram**

**PRINCIPAL**





**GOVERNMENT DEGREE COLLEGE, PADERU**  
Affiliated to Andhra University  
(Upgraded to Model Degree College under RUSA 2.0)  
Paderu, Allurisitarama Raju -District, AP.



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**Functions of the various committees in the College**

S.No.	Name of the College Committee/Cell	Functions
1	Staff Council Committee	It is one of the main committee of the college to assist the Principal in academic matters as well as in taking major decisions.
2	NAAC/IQAC Committee	The IQAC is the dynamic committee which works with the chief objective of enhancement of quality education. The main areas which are taken care of by this committee are improvement in teaching and infrastructural facilities.
3	Student Advisory Committee	This committee looks after the bright career of the students by providing valuable pieces of advice from time to time.
4	Anti-Ragging Committee	This committee works in collaboration with the police department by enlightening the students about the after effects of having been involved in any ragging or eve teasing kind of activities
5	Cultural Committee	This committee aims at organizing cultural activities and involving students in them. This enables the students to improve interest in participating activities done at various levels such as state level , national level and international level.
6	Hostel Visiting Committee	The hostel visiting committee takes care of the facilities provided for the students in the hostel such as food, cleanliness and study environment.

7	Examination Committee	This committee conducts examinations at college level and university level and maintains all the relevant records pertaining to it.
8	Attendance/OTPL Committee	This is a dynamic committee which offers its services in taking care of the attendance of the teachers and students in the applications concerned and recording of the classes taken by the teachers in the OTLP application.
9	Time-Table Committee	This committee in association with the IQAC prepares time tables before a semester begins and see that the those time tables are strictly followed by the faculty.
10	Alumni, Parent&Teacher Committee	This committee conducts meetings with the aim of improving the basic amenities of the college by involving various individuals and NRIs.
11	NSS& Red Ribbon Committee	This committee conducts various programs in association with the local villages and organizations with a view to improve community out reach.
12	Eco Club	The Eco club's prime aim is to save the environment by creating awareness about environment related issues.
13	Women Empowerment Cell	The women empowerment cell organizes programs to create awareness on gender related issues to both staff and students and educates them health, hygiene, the problems of eve teasing and importance of learning self defense.
14	Faculty Forum	The members of the faculty share their subject knowledge and any information related to professional and academic development with the remaining members of the teaching staff.
15	Research & Consultancy Committee	This committee's chief aim is to enhance the research attitude among the staff and students.
16	Special Fee Committee	The special fee committee takes care of the

		utilization of the special fee in its right direction.
17	Library Committee	This committee works with a chief objective of purchasing various books and journals and conducting library week in order to encourage the staff and students improve love for reading.
18	Scholarship Committee	This committee informs the students about various financial schemes introduced by the government for their welfare. It also informs about endowment scholarships and any private scholarships.
19	Purchase Committee	The chief objective of this committee is to purchase various articles for the college duly following the guidelines of the higher authorities.
20	Grievance Cell	This is an essential committee which always focuses on providing solutions to any issues that are faced by the students.
21	RTI Committee	This committee monitors any representations received from the stakeholders seeking institutional information.
22	College Planning & Development Committee	This committee looks after creating suitable environment for community participation in the college development. It also mobilizes public contribution.
23	Admission Committee/OAMDC CELL	This committee takes care of the online admission process into various programs offered by the college. It maintains a help desk. The members help the students in registration process. the
24	Games & Sports Committee	This committee trains the students in various games and sports events and encourages them to participate in various events.
25	Magazine/College News Letter Committee	This committee focuses on preparing the college magazine and news letter regularly and enables the society to know about the college and its success

26	JKC Advisory Committee	The final year students are given training in communication skills with the recommendations of this committee.
27	Career Guidance Cell	This committee focuses on arranging career counselling to the students. Resource persons from outside are invited for this activity apart from the faculty of this college.
28	Virtual/Digital Committee	This committee takes care to provide digital and virtual experience of learning by exposing them to new technologies.
29	Internship Committee	The committee focuses on searching organizations for the students to take training in internships as per the guidelines of the higher authorities.



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### **Service rules:**

The recruitment service,promotion,superannuation etc. are governed by the service rules of the UGC,and the Government of Andhra Pradesh, as promulgated from time to time. These rules are as follows:

#### **Service Rules for teaching and subordinate staff:**

I) These Rules are referred to as the Andhra Pradesh Collegiate Education Service Rules :

1. G.O.Ms.No. 259, G.A. (Rules) Department, dt:9.2.1962
2. G.O.Ms.No.258, Education dt:20.1.1971
3. G.O.Ms.No. 531, Education, dt:7.4.1975
4. G.O.Ms.No. 1196, Education, dt:27.12.1977
5. G.O.Ms.No.423, Education, dt:19.4.1979
6. G.O.Ms.No.843, Education, dt:19.9.1979
7. G.O.Ms.No.939, Education, dt:22.10.1979
8. G.O.Ms.No.399, Education, dt:21.5.1980
9. G.O.Ms.No.77, Education, dt:28.1.1981
10. G.O.Ms.No.1259, Education, dt:6.11.1981
11. G.O.Ms.No.491, Education, dt:16.11.1984
12. G.O.Ms.No.50, Education, dt:26.1.1986
13. G.O.Ms.No.158, Education, dt:10.6.1987
14. G.O.Ms.No.340, Education, dt:10.6.1987
15. G.O.Ms.No.131, Education, dt:29.5.1990
16. G.O.Ms.No.378, Education, dt:21.11.1991
17. G.O.Ms.No.37, Education, dt:5.2.1994

II) Government of IndiaMHRD letter No 1-32/2006-U.dated 31<sup>st</sup> Dec 2008

### **Recruitment Process:**

- Applications are invited on-line for recruitment to the post of Lecturers in Govt Degree Colleges by Andhra Pradesh Public Service Commission (APPSC).
- The APPSC conducts Screening test in off-line mode in case applicants exceed 25,000 in number and the main examination in on-line mode for the candidates selected in screening test.
- Applicants must possess the qualification from a recognized University as detailed below:
  - 1) Good academic record with minimum of 55% or an equivalent Grade of B at the Masters Degree level in the relevant subject, obtained from the Universities recognized in India.
  - 2) NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Govt Degree Colleges.
  - 3) Candidates who are or have been awarded Ph.D degree in compliance of the University Grants Commission shall be exempted from the requirements of the minimum eligibility condition of NET/SLET to recruitments and appointment of Lecturers in Govt Degree Colleges.
- The selection of candidates for Appointment to the posts will be made in two stages:
  - Written Examination (Objective Type)
    - Oral Test in the form of Interview only for those qualified as per rules. The final selection of candidates for Appointment to the posts will be based on the Merit in the computer based examination and Oral test (Interview) marks put together to be held as per the scheme of examination.
- Only those candidates who qualify in the written examination by being ranked high will be called for interview in 1:2 ratio. The minimum qualifying marks in the examination for consideration of a candidate to the selection process in case of OC category is 40%, for BC category it is 35% and for SC, ST and PH categories it is 30% or as per the relevant rules. The minimum qualifying mark is relaxable in the case of SC/ST/BC/PH at the discretion of the Commission Applicants clearing the above procedure will be allotted posting as per the vacancies availability in the State.
- The candidates will be selected and allotted to Service/ Department as per their rank in the merit list and as per Zonal / Post preference opted by the applicant at the time of making application to the post online.
- The whole process is done with the help of Andhra Pradesh Public Service Commission (APPSC).

## Career Advancement Scheme (CAS)- Promotional Procedure:

**The service conditions specified for Career Advancement Scheme are mentioned here under:**

**Assistant Professor with Pay Band II – 15600-39100 + 7000 AGP**

**[Hitherto known as Lecturer (Senior Scale) ]**

1. Completed 6 years service on regular appointment in UGC Pay Scales
2. Completed 4 Years to those who are having Ph.D. degree
3. Completion of 5 years to those who are possessing M.Phil., degree/PG degree in Professional Courses such as LLM, M.Tech., MVSC., or M.D.
4. Minimum API Scores as delineated in Table-II (b) of Appendix.III
5. One orientation and one Refresher/Research Methodology Course of 3/4 weeks duration.
6. Screening Cum Verification process for recommending promotion.

The Teachers (15600-39100 + 7000 AGP) in Senior Scale shall be designated as Assistant Professors.

**Assistant Professor (Pay Band.III – 15600-39100 + 8000 AGP):**

**(Hitherto known as Lecturer (Selection Grade)**

1. On Completion of 11 years service in UGC Scales.
2. Completion of 9 years to those who are possessing Ph.D., degree.
3. Completion of 10 years to those who are having M.Phil. degree/PG degree in Professional Courses such as LLM., M.Tech., MVSC., or M.D.
4. Minimum API Scores
5. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programs of 3/4 weeks duration.
6. Screening Cum Verification process for recommending promotion.

**Associate Professor Pay Band.IV (A) (37400-67000 + 9000 AGP):**

1. Shall have completed three years of Service in the Pay Band of 15600-39100 + 8000 AGP (Pay Band.III)
2. Minimum API Scores as delineated in Table. I(b) of Appendix.III
3. At least three Publications in the entire period of Assistant Professor (12 years of service). However, an exemption of one publication to those who are having M.Phil., degree and an exemption of two Publications to those who are possessing Ph.D., degree.

4. Additionally one Course/Programme from among the categories of Refresher Courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.

**Professor Pay Band.IV (B) (37400-67000 + 10000 AGP):**

1. Associate Professor completed three years of Service in the Pay Band of 37400-67000 + 9000 AGP (Pay Band.IV (A)) and possessing a Ph.D. Degree in the relevant discipline.
2. Minimum API Scores using PBAS proforma as delineated in Table. I (b) of Appendix.III
3. At least five publications from the period that the teacher is placed in Stage.III (i.e. from the date of award of Pay Band.III with AGP of 8000).

**Grievance Redressal Mechanism:**

The college has evolved the following mechanisms for grievance redressal-

- a) **Student's direct access to authorities:** Students can directly approach the principal, vice- Principal or heads of department for presenting their grievances. The authorities hold meetings of students to solve their problems.
- b) **Students' suggestion Box:** Students put their complaints in written form in suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take cognisance of the suggestions/grievances and suggest appropriate measures.
- c) **Students' Council:** A Student Council is constituted every year. The principal of the college organises meetings with this council. The grievances of students are received through the members of the student's council and appropriate measures are implemented.
- d) **Open discussion with employees:** Primarily, the principal, vice-principal and the staff club resolve the grievances of employees through open deliberations and interactions.
- e) **Grievances Redressal Cell:** Grievances Redressal Cell is setup to resolve the grievances of employees. It consists of Principal, Vice-Principal, Co-ordinators and senior faculty members including women faculty members.
- f) **Anti-ragging Cell:** It resolves complaints received from the aggrieved parties.
- g) **Prevention of Sexual harassment of Women Cell:** It consists of the principal, the vice-principal, Co-ordinators and Senior faculty members including women faculty members to look after any complaints received regarding women's sexual harassment.



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## STRATEGIC PLAN

### **About the college:**

Government Degree College, Paderu was established in the year 1985 in the heart of tribal area of Visakhapatnam District in Andhra Pradesh state.

Recognizing the need for accessible quality higher education to the downtrodden people in undeserved area, the college was founded by the government of Andhra Pradesh with the mission to empower tribal youth through quality education and skill development. The institution is dedicated to distinctive educational environment that enables tribal youth not only in intellectual capacities but also in other dimensions of their personalities.

The college is affiliated to Andhra University, Visakhapatnam and enjoying the status of 2(f) and 12(b) section of UGC Act since 1998. The college was accredited by NAAC with B grade in the year 2008 during first cycle and re-accredited with C grade in the year 2019 during second cycle.

The college has been serving the society through value-based quality education for the past 39 years and became a brand for socially and economically weaker section in the society. The college is currently functioning with 10 UG programs, 1 PG program altogether 1387 students on the rolls at present.

### **Our vision:**

“To impart quality and value based education for better employment and better citizenship”.

### **Our mission:**

- To strive for academic excellence through coordinated and consistent efforts.
- To empower students with employable skills along with academic learning.
- To make students more confident and self-reliant through all round development of personality through co-curricular activities.
- To produce students with commitment, integrity coupled with entrepreneurial skills required for sustainable livelihood.

The Government Degree College, Paderu was established with a singular objective of providing quality education to the weak and marginalized section students. Since, its established over three decades ago, the college has produced thousands of human resources, who are serving in various Government and non-Government organization. The institution has all the physical facilities which foster the growth of the students in a holistic manner.

## **STRATEGIC PLAN**

- 1. To create job opportunities to the students.**
- 2. To continue community outreach programs.**
- 3. To provide a learning environment which boosts all round development.**
- 4. To create job opportunities to the students.**
- 5. To ensure professional development of the staff of the college**
- 6. To focus on skill development of the students**
- 7. To implement E-governance effectively**
- 8. To continue community outreach program**
- 9. To involve Alumni in the development of the college**
- 10. To encourage research attitude among the staff and students.**

### **1. To create job opportunities to the students.**

The ultimate aim of a student for taking admission in a higher education institution is to get a suitable placement. The government Degree college paderu is continuously taking care this aspects to reach the expectations of its students. The institution offers several skill development activities to the students apart from regular teaching and learning process. A large number of students are getting benefited for the pas years.

### **2. To continue community outreach programs.**

The college has been conducting several community outreach programs through the wings such as NSS and Red Ribbon Club. Clean and Green programs, Swatch Bharath activities and several awareness programs are conducted every year through National Service Scheme. Blood donation programs are extensively held in the college in association with the local government hospital to encourage the students to participate in the social service activities.

## **Strength, Weakness, Opportunity and Challenges (SWOC)**

### **Strengths:**

- Most sought after college with a consistent demand Ratio of 1:2 for admissions since inception.
- More percentage of women students in the college.
- Availability of spacious and well-equipped laboratories for all science subjects.
- Availability of full-time teaching staff for all subjects which includes 10 regular faculty, 11 contract faculty.
- Own Land of 27.23 acres to meet the future expansions of the college.
- Mandatory Internship and Community Service Project (CSP) for all students.
- Eco-friendly environment in the college.
- Research motivated faculty members.
- Availability of 9 smart classrooms with all modern ICT facilities.
- Scope for expansion of infrastructural and academic facilities through RUSA 2.0, ST sub plan and State Govt. Funds.
- Adequate infrastructural facilities such as classrooms, staff rooms, girls waiting room and wash rooms.
- Attached Hostel facilities for Students (Boys and Girls)
- Financial assistant through this Scholarships by the Government Andhra Pradesh and Private organization.
- Unlimited Internet facility in the college campus
- Well-equipped Gymnasium facilities for students (Boys and Girls)
- Conduct of Extension activities regularly under the guidance of Four actively functioning NSS Units.
- On campus AP Skill Development Centre and JKC for conducting skill development and employability trying programs.
- Availability of Library with rich collection of text/reference/ books for competitive examinations.
- Excellent facility available on the campus for sports/ games/cultural activities.
- Community integrated activities through NSS, Red Cross Society.
- WiFi-enabled campus.

### **Weaknesses:**

- Inadequate computer lab facility for students
- Inadequate number of Office and Supporting Staff to meet the requirement large number srtudents.
- Lack of indoor games facilities for students.
- Less number of students showing interest for opting for post-graduation studies.
- Need to improve campus placement drives in the college

### **Opportunities:**

- Scope for introducing vocational courses for securing immediate employment.
- Scope for conducting short term training programs to promote self-employment projects.
- Scope for training students in sports/games activities such as athletics, archery and wrestling at national/University level.
- Scope for organizing more skill development courses through JKC/APSSDC.
- Scope for establishing MOUs/Collaborations with near by HEIs and business organizations.

**Challenges:**

- Lack of communication skills among students due to Telugu medium at entry level.
- Economic hardship forcing many students work over education.
- Lack of sufficient transport facilities to commute.
- High dropout rates caused by economic pressures, early marriages and lack of parental support.



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Principal  
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Alluri Sitharama Raju Dist.

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION**  
**AP::VIJAYAWADA**  
**Present: Sri Pola Bhaskar, IAS.**

**Rc.No:04 /Acad.Cell-Policies/A.C-6/2022**

**Date: 17-05-2022**

**Sub:** Commissionerate of Collegiate Education – Code of Professional Ethics, Roles and Responsibilities of Principals, Lecturers, Physical Directors, and College Librarians working in Government Degree Colleges – Standard Operating Procedure (SOP) to be followed- reg.

**Ref:** 1.G.O Ms.No.14, Higher Education (U.E) Department dt.13-02-2019.  
2.HandBook for College Principal, Commissionerate of Collegiate Education, dated: Nil.  
3.A.P.Civil Service (conduct) rules of 1964 issued in G.O.Ms.No.468 G.A (ser .C.) dept dated 17-04-1964.

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The Government of Andhra Pradesh is committed to maintain standards in Higher Education and prescribed the Code of Professional Ethics for College Teachers, Principals, Physical Directors and College Librarians vide ref.no1 cited, which emphasizes that whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Educational institution is a place where the future of the students is shaped and thereby the destiny of the nation is carved. Hence it has a special place in the society and needs special code of conduct. National Education Policy (NEP) 2020 states that in order to ensure positive learning environments, the role expectations of Principals and teachers will explicitly include developing a caring and inclusive culture at their institutions for effective learning and the benefit of all stakeholders.

Along with general conduct rules prescribed by the Government and UGC, the Principals, Lecturers, Physical Directors, and College Librarians working in Government Degree Colleges shall follow the code of conduct and perform the following duties and responsibilities.

**I. General: (AP Civil Services Conduct Rules)**

The employees working in the department of Collegiate Education are governed by A.P.Civil Service (conduct) rules of 1964 issued in G.O.Ms.No 468 G.A (ser .C.) dept dated 17-04-1964.

The salient features of the conduct rules are:

1. Every Govt. employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and sense of propriety. He/ she shall not join any organization or association, the objects of which are prejudicial to the state.
2. The Govt. employees shall not participate in any strike or similar activity and shall not participate in any demonstration, which is against the interest of the state.
3. The Govt. employees or his/her family members shall not accept gifts of any sort from any body.
4. The Govt. employees shall not raise subscription or any other pecuniary assistance in pursuance of any objective what so ever.
5. The Govt. employees or his/her family members shall not lend or borrow or deposit money or lend money to any person on interest.
6. The Govt. employees or his/her family members shall not acquire or dispose movable or immovable property exceeding the monetary limits prescribed by the Govt. except after previous intimation to the govt.
7. The Govt. employees shall not engage directly or indirectly in any trade or business.
8. The Govt. employees shall not promote or manage companies in private capacity.
9. The Govt. employees shall not, except with previous sanction of Govt. negotiate or undertake any employment or work other than that of his official duties,
10. No Govt. employee who has a wife living shall contract another marriage without obtaining permission of the Govt. No female Govt. employees shall marry any person who has a wife living without obtaining the permission from the Govt.
11. No Govt. employees shall, while on duty, be under the influence of liquor or drugs, which render him incapable of discharging his/her duty. No employee shall appear in a public place in a state of intoxication.
12. No Govt. employees shall criticize the policy and action of the Govt. or any other State Govt. or central Govt.
13. No Govt. employees shall participate in politics or elections.

Any violation of conduct Rules attracts the provision of APCS (CCA) Rules, 1991 for initiation of disciplinary action against such employee.

## **II. Code of Conduct for the College Principal:**

A College Principal is the hub around which the entire activity of the institution revolves. The motive forces of activities in a College campus apparently are students,

academicians and non-teaching staff members. The latent forces, which work on the Principal, not felt by other, are the University, the Government and the Public at large. The Principals of the past also had to face several challenges posed by their own times. But the challenges faced by the present day Principals are far greater in their magnitude and complexity.

In day to day functioning, a Principal is expected to find solutions to many a tricky situations. He/she is cast in a multipurpose role. As a teacher, as an administrator, he/she is expected to project a good image of his/her College. By his/her conduct and behaviour, a principal is expected to be an example to others and provides inspiring leadership.

He/she is accountable to the CCE, the University, the Government, the Parents, and the Public and also no less to faculty and students. A Principal is expected to be endowed with such attributes as tact, patience, understanding and be at the same time able to maintain strict discipline in the campus.

**Principal should:**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
- (k) Conduct himself/herself in such a way that both the staff and the students look upto him/her for guidance
- (l) Be impartial, secular, dignified and punctual in discharging his duties.
- (m) Be present in the college at least half-an-hour before the commencement of the college timings and leave the college after the day's work is over.
- (n) Be a pace setter in dress, demeanor, attendance, punctuality etc.
- (o) Handle the minimum number of classes prescribed in the rules and should endeavor to be an example as the first teacher in the college.
- (p) 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.
- (q) The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
- (r) The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

### **III. Duties and Responsibilities of the College Principal:**

- (a) As an administrator, he/she is supposed to administer the College in such a manner that the stakeholders viz., students, academicians, non-teaching staff function promptly.
- (b) Should oversee the conduct of classes and other academic activities such as Curricular, Co-curricular and extra-curricular activities given by CCE and universities and implement academic innovations given by apex bodies from time to time.
- (c) To Implement Continuous Internal Assessment (CIA) as per the Standard Operating Procedure (SOP) issued by the CCE.
- (d) To take classes as per the teaching workload norms in vogue for college principals
- (e) To maintain the college Website as per the SOP issued by the CCE.
- (f) To prepare the Monthly News Letters and upload in College Website and CCE website.
- (g) To organize the placement drives at college level in order to explore and promote better employment opportunities for students.
- (h) To mobilize resources for the development of the college through CSR/Alumni/Philanthropic contributions

- (i) Maintain records, files, note files of academic, administrative and financial activities
- (j) Should make sure that each staff member handover the records of that particular academic year (ASAR with evidences, Lecturer wise Academic Audit forms with evidences, Departmental NAAC records as per NAAC SOP) before the summer vacation
- (k) Should take measures to utilize the available resources in the college, Virtual Class, Digital Class, ELL, Library, Laboratories, Sports facilities etc.,
- (l) To take measures for improving college admissions
- (m) maintenance of stock registers and Stock verification in March/April every year
- (n) To maintain the Service Registers of all teaching and non-teaching staff
- (o) Should implement e-office and other digital initiatives such as biometric and TLP
- (p) To prepare Annual Confidential Reports (ACRs) of the teaching staff and non teaching staff (Superintendents and Administrative Officers).
- (q) To maintain staff attendance registers and Movement register.
- (r) To support for research
- (s) To prepare the college for assessment and rankings
- (t) To update the data from time to time
- (u) To implement green initiatives and best practices

#### **IV. Code of Conduct for Lecturers:**

##### **Lecturer should:**

- (a) Respect the rights and dignity of the student in expressing his/her opinion;
- (b) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics; Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (c) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (d) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (e) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (f) Pay attention to only the attainment of the student in the assessment of merit;
- (g) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- (h) Aid students to develop an understanding of our national heritage and national goals; and
- (i) Refrain from inciting students against other students, colleagues or administration.
- (j) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (k) Speak respectfully of other teachers and render assistance for professional betterment;
- (l) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (m) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (n) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (o) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (p) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (q) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (r) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (s) Adhere to the terms of contract;
- (t) Give and expect due notice before a change of position takes place; and
- (u) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (v) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (w) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.
- (x) Recognise that education is a public service and strive to keep the public informed

- of the educational programmes which are being provided;
- (y) Work to improve education in the community and strengthen the community's moral and intellectual life ;
  - (z) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
  - (aa) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
  - (bb) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

#### **V. Duties and Responsibilities of a Lecturer:**

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

- (a) The lecturer has the primary duty to disseminate the knowledge in his/ her subject to all the students.
- (b) At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the meeting of all staff members in the department.
- (c) Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
- (d) The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbances or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
- (e) The lecturer should inform the students regarding the schedule of coverage of syllabus.
- (f) The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he/she should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding month.
- (g) The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.

- (h) Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting student centric methods
- (i) To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.
- (j) The lecturer should compulsorily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.
- (k) He should also organise screening of educational films where-ever possible.
- (l) The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of department every month.
- (m) The lecturer should maintain synopsis of each lesson prepared by him/ her. As far as possible, a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the Principal every month.
- (n) The lecturer should conduct periodic tests in the subject and motivate the slow-learners to bring them on par with other students in the class. A record of internal tests should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher ranks. The progress of the students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.
- (o) Remedial coaching should be arranged for academically backward students, outside the college hours.
- (p) The lecturer should participate in Students Counselling/mentoring Programmes organized by the Principal. He/she should give necessary counselling to 20 to 30 students allotted to him/her. As a Counsellor, the lecturer should act as a liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules and regulations of the college.
- (q) The lecturer working in Science subjects should see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should be continued till the end of the specified period.
- (r) The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.

- (s) He/she should accept the membership of the Committee to which he/she is nominated by the Principal and discharge the duties with commitment.
- (t) The lecturer should attend to all examination duties without fail.
- (u) The lecturer should assist the Principal in the maintenance of the discipline in the college.
- (v) He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.
- (w) The lecturer should also conduct seminars, expert talks, commemoration days, etc., involving local experts, and the users for the benefit of the students and community. The lecturer of the subject concerned can act as moderator.
- (x) The lecturers should attend to any duty assigned to him/her by the Principal or any other higher authority.
- (y) As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the work load prescribed.
- (z) The lecturer is accountable to the Principal of the College.
- (aa) The lecturers shall attend the college during the working hours on all working days. The staff is required to sign in the Attendance Register as soon as they come to college. For every three late attendances, one casual leave will be forfeited.
- (bb) One hour permission can be given to the staff to attend office / to leave office with valid reasons, occasionally and it is purely at the discretion of the Principal / Administrative Officer. Similarly, members of staff should not leave college during working hours without prior permission, save for valid reasons as in the case of late attendance. The period of absence in this case also should not exceed one hour. The members of the staff should obtain specific written permission for leaving the college and such permissions shall be recorded in a register **(Movement Register)**
- (cc) Lecturer shall maintain personal and departmental records for NAAC, Academic Audit, ASAR and update all the records monthly and submit to the Principal for verification.
- (dd) Lecturer shall make use of active blended learning pedagogical approach in order to make learning more experiential and activity-based.

#### **VI. Code of Conduct for College Physical Director & College Librarian:**

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- (b) Manage their private affairs in a manner consistent with the dignity of the

profession

- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour

## **VII. Duties and Responsibilities of a College Physical Director**

- (a) Ensures the regular functioning of the department by organizing games and sports in college.
- (b) Organise the practice of all games available in the college in consultation with the games committee of the college and the Principal.
- (c) As the convener of the Games and Sports committee of the college and organizes the meetings of the games committee at the beginning of every year to plan the Physical Education Programmes for the year (Semester Wise), which is to be reviewed every month.
- (d) To provide coaching to the students, with the correct techniques of various games and sports. Top players shall be encouraged to participate in District Level and University Level events.
- (e) To plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
- (f) To prepare the lists of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.
- (g) To prepare the annual budget requirements for games and sports events and equipment.
- (h) To conduct coaching camps in the college to train students in various games and sports.
- (i) To inculcate general discipline among the players in particular and students of the college in general.
- (j) To encourage the students to develop sportsman spirit.
- (k) For making purchases of games and sports material the Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders, for the supply of material.
- (l) The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the students taking part in games and sports competitions conducted outside the college.

- (m) The Physical Director, being the in-charge of the department of should maintain all records pertaining to the stocks, purchases and accounts of the department. The stock registers of consumable and non-consumable material should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.
- (n) Should help the annual stock verification of department of Physical Education conducted by the Committee appointed for the purpose by the Principal.
- (o) Physical Director should conduct annual games and sports of the college as per the Annual Institutional Plan.
- (p) The Physical Director is accountable to the Principal of the College.
- (q) While sending the teams to participate in tournaments, the Physical Director has to take care of the following.
- The well-trained teams will be sent to participate in the Inter-College tournaments.
  - The participating teams / players should be provided proper uniforms, playing material (sports kit), refreshment amount and conveyance charges.
  - The teams are instructed to maintain dignity, decency and decorum, at the venue of the tournaments.
  - They should participate with a “will to win”, respecting the rules and regulations.
- (r) To improve General Knowledge on Sports and Games a Sports Quiz may be conducted in the college and prizes will be awarded at the Annual Day Function.
- (s) Sports Persons of high caliber shall be invited for Sports Day functions to inspire the students.
- (v) Annual stock verification report, submission of all records, and accounts of that particular academic year shall be submitted to the principal before the summer vacation

### **VIII. Duties and Responsibilities of a College Librarian**

- (a) The Librarian is the convenor of the college Library Committee nominated by the Principal of the college.
- (b) He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.
- (c) The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.
- (d) The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from

the publishers and their sole distributors by taking usual discount or the books can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.

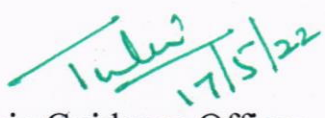
- (e) The Librarian shall maintain an Accession Register.
- (f) The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated
- (g) The Librarian shall maintain a catalogue of the books available in the library.
- (h) The library fee collected under special fee funds can be utilized for the purpose with the prior approval of the Commissioner/Director of Collegiate Education.
- (i) The Librarian shall frame the rules (Library Policy) and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.
- (j) The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
- (k) As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules/waste management policy.
- (l) The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc,
- (m) The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year (Before summer vacation). For the purpose of the stock verification, it should be seen that all staff and students return all the books borrowed by them to the library before the stock verification commences.
- (n) Fine for late return of copies, Cost of book for loss to be decided and collected by the Librarian as per the Library Policy of the College.
- (o) Librarian shall prepare the List of journals and newspapers subscribed for library (including e-books, e- journals etc.,)
- (p) Disposal of old magazines is to be done by the Librarian in accordance with the existing rules Library Policy of the College.
- (q) The Librarian is accountable to the Principal of the college.
- (r) The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.
- (s) Librarian shall take initiative to digitalize the library

(t) Librarian should encourage the students to make use of digital resources such as NLIST, INFLIBNET, e-sho dhsindhu, e-shodhganga etc.,

Sd/- Pola Bhaskar IAS  
Commissioner of Collegiate Education

To  
The Principals of all Govt Degree Colleges  
Identified College Principals  
RJDCEs of Rajahmundry, Guntur and Kadapa.

//ATTESTED//

  
Academic Guidance Officer