

## **ANDHRA PRADESH PRIVATE EDUCATIONAL INSTITUTIONS EMPLOYEES (CONDUCT) RULES, 1985**

### **CONTENTS**

1. Short title, application and commencement
2. Definitions

### **PART 1 :- Rules of Conduct**

3. General
4. Private employment or trade and investment
5. Lending, Borrowing and Insolvency
6. Acquisition and disposal of immovable property
7. Communication of official Documents or Information
8. Criticism of the policy or action of the Government
9. Taking part in Politics and Elections
10. Joining of Association by employees
11. Taking part in strikes and demonstrations
12. Influencing authorities for furtherance of interests and personal representations
13. Vindication of acts of Employees as such
14. Drinking
15. Communal Activity
16. Behaviour in public
17. Dowry
18. Bigamous Marriage

### **PART 2 :- Additional Rules of Conduct**

19. .
20. Interpretation of Rules

### **PART 3 :- Duties of Employees working in Institutions under School Education**

21. Duties of the Headmasters
22. Duties of Assistant Teachers/Teachers

### **PART 4 :- Duties of Employees working in Institutions under Higher Education**

23. Duties of the Head of Institution
24. Duties of Teaching Staff (Lecturers, etc)
25. Maintenance of Discipline

## **PART 5 :- Duties of Non-teaching Staff**

26. .

27. .

28. The Duties of the Superintendents

29. The Duties of the Lab. Assistants

30. The Duties of Library Assistants

31. The Duties of Attenders/Sweepers

### **ANDHRA PRADESH PRIVATE EDUCATIONAL INSTITUTIONS EMPLOYEES (CONDUCT) RULES, 1985**

In exercise of the powers conferred by sub-section (2) of Section 85 and Section 86 read with Section 99 of the Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982), the Governor of Andhra Pradesh hereby makes the following rules, relating to welfare and code of conduct of the employees working in all Private educational institutions

#### **1. Short title, application and commencement :-**

(a) These rules may be called the Andhra Pradesh Private Educational Institutions Employees (Conduct) Rules, 1985.

(b) These rules shall apply to all employees (teaching and non-teaching) working in educational institutions under private managements, namely schools (Primary/Upper Primary/Secondary), Oriental Schools, Hindi Vidyalayas. Teacher Training Institutions, Pandit Training Institutions, Junior Colleges, Degree Colleges, Oriental Colleges, Hindi Maha Vidyalayas, Colleges of Education, Colleges of Physical Education, Law Colleges, and Colleges imparting Post-Graduate Courses, in the State of Andhra Pradesh.

(c) These rules shall come into force with immediate effect;

#### **2. Definitions :-**

In these rules, unless the context otherwise requires,-

(i) "Act" means the Andhra Pradesh Education Act, 1982 (Act No. 1 of 1982) ;

(ii) "Government" means the Government of Andhra Pradesh ;

(iii) "Member of the family" in relation to an employee, includes the spouse, son, daughter, step-son or step-daughter of such employee, whether residing with such employee or not but normally within his control and dependent on him or any person related to or residing with such employee and wholly dependent on

him, but does not include a spouse legally separated from such employee or a son, daughter, step-son or step-daughter, who is no longer in any way dependent upon him or of whose custody such employee is deprived of by law ;

(iv) "State" means the State of Andhra Pradesh.

#### PART 1

#### Rules of Conduct

### **3. General :-**

(1) Every employee shall, at all times, 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 official superior 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.

Explanation Nothing in sub-rule (3) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority, where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

### **4. Private employment or trade and investment :-**

(1) No employee shall, except with the previous sanction of the management, negotiate for or undertake any other employment or work or engage directly or indirectly in any trade or business, save in the course of his official duties :

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character or any examinership for remuneration offered thereof by the Union Public Service Commission, Institute for Secretarial Training and Management of

Government of India, the Andhra Pradesh Public Service Commission, the State Board of Technical Education and Training or the Board of Secondary Education, Andhra Pradesh or by any University established in the State of Andhra Pradesh by law and the Board of Intermediate Education, Andhra Pradesh subject to the following conditions

(i) that he shall, within a period of one month of his undertaking any such work report to the management, giving full details ;

(ii) that such work or examinership does not interfere with his official duties ;

(iii) that he shall not undertake or shall discontinue such work, if so, directed by the management :

Provided further that if the undertaking of any such work involves holding of an elective office, he shall resign his appointment under the management and after his resignation is accepted, he may seek the holding of an elective office.

Explanation I Canvassing by an employee for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.

Explanation II Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the management if any member of his family is engaged in any trade or business or manages an Insurance Agency or Commission Agency.

(3) No employee shall without the previous sanction of the Government, except in the discharge of his duties, take part in the promotion, registration or management of any banking or other company which is required to be registered under the Companies Act, 1956 (Central Act I of 1956) or any other law for the time being in force or any co-operative society or commercial purposes :

Provided that an employee, may in accordance with the provisions of any general or special order of the management take part in the promotion, registration or management of a co-operative society, substantially for the benefit of the employees, registered under any law relating to co-operative societies for the time being in force in

the State or of a literary, scientific or charitable society, registered under any law relating to the registration of societies.

(4) No employee shall accept any fee for any work done by him for any public body or any private persons without the general or special sanction of the management.

(5)

(i) No employee shall speculate in any stock, share or other investment.

ExplanationFrequent purchase or sale of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(ii) No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him in the discharge of his official duties.

(iii) The decision of the management shall be final in respect of any question arising under this sub-rule.

## **5. Lending, Borrowing and Insolvency :-**

(1) No employee, shall except in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any person acting on his behalf, lend or borrow or deposit money, as a principal or agent to or from or with any person or firm or private limited company, within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under pecuniary obligation to such person or firm:

Provided that any employee may give to or accept from a relation or a person friend, a purely temporary loan of small amount not-exceeding his total monthly emoluments free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

(2) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the management.

## **6. Acquisition and disposal of immovable property :-**

(1) No employee shall, except after previous intimation to the management acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by exchange, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, in all cases where the value of such property exceed Rs.1,000/-

Provided that the previous sanction of the management shall be obtained by the employee if any such transaction is,

(i) with a person having official dealings with the employee; or

(ii) with any foreigner, foreign government, foreign organisation or concern for the acquisition or disposal of immovable property situated outside India.

(2) The management may at any time, by a general or special order require an employee to submit, within a specified period, a full and complete statement of all immovable property of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by the management, include particulars of the means by which or the sources from which such property was acquired.

## **7. Communication of official Documents or Information :-**

(1) No employee shall, except in accordance with any general or special order of the management communicate directly or indirectly any official document or any of its contents or any official information to any employee not authorised to receive the same or to any other person or the press.

(2) An employee connected with examination work is specially required to be very cautious and shall not, under any circumstances, divulge any information that passes through his hand in the discharge of his duties to un-authorised persons.

## **8. Criticism of the policy or action of the Government :-**

No employee shall in any radio broadcast or in any document published in his own name or anonymously, pseudonomously in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or express opinion.

(i) which leads to a biased criticism of any policy or action of the Government of Andhra Pradesh or any other State Government or

the Central Government in such a manner as to cause or is likely cause breach of law and order;

(ii) which is likely to embarrass the relations between the Government of Andhra Pradesh and the Central Government or the Government of any other State and the People of India or any section thereof;

(iii) which is likely to embarrass the relations between the Central Government and the Government of any foreign state;

(iv) which is likely to cause embarrassment to the administration of the institution in its relations with its staff, the students and the Government.

Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meeting solely of employees or of any association of employees, of matters which effect the interest of such employees individually or generally or to a bonafide expression of views by an officer bearer of any association of such employees or for securing an improvement thereof.

## **9. Taking part in Politics and Elections :-**

(1) No employee shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics, nor shall participate in any political movement or activity.

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

(3) If any question arises as to whether any movement or activity falls within the scope of this rule, it may be referred to the Director of Higher Education/Director of School Education as the case may be whose decision thereon shall be final.

(4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in any election to

Parliament or any House of State Legislature or of any Local Authority or Body, unless he resigns his appointment and his resignation is accepted. Any contravention of this provision by an employee shall be regarded as sufficient ground for his removal.

Provided that

(i) an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication, of the manner in which he proposes to vote or has voted;

(ii) an employee shall not be deemed to have contravened the provision of this rule by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

ExplanationThe display by an employee on his person, vehicle residence or any of his property, of any election symbol shall amount to using his influence in connection with an election, within the meaning of sub rule (4).

#### **10. Joining of Association by employees :-**

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

#### **11. Taking part in strikes and demonstrations :-**

No employee shall participate in any demonstrations or in any strike or similar activities, which are prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence or in connection with any matter pertaining to his service or to any another matter which tends to bring the institution into disrepute or in any way instigate, incite or abet any form of strike by any number of employees.

Explanation-IThe expression "strike" means cessation of work (including any un-authorised absence from duty) by a body of employees acting in combination or a concerted refusal or a refusal under a common understanding, of any number of employees to work.

Explanation IIThe expression "similar activities" shall be deemed to include,



- (i) absence from duty or work without permission;
- (ii) neglect of duty with the object of compelling any superior officer or Government to take or omit to take any official action;
- (iii) any demonstration act like hunger strike with the object mentioned in item (ii); or
- (iv) concerted or organised refusal on the part of the employees to receive their pay.

**12. Influencing authorities for furtherance of interests and personal representations :-**

No employee shall bring or attempt to bring any political or other extraneous influence to bear upon any superior authority for the furtherance of his interests in respect of matters pertaining to his service under the management.

**13. Vindication of acts of Employees as such :-**

No employee shall, except with the previous sanction of the management, have recourse to the press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of defamatory character in public, nor shall accept from any person or body, compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by competent court of law.

Provided that nothing in this rule shall abridge or otherwise effect the right of an employee to vindicate his private character or acts done by him in his private capacity.

**14. Drinking :-**

An employee shall strictly abide by any law relating to intoxicating, drinking or drugs in force in any area for the time being, take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug in a public place and not appear in a public place in a state of intoxication and not habitually use any intoxicating drink or drug to excess.

**15. Communal Activity :-**

No employee shall practise, propagate, or incite any student to practice or propagate casteism, communal or sectarian activity or untouchability nor discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural

background or any of them.

**16. Behaviour in public :-**

(i) No employee shall mis-behave with or illtreat any parent, guardian, student, teacher or other employee of the institution.

(ii) No employee shall encourage or incite any student, teacher or any employee to behave in a disorderly manner in the premises of the institution.

(iii) No employee shall organise or attend any meeting during the working hours of the institution except with the permission of the Head of the Institution.

(iv) No employee shall indulge in any violence or any conduct which involves moral turpitude, or cause or incite any other person to cause, any damage to the property of the institution.

**17. Dowry :-**

No employee shall give or take or abet in giving or taking of dowry or demand any dowry directly or indirectly from the parents or guardians of a bride or bridegroom as the case may be.

Explanation For the purpose of this rule "Dowry" has the same meaning as in the Dowry Prohibition Act, 1961. (Central Act 28 of 1961).

**18. Bigamous Marriage :-**

(1) No employee who has a wife living shall contract another marriage without prior permission of Government, notwithstanding that such subsequent marriage is permissible under the Personal Law for the time being applicable to him.

(2) No female employee shall marry any person who has a wife living without prior permission of Government.

**PART 2**

**Additional Rules of Conduct**

**19. . :-**

The rules in this part shall apply to all the employees working in all the private educational institutions and shall apply to them in addition to the rule in Part -I.

(1) The employee shall discharge his duties efficiently and diligently and shall conform to the rules and regulations as

prescribed by the Government, from time to time.

(2) No employee shall absent himself/herself from his/her duties without prior permission from the head of the institution. Prior Permission of the competent authority is necessary for availing even causal leave or special casual leave. The causal leave or special causal leave shall ordinarily be granted by the competent authority. The competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds a medical certificate to the satisfaction of the school or college authorities shall be produced within a week. Employees desiring to avail themselves of leave other than causal leave or special casual leave shall apply for leave before one actually proceeds on leave, to the school or college authorities. To avoid complications the employee applying for leave may submit his application in duplicate and obtain the receipt of the application on the duplicate copy of the application. If for any reasons, the application for leave cannot be submitted in person, it shall be sent to the management by Registered post.

(3) No employee shall give coaching to any student or students engage in un-authorised or private tuitions.

(4)

(a) No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post eventhough he may be holding a permanent post. A person who is refused permission and wishes to resign his appointment, such resignation will ordinarily be accepted.

(b) The management of the institution shall not withhold any such application. It shall however be open to the school or college committee to prescribe reasonable conditions for relieving him.

(5) No employee shall appear for any examination for improving his qualifications without informing the school or college committee. However no school committee or college committee can ask its employee not to appear for examinations for improvement of his qualifications.

(6) No employee shall publish guides.

(7) No employee shall write text books or other book without informing the managements concerned. However the managements shall not ask their employees not to write text-books, other books and accept the remuneration.

(8) No employee shall smoke in the presence of the students. They may, however, smoke in the staff rooms meant for them or at any place where there are no students.

(9) No employee shall read any cheap literature relating to sex in the presence of pupils or encourage students to study such cheap literature.

(10) No employee shall use abusive or filthy language so as to hurt the sentiments or feelings of the students in the school or within the class room or within the premises of the institution.

(11) No employee shall resort to inflicting corporal punishments like beating the students in the class room or within the school premises. However, any act of misbehaviour on the part of students shall be brought to the notice of the head of the institution only. Even the heads of institutions shall not resort to beating the students under any circumstances.

(12) No employee shall encourage students to follow any "ism" or any particular way of behaviour which is prejudicial to the interest of students and also to the interest of the society in general.

(13) No employee shall encourage the students to write bad slogans or abusive language against the management or against the other employee of the institution on the wall of the schools or on the black-board.

(14) No employee shall either borrow or lend money from the students.

(15) No employee shall collect any amounts from the student other than prescribed fee or the fee for any other purpose other than prescribed by the Government.

## **20. Interpretation of Rules :-**

The Director concerned shall be the competent authority for interpretation of any of the above rules and his decision shall be final.

### **PART 3**

Duties of Employees working in Institutions under School Education

## **21. Duties of the Headmasters :-**

The following shall be the duties of the headmasters:

### **(1) Academic:**

- (a) teaching of eight periods a week, preferably one subject completely or partly;
- (b) guiding teachers of his own subjects in particular and other in general;
- (c) arranging for professional guidance from his own and also from local experts, if available in other subjects/areas;
- (d) informing the departmental inspecting officers for the guidance he requires in specific areas;
- (e) formulating minimum academic programme and institutional plan with the help of his assistants and implement it;
- (f) arranging demonstration lessons in all the subjects/areas by competent subject teachers;
- (g) undertaking action research programmes;
- (h) arranging conferences, workshops, seminars, etc., and
- (i) organising innovative activities

### **(2) Supervision :**

- (a) periodical (monthly) check-up of the lesson plans and year plan prepared by the assistants;
- (b) preparation of time tables and the proper implementations;
- (c) observation of class-room teaching of the Assistants to the extent of one period during a working day (preferably X class) and recording it with suggestions for improvement;
- (d) proper organisation of activity areas, namely, physical education, health education, creative activity and Socially Useful Productive Work (SUPW) and moral education;
- (e) Introduction of Scouting and Guiding as co-curricular activities and their proper supervision;
- (f) preparing the school for participation in science fairs and in games and sports;

(g) completion of syllabus as per the plan of Common Examination Board;

(h) organise Book Banks, Sanchayikas, co-operative stores, etc., wherever possible;

(i) maintain a watch register to note the academic and para academic work turned out by assistants;

(3) Administration :

(a) observation of class-room teaching of every assistant to the extent of one period for each term;

(b) maintain all the registers prescribed, if supplied by the management;

(c) collect, utilise and maintain the accounts relating to special fee funds;

(d) supervise work of office staff;

(e) submit pay bills etc., promptly;

(f) ensure regular attendance of pupils teachers, and office staff;

(g) conduct daily school assembly, arrange for proper maintenance and utilisation of library; prescribe school uniform: celebration of national festivals; make the pupils participate in the competitions of academic importance;

(h) conduct tests and examinations efficiently;

(i) any other assignment and responsibilities specifically entrusted by the department and/or management;

(j) organise parent-teacher association;

(k) enlist community support for school improvement programmes.

## **22. Duties of Assistant Teachers/Teachers :-**

The following shall be the duties of Assistant Teachers/Teachers.

(1) Academic :

(a) to teach the allotted subjects during the allotted periods;

(b) guiding subject to junior teachers, if any;

(c) correction of written work of the pupils regularly;

- (d) correction of answer scripts relating to all unit tests and terminal examinations.
- (e) developing aptitude for professional advancement participation;
- (f) implementation of minimum academic programme chalked out in his subjects;
- (g) diagnosing pupils deficiencies and conducting remedial teaching;
- (h) proper use of teaching materials and aids available in the school;
- (i) improving black-board work;
- (j) undertaking action, research and innovative practices.

(2) Class-room administration :

- (a) maintenance of class-room discipline;
- (b) maintenance of attendance registers;
- (c) encouraging pupils in maintaining personal hygiene and class-room cleanliness;
- (d) attending the classes regularly;
- (e) assisting the Headmaster in the sale of text-books, Teachers's Day Flags, etc.,
- (f) participation and organisation of National Festivals in the schools;
- (g) arrangement and organisation of co-curricular and extra curricular activities;
- (h) encouraging pupils to follow dress restrictions and general discipline in the school;
- (i) adhering to the duties and responsibilities specifically designed to the subject departments;
- (j) any other duties and responsibilities assigned him by the headmaster under orders of his superiors.

PART 4

Duties of Employees working in Institutions under Higher Education

**23. Duties of the Head of Institution :-**

(1) The head of the Institution shall project a powerful image of the institution, play a dynamic role, maintain successful public relations and be a leader in organising academic, literary and cultural activities.

(2) He shall exercise effective supervision by devising suitable means and setting up targets, watching the progress of work of teaching staff, going on frequent rounds during working hours, maintaining discipline and punctuality.

(3) He shall ensure the regular implementation of academic and other programmes in accordance with the academic directives of the Director of Higher Education/Board of Intermediate Education/University.

(4) He shall handle the prescribed number of classes including tutorials in his subject and shall undertake a monthly review of the work of teaching staff.

(5) He shall maintain a special register and record his observations about the work and conduct of his staff and issue suitable instructions to them whenever necessary. He shall enter special praise or adverse comments on the work and conduct of the teachers in their personal files, based on these observations.

#### **24. Duties of Teaching Staff (Lecturers, etc) :-**

(1) Academic :

(a) It shall be the duty of every lecturer to disseminate the knowledge he has in his special subject or subjects to all the students. He shall endeavour ceaselessly to acquire adequate and upto date knowledge in his subject, keep abreast of the latest advances in his particular field, make extensive use of the library and cultivate proficiency in his subject or subjects.

(b) It shall also be lecturer's duty to discover new knowledge, maintain high professional standards, strive for academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment.

(c) The lecturer shall carefully and thoroughly prepare himself for his daily work in the class and employ suitable techniques for teaching.

(d) He shall also conduct tutorials, seminars, group discussions and



give home assignments to students to supplement the class room teaching and shall maintain a record of such work. It is obligatory on the part of every lecturer to conduct and correct the prescribed number of composition exercises, essays or home assignments during a week and maintain a record of such work.

(e) It shall be the duty of every lecturer to systematically and methodically complete the prescribed syllabus as per the annual Academic Plan of teaching schedules drawn up by the Department well in advance leaving sufficient time for revision before the public examination. He shall furnish a statement of work done, every month to the Principal.

(f) He shall make use of all available audiovisual aids, charts, models and maps to make teaching more effective.

(g) He shall conduct periodical examinations as per the annual plan.

(h) It shall be the duty of every lecturer to actively participate in all programmes of institutionalised coaching, both for academically and socially backward students, as assigned to him by the Head of the Institution.

## (2) General Conduct :

(a) Every lecturer shall be present in the college during the working hours and actively co-operative with the head of the institution in organising 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, whether 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 regular working hours 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 any other work connected with the duties assigned to him by the head of the institution.

(d) He shall abide by the rules and regulations of the institution

and shall show due respect to constituted authority.

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

(f) He shall desist from going on casual leave on a day of heavy work not 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.

(g) 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.

(3) Professional norms :

(a) A lecturer shall consistently uphold the highest standards of professional ethics in the course of performance of his duties and shall so conduct himself 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 overmarking/under marking or attempted victimisation of students on any grounds, shall constitute improper conduct on the part of a lecturer.

(c) No lecturer shall engage himself in couching 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 teacher and women students are treated with decency and honour in co-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 demeanour 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. (Jedhpur 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.

## **25. Maintenance of Discipline :-**

(1) It shall be the duty of all categories of employees to assist the Head of the Institution in the maintenance of absolute discipline in the institution. All employees shall merge themselves into a disciplined team, setting aside, individual opinions and caprices for the higher academic purpose of the institution and they shall together strive to protect the institutional image.

(2) No employee shall participate in any subversive activity nor shall he directly or indirectly, by himself or through others either by word or deed, instigate, incite, abet or encourage any student or students to indulge in any act of indiscipline, inside or outside the institution, detrimental to the functioning of or the interest of the institution.

(3) During the period of strike by the students, teachers/lecturers shall exercise-wholesome influence on students and extend their full co-operation to the Head of the Institution in creating a healthy climate for sustained hard work and discipline in the institution.

## **PART 5**

### **Duties of Non-teaching Staff**

## **26. . :-**

This part applies to the non-teaching staff working in institutions under School Education and Higher Education.

## **27. . :-**

The following categories of employees come under non-teaching staff.

(1) Superintendents

(2) Senior Assistants

(3) Junior Assistants

(4) Typists

(5) Laboratory Attenders

(6) Library Assistants

(7) Record Assistants.

## **28. The Duties of the Superintendents :-**

(1) The Superintendent shall register the letters received from the Government or Head of the Department and put up to the Head of the Institution for necessary orders;

(2) He shall preserve all the records of the management such as T.C. Books, Cash Registers, Attendance Registers, Acquittance Rolls leave accounts etc.,

(3) He shall prepare the monthly pay bills of the teaching and non-teaching staff of the institution;

(4) He shall maintain the leave accounts of the teaching and non-teaching staff of the institutions and submit them to the Head of the Institution;

(5) He shall collect the fee such as special and tuition fee and post in the daily book and also obtain the signature of the Head of the Institution;

(6) He shall also maintain the ledger account to be carried upto date for scrutiny and audit;

(7) He shall maintain the stamp account and accounts relating to special fee and other fees and vouchers safely;

(8) He shall maintain the Service Register entries upto date.

## **29. The 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.

(5) 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.

**30. The 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 catalogue 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.

**31. The Duties of Attenders/Sweepers :-**

They shall maintain the upkeep of the institution and its premises, namely, laboratory, library, staff rooms, toilet and play ground, etc.