

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION

AP::VIJAYAWADA

Present: Sri Pola Bhaskar, IAS.

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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.

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-shodhsindhu, 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