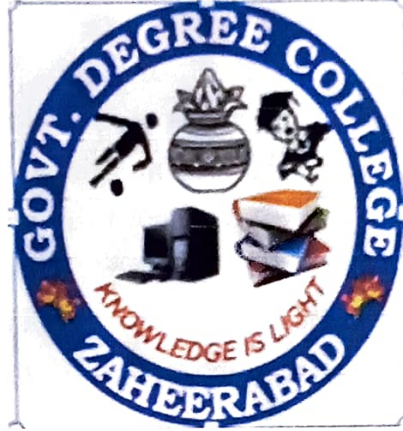


GOVT. DEGREE COLLEGE  
Sangareddy District  
ZAHEERABAD

# Code of conduct 2020-21

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GOVERNMENT DEGREE COLLEGE, ZAHEERABAD

Dist. Sangareddy, Telangana

  
Principal  
Govt. Degree College  
Zaheerabad, Dist: Sangareddy. T.S.

## CODE OF CONDUCT

### ROLE OF PRINCIPAL AS AN ADMINISTRATOR :

- The Principal is the head of the front-end unit of the Department called college.
- He/she is the chief administrator of the college and responsible for overall and effective functioning of the college.
- The areas of functioning include academic, administrative, financial and developmental activities.
- As the chief administrator of the college, the Principal will deal with a variety of tasks like day to day administration, the functioning of teaching and non-teaching staff and their service matters, all matters related to students from their admission to leaving the college, reporting to the Commissionerate and implementing their instructions, liaison with the RJDC matters related to the University, public relations, liaison with local offices, persons and institutions and so on and so forth.
- These diverse functions demand diverse and imaginative administrative capabilities from the principal.
- As the first step to develop these capabilities and confidence, the principal needs to learn all the required rules and procedures thoroughly. It is very essential that the principal acts as an administrator. Further He/she needs to be constantly in touch with the latest communications and developments.
- He/ she should try to understand and comprehend the knowledge available in the form of rules and procedures and gain wisdom in applying them appropriately.
- He/she should also be proactive and prevent occurrence of problems instead of trying to solve them later.
- The rules and procedures shall be followed scrupulously. However, they shall be utilized to inculcate discipline and enthusiasm among the staff and students.

- The principal shall understand that he/she is the leader of a multidimensional and multifaceted institution and try to take all the functionaries along with him to achieve the set objectives as a true leader.

#### **JOB CHART OF Vice Principal in GDC's: ADMINISTRATIVE:**

- To be the in charge of college in the absence of the principal.
- Should sign on T.C., Bonafide, Bus passes, Verification of Scholarships etc.
- To pursue and obtain information from the college/ other GDC's and prepare draft material and submit to the principal / ID Principal for finalization.
- Pursue DRC action plan and coordinate with all stakeholders.
- Assist the principal in the admission process.
- ACADEMIC: 1. Motivate the teaching faculty to apply for MRP, National seminar / workshops etc.
- Monitor for effective implementation of the institutional academic plan..
- Monitor all units, terminal and pre final exams.
- Preparing for effective academic audit.
- Monitor implementation of the time – table, adjustment of the class work.
- Monitor the action plan of the committees of college.

#### **Non teaching staff SUPERRENDENT:**

- Preparation of bills pertaining to salaries/DA/Deductions etc.
- To exercise and check and to follow up the incoming letters received from the CCE'S office, Govt. of Andhra Pradesh/RJD'S office, Guntur/University/other departments/colleges/students etc.
- To scrutinize the notes/cases submitted by the lower staff, put his/her own remarks/suggestions, if any and submit the same to the Head of the institution as the case may be expeditiously.
- To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
- To submit notes/drafts for approval of the officers.

- To give instructions regarding destruction of old records as per rules and according to the directives of the concerned superiors.
- To attend to such other work that may be assigned to him/her with the permission of the Head of the Institution.
- To open and maintain the service books of employees.
- To maintain different registers, forms etc

#### **Senior Assistant:**


- Collection of Fees.
- Deposit the collected cash in the bank under various Head's
- Verification of different types of leaves availed by the staff.
- Calculation and verification of student attendance. e. Circulation of the student related circulars time to time d. letter correspondence with parents .

#### **Junior Assistant:**

- Maintenance of records/ Correspondence with UGC.
- Maintenance of records regarding University affiliation for UG/PG
- Maintenance of Finance Records
- To exercise and check and to follow up the incoming letters received from the Govt./University/UGC/Other Departments/Colleges.
- To acknowledge the letters received.
- To ensure prompt dispatch of letters. (Junior Assistant in charge for tap pal /Inward/Outward section)

#### **Record Assistant:**

- To arrange filing of papers pertaining to admissions/Examinations/ Scholarships etc.
- To maintain scholarship application/files/registers for receipts and expenditures. (In charge for the scholarship section)

  
**Principal**  
**Govt. Degree College**  
**Wheerabad, Dist: Sangareddy. T.S.**