

**K.T.R. Women's College**

**Gudiwada, 521301**

**Code of Conduct**

Name of the officers of the college

Secretary and Correspondent

(a) The secretary shall be the correspondent of the college and the General Body and the governing body and represent them on the college before all the public and private authorities. He shall also there is so facto member of the governing body and shall have right to vote in the meetings of the governing body and general body.

(b) The secretary and correspondent shall be responsible for carrying into affect the resolutions of the General Body and the governing body and shall also necessary authority of supervision and control over the work and functioning of the college staff and thereof;

(c) In particular and without prejudice to the generality of the fore going; the secretary and correspondent shall have the following responsibilities, rights, duties and powers to maintain the records of the proceedings of the General Body and Governing body.

(d) To maintain regular accounts of income and expenditure, to arrange for safe custody of title deeds valuable securities, another important documents and records of the college and its General Body and Governing body.

(e) To maintain the properties of the college in good condition and safe- guard them. (f) To call for explanation, frame charges and punish the employees of the college subject to the control of Government and Krishna University and to grant casual leave to the principal.

(g) The secretary and correspondent shall have the power to grant Earned Leave, Medical Leave, or any other special leaves to the employees of the college including the principal.

(h) To Sue and be sued on behalf of the college and in its Governing Body and General Body meetings and committees and to represent the same before all the Courts of law, Tribunals, to file and defend all suits, appeals and or other proceedings that may be taken by or against the college or its committee and to compromise in such proceedings that can be taken by or against the college and its committees with the approval of the Governing Body.

(i) To engage a counsel to represent the college to sign, verify and file vakalat, all necessary pleadings, petitions, memorandum of appeals or any of the necessary statements on behalf of the college before all the courts, tribunals, and other authorities.

(j) To prepare and present the budget to the Governing Body for consideration and then to present to the General Body for its approval.

(k) The secretary shall place all papers received by him at any earliest possible opportunity before the Governing Body, unless it relates to a matter of mere routine.

(l) The secretary shall on a notice either in writing or oral by any member of the General Body or the Governing Body allow them to inspect any records of the college within a week from the date of notice.

(m) The secretary shall be the ex-officio convener of the Governing Body and General Body shall be ex-officio member of any committee that maybe constituted by the Governing Body or the General Body and shall have authority to convene any of them.

(n) The secretary shall have authority to delegate his powers any one of the members of the Governing Body or General Body for such period in such manner as he deems fit and to withdraw such delegation at any time.

(o) All the documents or deeds by or in favor of the college or its committees shall be executed by and in the name of the secretary representing the college. The secretary shall present the budget, final statement all accounts of the college and the administration report to the governing body for due approval before it is placed before the General Body for final adoption.

(p) The secretary shall correspond with the concerned educational authorities or public or with anybody in the name of the college and submit such statements as may be required to the concerned authorities whenever it is required.

### **Duties of the Principal**

The principal is the head of the institution.

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 student's residence of the hostel (where 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.

#### Duties of the 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 lectures 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 lecture they should avoid dictating detailed notes on 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 until 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 command 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 tuition 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.

## **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.

The assistant should maintain a 'Reminder 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 cases in the given proforma.

The assistant should bring forward all undisposed files to the current year's personal file on the 1st 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 is noted on the file before sending it to stock.

The assistant should dispose of 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.