

## **CODE OF CONDUCT FOR PERSONNEL WORKING IN GOVERNMENT DEGREE COLLEGES**

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 1704-1964. The following are some of the excerpts from the above mentioned G.O.

### **3.16.1 PRINCIPAL**

- The Principal should conduct himself/herself in such a way that both the staff and the students look up to 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 at least 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.

### **3.16.2 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.

### 3.16.3 ADMINISTRATIVE OFFICERS IN GOVT. DEGREE COLLEGES

The following are duties/ powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide Proc. Rc. No. 116-k1-4/80, Dt.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.

### 3.16.4 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 Proforma 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.

### **3.16.5 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 dairy.
- 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 un disposed 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.

### 3.16.6 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.

Code of Professional ethics for teaching staff in the Universities and Colleges are mentioned in Part IV of G.O. Ms No. 14 dated 13-02-2019 as per UGC regulations while implementing UGC revised pay scales of 2016. The following are the excerpts from the G.O. mentioned above:

## **Code of Professional Ethics**

### **I. Teachers and their Responsibilities:**

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.

### **Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;

- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **II. Teachers and Students**

### **Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **III. Teachers and Colleagues**

#### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. Teachers and Authorities:**

#### **Teachers should:**

- (i) 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;

- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) 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;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) 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. Teachers and Non-Teaching Staff:**

### **Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

## **VI. Teachers and Guardians**

### **Teachers should:**

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. Teachers and Society**

### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) 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.

### **College 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 responsibly, 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 behavior 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.

**Director Physical Education and Sports / Librarian should;**

- (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.

### **Maintenance of Standards in Higher-Education Institutions:**

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/ Colleges/ Institutions:

- (i) The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- (ii) There shall be special provision of supernumerary Ph.D. seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- (iii) In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- (iv) All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/ computational facility as per the provisions laid down in these regulations.
- (v) The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- (vi) Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.

- (vii) An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centers of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- (viii) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- (ix) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of these Regulations.