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**MRS A V N COLLEGE VISAKHAPATNA**

**MAINTAINING A  
CODE OF  
CONDUCT IN  
COLLEGE**

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## **CODE OF CONDUCT - Mrs.A.V.N.COLLEGE VISAKHAPATNAM**

An 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 a Special code of conduct. Along with general conduct rules prescribed by the Government, the teaching staff of the colleges may follow the code of conduct given below.

### **Teaching Staff**

1. 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.
2. He/She should be punctual to the college and enter the classrooms at the prescribed time and utilize full time allotted for teaching. He/She should not leave the class before the prescribed time is over.
3. He/She should go to the classroom thoroughly prepared and maintain all academic records, update knowledge and acquaint himself with the latest trends in the subject. 4. The lecturers should utilize their leisure time for preparation of the class work or to update their knowledge in the subject.
5. Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.
6. 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. 7. He /She should not smoke, chew pan during college hours and should not indulge in any act of indiscipline.
8. He/She should always try to command the respect of the student community. 9. The lecturer should be absent only with the prior permission of the principal and prior intimation to the lecturer-in-charge of the department/HOD without which the alternate arrangement for running the classes is not possible.
10. The lecturer should not engage in private tuition and should not take up any assignment part-time or full-time in any other organization.
11. 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 fitting into a harmonious organizational framework. They should help the principal in maintaining the discipline in the college.

## **DUTIES AND RESPONSIBILITIES OF A LECTURER IN Mrs.A. V.N. COLLEGE**

The Lecturer is the main pillar on which the system of Collegiate Education rests. He is the most important function of the lecturer which should be undertaken with dedication and sincerity. The functions of lecturers are listed below

The lecturer has the primary duty to disseminate knowledge in his/her subject to all the students.

2. At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabuses to the members of the department, by convening the meeting of all staff members in the department.

3. 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 academic year. Provision should be made for revision of the syllabus before the end of year.

4. 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 disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.

5. The lecturer should inform the students regarding the schedule of coverage of the syllabus.

6. 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 should discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.

7. The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities.

8. Along with the lecturer method, the lecturer should also motivate the students and enliven the process of learning by adopting student centered methods of instruction like group discussions, question answer session etc.,

9. To achieve the best result, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.

10. The lecturer should necessarily take the help of audio-visual methods of teaching by using overhead projector, slide projector, charts, etc.

11. He/She should also organize screening of educational films wherever/whenever possible.

12. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the principal, through In-charge of the department every month.

13. The lecturer should maintain a 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.

14. 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 marks obtained from monthly, quarterly

and half yearly tests should be maintained in the department. Incentives in the form of prizes may be provided 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 parc

15. Remedial Coaching: Remedial coaching should be arranged for academically ward students, outside the college hours, the UGC grants meant for this purpose can be utilized. The in-charge of the department should plan for remedial coaching and submit it to the principal, who should plan the finances for the programme. The teaching staff of the department of the bright students of senior classes may be involved in this programme on a payment basis. This will be in accordance with the programme of "Earn while you Learn". G.O.No.129 Edn. Dt.23-2-1977 provides the rules regarding this programme.

16. The lecturer should participate in Students Counseling Programmes organized by the Principal.

He/She should give necessary counseling to 20 to 30 students allotted to him/her. Guidance should be given about education and employment opportunities. As a Counsellor, the lecturer should act as a liaison between college administration and his wards. He/She should enlighten the students about the facilities available in the library, games etc., and orient them to the traditions, rules and regulations of the college.

17. 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 coordination 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.

18. The lecturer should cooperate and participate in all co-curricular and extra-curricular activities in the college.

19. He/She should accept the membership of the Committees to which he/she is nominated by the principal and discharge the duties with commitment.

20. The lecturer should attend to all examination duties without fail.

21. The lecturer should assist the principal in the maintenance of discipline in the college.

22. He/She should remain on the college premises during the college working hours and even beyond the working hours, if required.

23. The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions, etc involving local experts and the users for the benefit of the community. The lecturer of the subject concerned can act as moderator.

24. The lecturers should attend to any duty assigned to him/her by the principal or any other higher authority.

25. As per the orders of the Government and the concerned University, from time to time, the lecturers must adhere to the workload prescribed.

26. The lecturer is accountable to the Principal of the College.

## DUTIES OF THE HEAD OF THE DEPARTMENT

For an effective and efficient administrative system, the HODs are requested to carefully adhere to the following guidelines:

1. The HOD is completely in-charge of his department. He must plan, implement and administer the academic programme for the Degree as well as Intermediate classes. The Academic organizer of BIE & the academic schedule given by the A.U are to be followed scrupulously.

2. The HOD is required to discuss, plan and implement the programmes with the help of his colleagues.

3. Monthly tests are to be conducted for every class in every subject. The HOD is to allot the work of paper setting to the concerned member and see that the question papers are to be prepared in time. He must keep the papers ready well in advance to avoid last minute confusion.

4. Conducting monthly tests, distribution of valued scripts in time and display of the marks are to be carried out by involving all his staff members.

5. The HOD is totally responsible for the performance of his department. He should guide and motivate his teachers and see that the syllabus is completed before the Pongal vacation and the rest of the working days are to be utilized for revision/tests/doubt clarification.

6. The adjustment of the class work of a teacher who is on leave or on other duty is the responsibility of the HoD.

7. Periodical review of the performance of the teachers of his department is very important.

To improve the performance, he is empowered to make suitable decisions. The HOD is also requested to maintain the leave register of the departmental staff.

8. All CL'S, Special Casual leaves and other leaves should be routed through HOD only.

9. The HOD also requested to maintain a movement register for the staff of the Dept.

10. The HOD should submit the daily class report of his department to the principal.

11. Without the consent of the HOD no staff member of the department should be relieved for FIP, Refresher courses, NCC, NSS, Orientation courses or any other academic, nonacademic and examination work.

12. The Principal should not relieve any faculty member of the department without the knowledge of the concerned HOD for any official assignment to facilitate the adjustment of the class work of the member to be relieved. Deviations, if any, should be in consultation and with prior permission of the principal. Useful & constructive suggestions for the development of the college are always welcome.

#### Academic Department of Physics, Electronics & Computer Science

To improve the overall efficiency of the class work or laboratories, committees are constituted to streamline and supervise the work.

#### Duties and Responsibilities of the members of the committees

The committee concerned is responsible for the smooth functioning or the practical work in that laboratory.

It must ensure that a necessary clean environment is provided for the students to do the practical work.

3. The committee must see that enough experimental sets are provided for the students.

4. The working condition of the apparatus should be the prime concern of the committee

5. The committee must instruct the lab attenders to maintain the apparatus and to attend minor repairs, if any immediately.

The committee must plan well in advance regarding the starting of a new cycle of experiments. The practical should not be canceled for want of apparatus or for any such reason.

The committee should see that all lights and fans in the laboratory are in working condition. Otherwise, it must be brought to the notice of the Head of the department.

If the items pertaining to a practical set are observed to have worn out, the committee must see that the lab attender (s) return the old apparatus and get the new apparatus.

9. The committee must instruct the lab attenders that all the electrical sockets, switches, etc. are in working order. Faulty or loose wiring must be identified and brought to the notice of the Head of the department

10. Committee must also see that the attenders keep worktables, teacher tables, chairs, benches, etc. always neat and clean. Laboratory doors, windows, glass-panes, almirahs, etc. are to be neat and clean. The laboratories are to be regularly swept by the sweeper.

11. The committees that are now formed are expected to oversee and supervise the aspects of the practical work in their respective laboratories from time to time. If the committees face difficulties, the same may be brought to the notice of the Head of the department.

12. Committees can give constructive suggestions to the Head of the department for overall betterment of work.

13. The General Lab committee must see that the department premises are maintained clean and neat.

#### DUTIES OF THE 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. 2. He/She should be impartial, secular, dignified and punctual in discharging his duties

3. The Principal should be present in the college atleast half-an-hour before the commencement of the college timings and leave the college after the day's work is over
4. He/She should be a pace setter in terms of dress, demeanor, attendance, punctuality etc.
5. 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
6. The Principal college. should be in constant touch with students and residents of the hostel (wherever the hostel is attached) which will greatly solve the problem of indiscipline and discontent in the college and on the campus. 7. The principal should be a true academic and administrative leader and assume full responsibility for the college discipline.
8. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.

#### DUTIES OF THE PRINCIPAL

The principal is the key functionary around whom the entire activity of the institution revolves. His/Her responsibility, as the unit head, is immense in the proper functioning of the college. Primarily he/she is solely responsible for all the activities in the college. Unlike the other government offices, the functioning of a college is different with a variety of academic, administrative, financial, developmental, community related and student-oriented activities. The day-to-day functioning of the principal involves dealing with many teaching and non-teaching staff and hundreds (thousands in some colleges) of dynamic students often on a huge campus. And everything shall go smoothly to facilitate maximum learning, which is the primary objective of the college. This is not an easy task.

The principal directly deals with the students, teachers and non-teaching staff members. He/She has to report regularly to the higher authorities and to the university concerned. He/she shall also deal with a variety of other official persons, agencies and institutions.

With the advent of restructured UG and PG courses and large-scale infrastructural development activities the administrative tasks in the colleges have grown multi-dimensional.

The growth of educational consciousness among the students has resulted in closer public monitoring of the institutions. The awareness created by the rapid technological advances is demanding an education of quality and relevance. Globalization and the ICT revolution have created tremendous access to knowledge. The colleges and their teachers are now under severe pressure to perform.

Diverse activities are to be taken up to meet the new requirements of the students. A variety of new dimensions like NAAC Accreditation.

As an administrator, the principal needs to exhibit diverse competencies, skills and abilities to raise the performance of the institution to the required level. He/She can become a true leader with a clear understanding and vision. The first requirement for a principal to become an effective administrator is gaining confidence, which can be achieved through clear knowledge and comprehensive understanding about the functioning of the college with all its rules and procedures.

Organizational setup: The Principal is the academic and administrative leader of the college. He/She plans and supervises the teaching faculty as well as the administrative work.

- 1) Principal
- 2) Faculty (Teaching staff of different subjects)
- 3) Non-teaching staff (consisting of AO/Supdt/Sr.Ass/Jr.Asst/Other Class IV employees /Teaching staff)

Aims and Objectives of Mrs.A.V.N. College:

To provide Undergraduate and Post Graduate education.

To serve the higher educational needs of society.

To promote employment related knowledge and skills.

To build capabilities, competencies and confidence.

To promote scientific temper.

To bridge the rural urban divide.

To provide equal access to various marginalized sections of the society. To train students in serving the community. To inculcate values for a better society.

Activities:

The colleges need to function well to achieve the above goals by organizing diverse activities and programmes. Some of them are mentioned below

Facilitating learning of knowledge and skills by students through a variety of courses, activities and programmes.

Offering Conventional and Restructured Courses to suit the changing needs

Extending infrastructural facilities to students

Conduct of diverse and learner oriented curricular, co-curricular and extra-curricular activities based on comprehensive plans Periodical evaluation of progress and remedial measures.

Promoting Research Culture.

Training in work, employment and behavior related skills.

Training the students in community service through extension activities

Providing support to students that facilitates their learning and career progress and inculcating values and fostering creativity and innovation in students through extra-curricular activities.

Empowering women students from marginalized sections

Facilitating participation of community, alumni and philanthropists

It is essential that the Principal, as the leader and head of the college to discuss all important

matters with his staff and also with select students wherever required. For this, the Principal

needs to conduct meetings periodically with Staff Council, Full Staff and with student

representatives. He/she shall conduct a meeting with all the staff members at the very

beginning of the academic year to review the activities and performance of the previous

academic year and to finalize the plan and the activities for the current academic year. Measures

for completing Institutional and individual curricular plans and their announcements to students

will be finalized.

Subsequently, the Staff Council and CPDC meetings will also be held immediately for discussing and taking appropriate decisions and resolutions.

Each department shall conduct its own meeting immediately after the Staff/Staff Council meeting and finalise the departmental action plan (activities) for the current academic year including preparation of individual curricular plans. It is desirable that the principal attends the first individual departmental meetings of all departments.

The agenda items and resolutions will be recorded in separate registers opened/operated for respective purposes. A clear agenda is to be prepared for any meeting and resolutions are to be taken on each item after adequate discussion. All the members present, shall affix their signatures on the resolutions. Action shall be initiated on the resolutions taken.

1. The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
2. He/She should be impartial, secular, dignified and punctual in discharging his/her duties
3. 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
4. He/She should be a pace setter in dress, demeanor, attendance, punctuality etc.
5. 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.
6. 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.
7. The Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.
  
8. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
9. Arrange demonstrations Guest lecturers in all subjects / areas by competent subject experts/ professors
10. Undertake action research programmes
11. Arranging conferences, workshops, seminars etc.,
12. Organising innovative activities
13. Appoint different committees in consultation with senior most members faculty of Sciences, Arts and Commerce
14. Periodical check-up of the lesson plans and year plan prepared by various dept
  
15. Preparation general timetables and proper implementation
  
16. Observation of classroom teaching of the lecturers
17. Proper organization of activity areas, namely physical education, NCC, NSS, Cultural programmes, Placement cell & JKC, Heritage club, Anti ragging and moral education.
18. Introduction of co-curricular activities like Janmabhoomi, clean and green in the campus and their proper supervision
19. Preparing the college for participation in Science Exhibition, Games and Sports/Cultural activities and youth festivals.
20. Completion of syllabus as
21. Maintain per the academic plan of Andhra University a watch register to note the academic and Para-academic work turned out by staff
22. Collect, utilize and maintain the A/c relating to special fee funds
23. Supervise work of office staff
24. ensure regular attendance of students, teachers and office staff
25. Conduct test and examinations efficiently
26. Organize parent teachers association

## 27. Enlist community support for college improvement programmes

### Rules of Conduct:

1. Every employee shall always, be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.

No employee shall behave or act in a manner unbecoming of an employee of an educational institution.

2. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority.

3. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment, except when he is acting under the direction of his superior official and shall, where he is acting under such direction, obtain the direction, in writing wherever practicable and where it is not practicable to obtain, the direction in writing, he shall obtain written confirmation of the direction as soon as possible thereafter.

A) Every lecturer shall be present in the college during working hours and actively co-operative with the head of the institution in organizing academic work and co-curricular activities

b) Every lecturer shall undertake such work as may be assigned to him by the Head of the Institution relevant to his duties as Lecturer, of curricular, co-curricular or extra curricular nature, applied or field work related to his subject or work of the nature of social service, when required to do so, even beyond the working hours regular or even when the institution is not functioning during vacation or holidays. Vacation does not mean that a lecturer is automatically on a holiday or otherwise ceases to work for the institution.

c) He shall be regular and punctual in attendance in respect of his class work, examinations and extra-curricular activities or other work connected with the duties assigned to him by the institution.

The head

a) He shall abide by the rules and regulations of the shall institution and show due respect to constituted authority.

b) He shall not, knowingly or willfully neglect his duties. with the prior Except permission of the head of the shall not institution, the lecturer absent himself from the institution while on remain duty or absent from the institution without leave.

c) He shall desist from going on casual leave on a day of heavy work nor apply for leave simply because such leave has to be exhausted.

He shall apply for leave in advance except in totally unforeseen circumstances, so as to enable the head of the institution to make substitute arrangements.

d) He shall be resident in the station except during vacation or on leave in which case he shall leave with the prior permission of the head of the institution, intimating his vacation leave address.

## 6. Professional Norms:

- a. A lecturer shall consistently uphold the highest standards of professional ethics in the course of performance of his duties and shall conduct himself so as not to give rise to any suspicion or doubt, with regard to his honesty and impartiality.
- b. Gross partiality in assessment of students, deliberately over marking/under-marking or attempted victimization of students on any grounds, shall constitute improper conduct on the part of a lecturer.
- c. No lecturer shall engage himself in coaching privately any students for any remuneration under any circumstances. Those who violate this regulation shall be liable for disciplinary action.
- d. No lecturer shall prepare or publish book or cheap notes commonly known as guides and made-easy series, or assist directly or indirectly in the publication of such books by others.
- e. No lecturer shall indulge in or encourage any form of malpractice connected with examination or any other activity in the institution.
- f. Every lecturer shall use his influence with men students to ensure that women teachers and women students are treated with decency and honor in educational institutions.
- g. Every lecturer shall project on all concerned and particularly on the students, an image of personal propriety, culture and decency through his dress and demean our and shall be a source of guidance and a model for the students in his character and conduct. He shall refrain from the use of improper and objectionable language, shall not smoke in the presence of students in the campus and shall wear dignified official dress. (Jodhpur coat or sherwani or suit with a tie or dhoti and upper cloth). Women shall wear traditional clothes of non-transparent material consistent with modesty.

## 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.

1. He/She should monitor the movement of files going to the officers/Principal and coming back from them.
2. He/She should guide the Officers/Principal with correct and latest rule position on the subject and assist them in taking correct decision.
3. 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 assistants working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents 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 proformas and submit them to the Officers/Principal before 5 every month.
6. He/She should offer his/her remarks on the note initiated by assistant, and submit the same to Officer/Principal.

7. He/She should supervise the remainder files maintained by assistants.
8. 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.
9. 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.
10. 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.
11. He/She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.
12. 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.
13. The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
14. The Superintendent has to perform any other duties entrusted to him/her by the Principal/Supervising Officer.
15. The Superintendent is accountable to the Administrative Officer and the Principal.

#### DUTIES AND RESPONSIBILITIES OF SENIOR/JUNIOR ASSISTANT

The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.

2. After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the assistant concerned.
  3. While registering the currents they will be sorted out in two groups, the new Currents and reference received on old currents.
  4. All details of the new currents be clearly entered in the P.R. in the columns prescribed. The reference received on old currents.
  5. 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 the current file. The note file and current file are always together in the same file pad.
  6. The assistants should maintain a 'Remainder Diary' in prescribed proforma. Month wise students for acts of indiscipline, the Principal should observe the prescribed procedure carefully. record of reminders to be sent should also 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 assistants 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 years personal file on the 1<sup>st</sup> of April every year.
9. When the file is disposed of, 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.

10. The assistant should dispose off the file within three working days of its receipt by him/h 11. The Senior and Junior Assistants are accountable to the Superintendent of the office.

#### 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 instruction 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, 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 offenses 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 students 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 discipline 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 in which 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 student on

#### DUTIES OF THE LAB. ASSISTANTS

1. He shall keep the laboratory clean and tidy.
2. He shall be responsible for dusting of equipment and apparatus and should be done carefully atleast once in three days.
3. He shall see that the apparatus is kept at the proper place after use, either by teacher or by the pupil.
4. He shall see that the students do not take away the apparatus or the material from the laboratory.

He shall also see that the students do not touch the acids and other dangerous chemicals.

6. He shall arrange the apparatus for conducting experiments.

#### DUTIES OF LIBRARY ASSISTANTS

1. He shall prepare the indent of the books at the beginning of the academic year in consultation with the concerned subject-teacher and the head of the institution.
2. He shall see that the books are not eaten away by the white-ants etc.
3. He shall prepare the catalog of the books subject-wise
4. He shall issue books to the students and see that they are circulated and returned in time.
5. He shall maintain the account of periodicals and their circulation among the staff members and students of the institution.
6. He shall maintain the Stock-register up-to-date with full details of books purchased.

#### Duties and Responsibilities of physical Director

1. He/She ensures the regular functioning of the department by organizing sports in college
2. He/She shall be available in the college till sunset on all working days and orEa the practice of all games available in the college in consultation with the gannes committee of the college and the Principal.
3. He/She as the convener of the games committee of the college organizes meetings of the committee at the beginning of year to plan the Physical Education programmes tor the year, which is to be reviewed every term.
4. He/She should coach the students, with the correct techniques of various games and sports. Top players shall be kept as captains of the team/college.
5. Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches may be planned while preparing the Annual Budget.
6. He/She has to conduct coaching camps in the college to train students in various games and sports.
7. He/She will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
8. He/She is responsible for inculcating general discipline among the players in particulars and students of the college in general
9. He/She should encourage the students to develop sportsman spirit
10. He/She will prepare the lists of games material, to be purchased every year, keepin8 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.
11. 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.
12. The Physical Director should follow the prescribed procedures while fixing the conveyance charges, training allowances, refreshments to the competitors taking part in games and sports competitions conducted outside the college.

13. The Physical Director should maintain all records pertaining to the stocks and purchases 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.

14. He/She should help the annual stock verification of the department conducted by the committee appointed for the purpose by the principal.

5. He/She will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the Department. 16. The Physical Director should conduct the annual games and sports of the college during the 2nd half of the academic year.

17. He/She should organize the annual games and sports day much before the commencement of annual examination.

18. The Physical Director is accountable to the Principal of the College.

19. 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 with proper uniforms, playing material (sports kit), and refreshment amount and the conveyance charges 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.

20. To improve General Knowledge of Sports and Games, a Sports Quiz may be conducted in the college and

21. prizes be awarded at the Annual Day function. Sports people of high caliber shall be invited for Sports Day functions to inspire the students.

22. Annual Stock verification must be completed before 31 March of every Academic Year.