

CONDUCT RULES FOR THE EMPLOYEES OF THE A.P. RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD.) HYDERABAD.

Short Title and Application:

These rules shall be called the Conduct Rules for the Employees of the A.P. Residential Educational Institutions Society (R) Hyderabad. 1972.

They shall apply to every person who is borne on the establishment of the Society.

Provided that nothing in these rules shall apply to

- a) Persons who are not whole time employees of the Society;
- b) Persons paid from contingencies: and
- c) Government servants employed on deputation (they will be governed by the Government Servants Conduct Rules)

General

1. Every employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, a sense of propriety.
2. No employee shall behave in a manner which is unbecoming of such an employee, or derogatory to the prestige of the Society.
3. No employee shall act in a manner which will place his/her official position under any kind of embarrassment.
4. Confidential matters relating to the Society and Schools should not be divulged to any one.

Teachers

1. Every teacher shall by his personal example not only communicate knowledge in specify subject hut also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall, by precept and example, instill in the minds of the students entrusted to his care, love of the motherland and inculcate in the minds of students respect for law and order.
3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood among the Students.
4. Every teacher shall promote tolerance for all religions among the students.
5. The teacher shall always he on the alert to see that students do not take any active part in politics
6. Every Teacher must take his/her stand against the unhealthy competition in modern Society and must strive his/her best to instill in the minds of students Principals of corporation and social service.
7. Every teacher shall co-operate with and secure the improvement of the moral mental and physical well being of students.
8. Every teacher must be strictly impartial in his/her relations with all his/her students. He/She should he sympathetic and helpful particularly to the slow learners.
9. Every teacher must he a learner throughout his life not only to enrich his/her own life, hut also of those who are placed in his/her care. He/She should plan out his/her work on approved lines and do it methodically, eschewing vigilantly all extraneous activities.

10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the Society, and help him/her to be creative as well as co-operative.

11. Every teacher should be temperate and sober in his/her habits and avoid recourse to drinking alcoholic beverages. He/She should scrupulously avoid smoking chewing of betel laves and such other undesirable habits in the presence of students and in the school premises.

12. Every teacher should have an exemplary moral character.

13. Every teacher must be an advocate of freedom of thought and expression.

14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.

15. Every teacher should be clean and trim, not casual and informal, while on duty His/her dress should be neat and dignified. He/She should on no account be dressed as to become an object of excitement or ridicule or pity at the hands of students and his/her colleagues.

16. Every teacher should be punctual in attendance, in respect of his/her class work as also for any other work connected with the duties assigned to him/her.

17. Every teacher shall devote his/her entire time to the duties pertaining to his/her profession and shall not on his/her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative kind without obtaining the prior written sanction of the Secretary.

Every teacher shall be present in the School during usual school hours, whether he/she has teaching work or not. Every teacher is expected to take a full and effective part in the co-curricular activities of the Schools and the hostels attached to them.

Joining of associations by employees

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order.

5. Strikes

No employee shall participate in any strike or similar activities or incitement students. There to

Explanation The expression "Similar Activities" include

1. Absence from duty or work without permission.

2. Neglect of duty with the object of compelling any superior officer to taken or to omit to take any official action:

3. any demonstrative fast. like Hunter Strike' with the object mentioned in item (2) or

4. Concerned or organized refusal on the part of the employees to receive their pay

6) Demonstrations :

No employee shall participate in any demonstration which is against the interest of Society of Public order.

7) Gifts, Services, Entertainments, address and other forms of felicitations.

1. No employee shall accept any gift from any person the receipt of which will

place such employee under any kind of official obligation or embarrassment in relation to any person.

Explanation The expression gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any persons other than a near relation or personal friend having no official dealings with him.

Note : A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift. Provided that nothing in this sub-rule shall apply to:

a) gifts of flowers or fruits of trifling value.

b) gifts of value, reasonable in all circumstances of the case, from relations any gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/her family on ceremonial occasions such as weddings

c) The performances of an occasional service of a trifling character.

2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation or embarrassment the decision of the Chairman shall be final.

8) Lending, borrowing and insolvency : under this rule.

1) No employee shall:

i) engage either by himself/herself or through others in the business of money lending or

ii) lend or borrow money, either by himself/herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

The prohibition in sub-rule (i) shall not apply to

a) Any transaction of an employee with a Cooperative Society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force in the State of Andhra Pradesh.

b) An employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself / herself.

c) an employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided that he does not take active part in that business

Acquiring or disposing of immovable or movable property:

1. No employee shall except after previous intimation to the Secretary, acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by change. Purchase, sale, gift or otherwise either by himself/herself or through others.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

2. An employee who enters into any transaction concerning any movable property exceeding Rs. 1,000/- in value, whether by way of purchase, sale or otherwise shall forthwith report such transaction to the Secretary.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

3. Nothing in sub-rule (2) shall apply to any purchase made by an employee for the performance of a wedding or a religious.

4. No employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any movable or immobile properties.

Provide that sub rules (1) and (2) shall not apply to:

- a) The acquisition or possession of any property as trustee or administrator:
- b) Any transaction entered into in connection with the affairs of the Society

5. Every employee, other than a member belonging to Class IV of the Service of the society, shall submit to the Secretary before the 15th January every year statement of all immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person if, in any year an employee has not acquired or disposed of any immovable property or any interest therein, he shall submit a declaration to the effect.

10) Private trade, business or investments

1 No employee shall engage directly or indirectly in any trade or business save in the course of his/her official duties.

2. No employee shall speculate in any investment.

3. No employees shall make, or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

4. The decision of the Chairman shall be final in respect of any question arising under this rule.

11) Promotion and management of companies in private capacity

No employee shall, in his/her private capacity, except with the previous sanction of the Chairman, take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force:

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the promotion, registration or management of a Co-operative Society registered under any law relating to Co-operative Societies for the time being in force in the State.

12) Private employment:

a) No employee shall, except with, the previous sanction of the Chairman, undertake any employment or work other than that connected with his/her official duties.

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or an occasional work of a literary, artistic or scientific character subject to the work condition that such work does not interfere with his/her official duties and subject also to the condition that he/she does not use any material gathered or collected for the purpose of the Society: but he/she shall not undertake or shall discontinue such work if so directed by the Secretary.

Provided, further that the previous sanction of the Secretary shall not be necessary for acceptance of an examination offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases where an employee has to be away from his/her duties for a period exceeding three days at a time, the previous permission of the Secretary has to be obtained.

b) No employee shall apply for an appointment under any other authority except through the Secretary. and the penalty for any breach of this shall be disciplinary action which may include dismissal too.

c) An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

13) Publication of Books

No employee shall, without the previous permission of the Chairman, publish any book which is not purely of a literary, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the Society While supplying for permission to publish a book. he shall submit to the Secretary a manuscript copy thereof. Provided that an employee who published a book with the previous permission of the Chairman shall not canvas for its sale in any manner.

14) Participation in radio broadcasts

No employee shall, except with the previous sanction of the Chairman or in the course of discharge of his/her official duties, participated in a radio broadcast, provided that no such sanction is necessary if such broadcast is of a purely literary artistic & scientific character, or if such broadcast relates to a talk arranged under shall the general & special order of the Chairman and the employee may accept the Secretary remuneration prescribed for such broadcasts.

15) Communication of official documents or information:

No employee shall, except in accordance with the rules of the Society of the bye-laws or any other general or special order of the Secretary. Communicate directly indirectly any official document or any of its contents or any official information to any other person not authorized to receive the same or to the press. Provided that if any publication is to be made in a magazine or journal regarding the running of the Residential Schools and management, the Principals should take prior permission of the Secretary furnishing a copy of the text (of the matter) proposed to be published.

16) Connection with the Press:

No employee shall, except with the previous sanction of the Secretary own wholly, or in part. or conduct or participate in the editing or the management of any newspaper or publication.

17) Giving evidence before any committee, commission or other authority:

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority, except with the permission of the Chairman.

2. Where permission is given under sub-rule (1) no employee giving such evidence shall criticize the policy of the Central Government or of any State Government or of the Society provided that sub rule (1) shall not apply to.

a) giving evidence before a statutory committee, commission or other authority which has power to compel answers:

b) giving evidence in judicial enquiries, or capacity.

c) giving evidence at any enquiry order by the Secretary or the Chairman

18) Criticism of the Policy or action of the Society, State Government or any other State Government of Central Govt.

1. No employee shall, by any public utterance, written or otherwise criticize any policy or action of the Society or Government of Andhra Pradesh or any other State Government or the Central Government nor shall he/she participate in any such criticism.

Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any meeting solely of employees of the Society or of any association of such employees of matters which affect the interests of such employees individually or generally.

2. No employee shall, in any writing published, by him/her or in any communication made by him/her to the press or in any public utterance delivered by him/her make any statement of fact or opinion which is likely to embarrass:-

i) the relations between the Central Government or the Government of any State or the people of India or any section thereof: or

ii) The relations between the Central Government and the Government of any State:

or iii) the relations between the Society and the Govt. of Andhra Pradesh or the Central Government or any other State Govt.

3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) may arise shall submit to the Secretary the draft of such document, communication or utterance and shall, thereafter, act in accordance with such orders as may be passed by the Secretary.

19) Taking part in politics:

No employee shall be a member of, or be otherwise associated with any political Society of the party or any organization which takes part in politics, nor shall he/she participate in, subscribe in aid of or assist in any other manner, any political movement or activity.

1. It shall be the duty of every employee to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government or of a State Government or prejudicial to national security and where an employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.

2. No employee shall seek election as a member of any body or of the State or Central Legislature. He shall resign his/her job before standing for selection as a candidate. Provided that teachers may stand for election from a teacher's constituency to the State Legislative Council.

20) Vindication of acts and character of an employee as such:

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has

been subject matter of adverse criticism or any attack of the defamatory character in public.

Provided that nothing contained in the sub-rule (1) shall or exclude an employee from Vindicating his private character or act done by him/her in his/her private capacity.

2. No employee, shall except with the previous sanction of the Secretary, accept from any person or body compensation of any kind fro malicious prosecution of defamatory attack in respect of his official act, unless such compensation has been awarded by a competent court of law.

21) Employee not to deal in his official capacity with matters concerning himself/ herself, his/her relatives or dependents:

No employee shall deal in his/ her official capacity with any matter directly or indirectly concerns himself/herself or any of his/her relatives or dependents.

22) Influencing authorities for furtherance of interests:

1) No employee shall represent his grievances, if any except through proper channel nor shall be boring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.

2) The penalty for contravention of this rule shall, without prejudice to any other penalty, be with-holding of his/her promotion withers permanently or for such period of the Secretary may determine.

23) Bigamous marriage:-

1) No employee who has a wife living shall contract another marriage not withstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

2) No female employees shall marry any person who has a wife living.

24) Application for private employment:-

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.

2. If a person who is refused permission to apply for or accept private employment wishes to resign his appointment under the Society, such resignation shall ordinarily be accepted.

3. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the Society immediately on accepting such employment.

25) Raising of funds or contributions:-

No employment shall except with the previous sanction of the Secretary, ask for or accept contribution, to or otherwise associate himself with the raising of, any funds or other collections, in cash or in kind in pursuance of any object, whatsoever.

26) Address while under suspension:-

An employee under suspension is free to go anywhere he likes, but he shall leave his address with the Secretary.

27) Interpretation:-

1 If any question arises relating to the interpretation of these rules the decision of the Chairman shall be finale

2 In respect of matters not expressly provided in these rules where the rules applicable to the employees of the Government of Andhra Pradesh shall, so far as may be apply to the employees of the Society.

Sd/-
Secretary

// Attested//



Asst Secretary(A)

APREI SOCIETY, HYDERABAD
JOB CHARTS (TEACHING STAFF)
ANNEXURE-' A'

1. JOB CHART OF THE PRINCIPAL:

a. ACADEMIC

- 1) He/she shall teach eight periods a week, preferably one subject completely or partly.
- 2) Guide subject teachers of his/her own in particular and others in general.
- 3) Arrange for professional guidance from his/her own and also from local experts, if available, in other subject areas.
- 4) Inform the Departmental Inspection officers for the guidance he/she requires in specific areas.
- 5) Formulate minimum academic program and institutional plans with the help of his/her assistants and implementing it.
- 6) Arranging demonstration lessons in all the subject areas by competent subject teachers.
- 7) Arrange action research programs.
- 8) Hold Conferences, workshops; seminars etc.
- 9) Encourage innovative activities.
- 10) Organize supervised study, self-study by students, tutorials, club activities etc.
- 11) He/she should arrange supervised study for. There afternoon session with one teacher for each section and proportionately adjust the remaining teachers for night supervised study.
- 12) He/she should see that every teacher shall be entrusted with 6 supervised study duties in a week, i.e. 3 day duties and 3 night duties — the day supervised study starts from 2.15 p.m. to 4.30 p.m. and no deviation can be entertained. The night supervised study shall start from 7.00 p.m. to 9.00 p.m. in the schools where he strength is less than 326 and from 7.30 p.m. to 9.30 p.m. where-the strength is more than 500 and above.
- 13) Every day:
 - (i) supervised study shall be organized for 45 minutes
 - (ii) Remedial teaching for 45 minutes and
 - (iii) club activities for 45 minutes.

b. SUPERVISION:

- 1) Periodical (month) check-up of the lesson-plans and year plans prepared by the assistants.
- 2) Preparation of time tables and their proper implementation-
- 3) While preparing the time-table, he/she should see. that time-table invariably include the duties of teacher for supervised study, :remodel teaching: and club activities.
- 4) Observation of class-room teaching of the Assistants to the extant of the period during a working day, during every fortnight (Preferably X class) end, recording it with suggestions for improvement in the proforma enclosed' (Annexure.-I).

- 5) He/she should invariably maintain the monthly work done statement for each teacher in the proforma enclosed '(Annexure- II) and the monthly performance appraisal forms in the enclosed proforma (Annexure—III)
- 6) Proper: organization of activity areas i.e. Physical Education, Health Education, Creative Activities. S.U.P.W. And Moral Education.
- 7) Introduction of Scouting and Guiding as co-curricular activities and their proper supervision
- 8) Preparing the school for participation in Science Fairs Mathematical Olympiad, General Knowledge Test and in Games and Sports competitions etc.
- 9) Completion of syllabuses per the Common Examination Board Plan.
- 10) Arranging Book Banks, Sanchayakas. Co-operative Stores etc. wherever possible.
- 11) Maintenance of a watch register to note the academic work turned out by Assistants and Para academic work.
- 12) Supervision of Hostels

C. ADMINISTRATION:

- 1) The practice of sanctioning 5 optional holidays to the teaching and non-teaching staff should be dispensed forthwith. He/she may be permitted to declare holiday for school/college synchronizing local festival/Jataras.
- 2) He/she shall distribute the in charge ships and secondary duties among all teaching staff and non-teaching staff and no individual teacher shall be over-burdened.
- 3) He/she should see that two teachers are put on duty on all holidays on rotation basis and the teachers interested with holiday duty shall be present in the campus from 7.00am to 9.30pm and they may be allowed to take breakfast, lunch, dinner. They may be held responsible for any kind of occurrence during the time of their holiday duty.
- 4) He/she should see that all the staff members should invariably report on the re-opening day of the school/college after availing summer vacation. In case, any of the staff members who could not turn up for duty on the re-opening day such individual member may be sanctioned E.L. available at his/her credit.
- 5) Submit confidential reports at the end of the year to the Secretary.
- 6) Maintain all the registers prescribed in A.P.R.E and by the Secretary
- 7) Collect, utilize and maintain the accounts relating special fee funds.
- 8) Supervise work of Office staff.
- 9) Submit pay bills etc promptly.
- 10) Ensure regular attendance of teachers, pupils and Office staff .0
- 11) Conduct daily school assembly, arrange for the proper maintenance and utilization of Library, school uniform, celebrate National Festivals, and make the pupils participate in competition of academic importance.
- 12) Conduct tests and examinations efficiently.
- 13) Conduct any other assignments and responsibilities specifically entrusted by the Department and/or management.
- 14) Organize parent-teacher Association.
- 15) Community development activities for school improvement programs.
- 16) Arrange annual stock verifications.
- 17) The job-charts of all the staff shall be displayed in the office of the principal.

18) There shall not be any deviation in the events approved by the Secretary in the Calendar of events.

19) The secondary duties entrusted such as issue of Text book, note books, cosmetics, clothing, etc. shall not cause interruption to the supervise-study.

2) JOB CHART FOR PG/TG TEACHERS:

1) ACADEMIC

A. Preparation

1) He/She has to prepare Annual Plan. If the Society is supplying the Annual Plans, he/she has to make additions that he/she deems fit. The Annual Plan supplied is based on minimum academic program.

2) He/she should write lesson plans for all the topics and for all the subjects he/she is teaching every week and submit the same for perusal by the Principal on the first working day of every week. The lesson plans shall be prepared unit-wise and if the unit is big, subunit-wise.

3) The subject teachers have to develop their respective laboratories. Language teachers also have to develop language laboratories.

4) The teachers should go through the list of books available in the school library and list out books for extra reading by students of different classes in their subject. They should periodically submit a list of books in their subjects to the Principals, for enriching the school library.

5) The respective subject teachers have to prepare students for Mathematic Olympiad, National Talent Search Test, Quiz, General Knowledge tests, Science Fairs etc.

6) He/she shall prepare question banks unit-wise or sub-unit wise, as per his/her teaching notes and submit the same for perusal by the Principal on the first working day of every week along with his/her lesson plans.

7) He/she shall, in consultation with the principal, arrange extension lectures in his/her subject for the benefit of the students.

B Instructional Hours:

1) It should be his/her Endeavour to inculcate in his/her students a love for his/her subject,

2) He/she shall be utilize the entire period allotted to the subject for teaching and for meaningful "teaching- learning activity" only. 'He/she should not try propagate any 'ism' other than "Patriotism".

3) He/she is prohibited from taking up correction of home work and assignments, or answer scripts valuation and writing of lesson plans or reading books/journals/news-papers in the instructional hours and supervised study.

4) He/she should complete the syllabus both month-wise and annually in 'time and certify at the end of the year that he/she taught the entire syllabus prescribed for the classes entrusted to him/her.

C. Evaluation

1) He/she shall, prepare the question papers along with blue print and Principles of Valuation and submit to the Principal for approval before 3 days of the commencement of each monthly and terminal tests. In the case of APRE Common examinations, principles of valuation, is to be prepared only on the day of examination.

- 2) In addition to the routine monthly and terminal tests, he/she shall conduct 10 flash tests, 10 slip tests and 30 assignments in his/her subject spread over the year uniformly. The students should not be thrust with many tests during the third term.
- 3) Answer scripts of monthly tests are to be corrected @ 30 scripts per day and depending upon the number of students. Proportional time shall be taken by him/her from the date following the date of examination in his/her subject. Marks sheets along with answer scripts are to be submitted to the Principal for his/her perusal within a week time from the date of the exam. Class teachers should prepare and issue progress cards immediately thereafter.
- 4) He/she has to prepare graded assignments for the gifted, the average and the low achievers.
- 5) Every PGT/TGT shall maintain case shots for the low achievers taken necessary remedial action.
- 6) He/she shall correct the written work of the students and submit to the Principal for his perusal as and when the latter demands or as per the calendar of events. The written work includes -assignments, flash tests, slip tests, composition work any other notes that is given by him for a specific purpose. He/ She shall prepare lists of common errors and correct students from committing them.

D Supervision:

- 1) He/she shall attend supervised study during day time and self studying during night time, as per the time-table supplied to him/her in the institution.
- 2) He/she shall utilize the supervised and self study periods for helping the gifted as well as the low-achievers, without causing disturbance to the other students in the class.
- 3) He/she shall attend the supervised self study periods in approved dress only (Gents are not expected to come in lungies/nightdresses. Dress gives smartness and decency.

E. General:

- 1) He/she should guide junior teachers in his/her subject and build up team work in his department.
- 2) He/she along with the other teachers of his/her subject should prepare charts, models and other aids to take the teaching more effective, besides putting the available aids to full use.
- 3) It should be his/her Endeavour to diagnose the individual deficiencies of his/her students and help them overcome the same.
- 4) He/she should undertake action research and innovative practices.
- 5) He/she should know that the twin aims of these institutions are "academic excellence" and "all round development of the personality" of the students and hence give his/her very best to realize this aim.

F. Administrative

- 1) He/she shall attend the assembly without fail. Absence at the assembly is a serious offence.
- 2) He/she shall be in the class assigned to him/her within 3 minutes from the stroke of the bell and shall not leave the class till the bell for that period is given. He/she shall not stay in that class after the bell is given as that deprives the other teachers from utilizing his/her full time of the period.

- 3) He/she must attend to all classes including supervised and self-study, tutorials and club-activities in time. Absence from the classes assigned shall be viewed seriously. He/she shall not leave the school premises during working hour except with the written permission of the Principal.
- 4) There shall not be any adjustment in the supervised study among the colleagues. The absence of supervised study shall be treated as absent for the entire day and the leave eligible shall be granted and informed accordingly.
- 5) He/she must attend to extra-work periods assigned.
- 6) He/she shall maintain the following records/registers.
 - A) Teaching Notes (Lesson Plans)
 - B) Teaching Diary
 - C) Record of low achievers
 - D) Personal marks register
 - E) Year-Plans
 - F) Question banks
 - G) Club Activity Records
 - H) Record of test papers of all tests
 - I) Record of 'questions given assignments, flash tests and slip tests.
- 7) He/she shall take up one innovative project every year and guide the students to actively participate in District Science Fairs Quiz Programs Essay Writing. Debating and such competitions as are applicable to him/her.
- 8) When he/she dines in the mess, he/she shall sit with the students and dine. This helps to inculcate good table manners, ensures discipline and avoids wastage.
- 9) In secondary duties, such as issue of text-books, note-books, cosmetics, etc shall be done as per the circular given by the Principal without causing any disturbance to the supervised study periods.
- 10) He/she shall have to discharge the following secondary duties in addition to being in charge for certain stocks and stores and be convener for different committees appointed on various occasions for conducting the school activities.
 - a) A.T.P.
 - b) House Master/Locho parent
 - c) Dy. Warden
 - d) Student Coordinator
- 11) He/she shall attend to all school functions without fail, even if the functions are on a holiday or outside the instructional hours.
- 12) During terminal holidays and summer vacation, he/she has to act as In charge of the institution, according to the orders of the Principal for periods not exceeding 10 days.
- 13) He/she has to discharge any other duty assigned by the Principal for the smooth running of the institution at all times.

G. Others

- 1) Language teachers appointed as conveners have to bring out the monthly issue of manuscript magazines.
- 2) Non-language teachers appointed as conveners have to conduct educational exhibition and the Anniversary.
- 3) He/she shall, extend his/her full co-operation to the A.T.P., Dy.Warden & Principal in maintaining discipline of a high order in the institution at participate in all activities of the institution that aim at all round development of the children.

ANNEXURE 'C'

3) DUTIES OF ASSISTANT TO THE PRINCIPAL:

The following duties may be assigned to the Assistant to the Principal for effective and smooth administration in the school/College.

- 1) He/she has to prepare institutional plan, time-table, (Subject-wise, teacher-wise and leisure time-table) and get the year-plans prepared by the teachers. He/she should arrange extra work for the teachers on leave and also for the posts vacant and ensure that no class is left vacant,
- 2) He/she has to arrange to conduct all examinations, unit test under the guidance and directions of the Principal. He/she has to maintain concerned records and registers and arrange to send the intimation cards to the parents.
- 3) He/she has to supervise the day and night supervised studios, arrange the classes for slow learners and also supervise the club activities, co-curricular and extra-curricular activities.
- 4) During the recess period, he/she must see that all the students go out without making any noise and return to the classes in time.
- 5) He/she has to make all arrangements for conducting all functions and faculty meetings in the school including daily assembly, with the help of the P.D./P.E.T. and in charge concerned.
- 6) He/she has to maintain general discipline of the school with the help of P.D./P.E.T., Dy. Warden and other teachers.
- 7) He/she has to make necessary arrangements for the dispersal of the students for vacation and holidays with the assistance of the House Masters and P.E.T.
- 8) He/she should assist the Principal at the time of admissions and Spot valuation camps.
- 9) He/she has to make arrangements for the conduct of functions in the school.
- 10) He/she must be in charge of the School during the Dasara/Pongal Holidays and during summer vacations if required by the Principal.
- 11) He/she has to cooperate with the Principal and discharge any duty entrusted to him/her by the Principal for the smooth and efficient functioning of the Institution.

ANNEXURE –D

4) DUTIES OF DEPUTY WARDEN

- 1) The Deputy Warden is in charge of the hostel, He/she should prepare monthly indents and get them approved by the Principal and attend the purchases from super bazaar, Co-operative Societies and Civil Supplies and other Government agencies.
- 2) He/she has to maintain all the relevant records pertaining to the Hostel and he/she is responsible for / maintenance of the stocks and accounts.
- 3) It is his/her duty to maintain discipline and orderliness in the dining hall with the help of the House Masters and Physical Education Teacher/Physical Director.
- 4) It is his/her duty to adjust the per-capita expenditure within the provision and submit monthly per-capita statements and should regularly send to the Society through the Principal.
- 5) With the time of receipt and issue of milk, vegetables and other provisions, he/she must be present along with one or two students and should sign in the registers in token of receipts and issues.

- 6) He/she must maintain indent sheets for daily issue to Cooks in duplicate duly signed by them.
- 7) He/she must see that all the eligible staff members should sit along with the children in the dining hall and the items prepared should be served properly, to all of them.
- 8) He/she must see that nothing is waste in the dining hall at any time.
- 9) He/she should see that the health and hygienic conditions in the kitchen and dining hall are maintained properly.
- 10) He/she should stay one or two days after the closing day of every vacation and holidays to verify the stocks and to seal the kitchen and store room, He/she should also be present one or two days before the reopening after every Vacation and holidays to prepare indents and get the stocks in advance.
- 11) He/she should collect guest fee from guests/parents and non-eligible staff members and deposit the amount with the Principal every day.
- 12) He/she should conduct food committee meetings once in a month to take the suggestions from the committee members in maintaining the hostel
- 13) He/she should arrange one of the staff members as in charge Deputy Warden whenever he/she takes leave with the approval of the Principal.
- 14) He/she should seek the permission of the Principal and the food committee for introduction of any new system or with drawing any old system in the dining hall.
- 15) Leave for Kitchen Staff will be granted only on the recommendation of the Deputy Warden.
- 15a) He/she shall be present in the dining hall during breakfast, lunch and dinner.
- 16) He/she has to cooperate with the Principal and discharge duty entrusted to him/her by the principal for smooth and efficient functioning of the Institution.

ANNEXURE -E

5) DUTIES OF STAFF NUPSE:

- 1) He/she is the in charge of the health clinic and he/she has to work hard to improve hygienic conditions in the campus.
- 2) Though his/her duty is of emergency nature around the clock, he/she should attend the clinic in the following timings: 7.00 a.m. to 8.00 a.m., 9.30 a.m. to 12.00 noon, 1.00 p.m. to 2.00 p.m. and 6.00 p.m. to 7.00 p.m. and shall be available at all times whenever his/her presence is demanded.
- 3) He/she has to act according to the advice of the school doctor and issue medicines to the sick boys/girls.
- 4) He/she should maintain the stock and issue registers of medicines.
- 5) He/she should maintain the health record of the students and assist the doctors at the time of medical inspection.
- 6) He/she should prepare indents for the purchase of medicines and get the approval of school doctor and submit them to the Principal.
- 7) He/she has to take up the health education Classes as and when allotted to him/her by the Principal.
- 8) He/she has to pay special attention towards the sick boys/girls and accompany them during the time of hospitalization in emergency cases.
- 9) He/she has to supervise the cleanliness and hygienic conditions at kitchen, dining hall and toilets every day.

- 10) He/she should look after all the needs of the sick children and arrange for proper diet.
- 11) He/she has to cooperate with the Principal and discharge any duty entrusted to him/her by the Principal for smooth and efficient functioning of the Institution.

ANNEXURE -F

6) DUTIES OF PHYSICAL DIRECTOR & PHYSICAL EDUCATION TEACHER

- 1) The PD/PET should wake up the students early in morning at 5.00 a.m. and conduct physical education and yoga classes after completion of their nature calls. The timings suggested are 5. 30 am to 6.00 am.
- 2) He/she should also conduct morning assembly and roll call in the evening.
- 3) He/she should maintain discipline at the time of serving milk, break fast , lunch, tea and dinner.
- 4) He/she is responsible or the general discipline of the school/collages and cleanliness of the campus and maintenance of the play grounds.
- 5) He/she should maintain the records of the physical measurements of the boys/girls every year and note the progress.
- 6) He/she should assist the medical staff at the time of the medical inspection.
- 7) He/she should arrange and organize the meetings in a disciplined manner.
- 8) He/she should leave the students at the time of the field trips and excursions.
- 9) He/she should also attend to night study classes whenever assigned.
- 10) He/she should prepare the students to participate in games and report for district and state level competitions.
- 11) He/she should attend the extra work classes and also Health Education classes and Moral Instruction classes whenever he/she is asked to, by the Principal.
- 12) He/she should see that his/her wards (students) got up at 5.00 am in the morning and attend their programs as per the calendar of events till they go to bed daily.
- 13) He/she. should attend any other work assigned by the Principal from time to time for the development of the Institution.

ANNEXURE –G

7) DUTIES OF HOUSE MASTER :

- 1) House Masters have to work as loco parents In Colleges/Residential Schools. They have to maintain the log book with all the personal information of the students belonging to their houses and he/she is in charge of the academic development of the students under his/her control.
- 2) They have to attend the kit inspection every day at 7.00pm and make arrangements by the students to keep the dormitory surroundings in a neat and tidy manner.
- 3) He/she should appoint group leaders and house leaders and see that proper cleanliness and discipline be maintained in the dormitories.
- 4) House Masters should arrange the student batches and leaders for dining hall duties and to maintain the dhobi and barber accounts.
- 5) House Masters should see that the students do not spoil any school property and do not waste any food material in the dining hail.
- 6) He/she should collect the pocket money from the students and issue them as per their requirements and maintain an account book for the purpose and ensure that they do not keep money or valuable articles with them.

- 7) The House Masters should attend the dormitory daily after night self study and take the attendance of the students.
- 8) They should assist the Dy. Warden at dining hall during breakfast, lunch and dinner whenever put on duty and store room whenever their services are required.
- 9) The House Masters should develop cordial relations with the students and their parents. They should make all correspondence with the parents regarding academic and behavioral matter.
- 10) House Masters should look after the sick students with the help of the Staff Nurse and if necessary he/she has to take them to hospital for treatment.
- 11) When a student wants to go home to leave the campus, the house master should assess the need and urgency before recommending to the Principal. He/she should maintain a movement register for all such wards.
- 12) He/she should attend any other work assigned by the Principal from time to time for the development of the Institution.

ANNEXURE-I
PRINCIPALS SUPERVISION DIARY

1. Name of the teacher

Class Supervised _____
Date _____
Period _____ Time _____

2. Preparation

3. Presentation

4. Method

5. Class Management

6. General Effect

7. Suggestions for Improvements

TEACHER

PRINCIPAL

Sd/-Secretary

// Attested//


Asst Secretary(A)

CODE OF CONDUCT FOR STUDENTS

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior in side as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of APRDC academic values will be referred to the discipline committee.
- As per Govt. order, students shall not bring powered vehicles inside the campus.
- Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc will be treated as an instance of indiscipline.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
- Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

PRINCIPAL

PRINCIPAL
A.P. RESIDENTIAL DEGREE COLLEGE
Nagarjuna Sagar.