

A MANUAL FOR GOVERNMENT DEGREE COLLEGES

COMMISSIONARAT OF COLLEGIATE EDUCATION, ANDHRA PRADESH 2022

Outline of NEP 2020

National Education Policy-2020 envisages a new and forward-looking Vision for India's Higher Education System.

To carry forward this vision to the colleges of Andhra Pradesh, the Commissionerate of Collegiate Education has prepared a route map through different ***Standard Operational Procedures*** for improving the academic and administrative quality for the betterment of standards in the fields of teaching and learning.

Higher education plays an extremely important role in promoting human as well as societal well-being.

The students that come out of our Higher Educational Institutions must be socially conscious, cultured, and humane.

They should be able to uphold the nation through liberty, equality, fraternity, and justice for all.

A holistic and multidisciplinary education would aim to develop all capacities of human beings and such a holistic education shall be in the long-term approach of all undergraduate programmes.

With this view to address the three aspects, **Access, Quality and Future Readiness**, the department has been guiding the colleges in different ways:

A quality education focuses on the holistic wellbeing of the learner-the social, emotional, mental, physical, and cognitive development of each student regardless of gender, race, ethnicity, socioeconomic status or geographic location.

It prepares the students for life, and not just for learning outcomes. Quality education provides the outcomes needed for individuals, communities, and societies to prosper. It promotes the institutions to align and integrate fully with their communities and access a range of services across sectors designed to support the educational development of their students.

Quality education supported by three pillars Access, Quality and Future Readiness, as suggested by NEP-2020.

These three aspects promote learning tools and professional development and create quality learning environments.

General: (AP Civil Services Conduct Rules)

The employees working in the department of Collegiate Education are governed by A.P. Civil Service (conduct) rules

of 1964 issued in G.O.Ms.No 468 G.A (ser .C.) dept dated 17-04-1964.

The salient features of the conduct rules are:

1. Every Govt. employee shall be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, and sense of propriety. He/ she shall not join any organization or association, the objects of which are prejudicial to the state.
2. The Govt. employees shall not participate in any strike or similar activity and shall not participate in any demonstration, which is against the interest of the state.
3. The Govt. employees or his/her family members shall not accept gifts of any sort from anybody.
4. The Govt. employees shall not raise subscription or any other pecuniary assistance in pursuance of any objective whatsoever.
5. The Govt. employees or his/her family members shall not lend or borrow or deposit money or lend money to any person on interest.
6. The Govt. employees or his/her family members shall not acquire or dispose movable or immovable property exceeding the monetary limits prescribed by the Govt. except after previous intimation to the Govt.

7. The Govt. employees shall not engage directly or indirectly in any trade or business.

8. The Govt. employees shall not promote or manage companies in private capacity.

9. The Govt. employees shall not, except with previous sanction of Govt. negotiate or undertake any employment or work other than that of his official duties.

10. No Govt. employee who has a wife living shall contract another marriage without obtaining permission of the Govt. No female Govt. employees shall marry any person who has a wife living without obtaining the permission from the Govt.

11. No Govt. employee shall, while on duty, be under the influence of liquor or drugs, which render him incapable of discharging his/her duty. No employee shall appear in a public place in a state of intoxication.

12. No Govt. employee shall criticize the policy and action of the Govt. or any other State Govt. or central Govt.

13. No Govt. employee shall participate in politics or elections. Any violation of conduct Rules attracts the provision of APCS (CCA) Rules, 1991 for initiation of disciplinary action against such employee.

Code of Conduct for Lecturers

Lecturer should:

- a. Respect the rights and dignity of the student in expressing his/her opinion.
- b. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social, and physical characteristics; recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- c. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- d. ***Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;***
- e. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason.
- f. Pay attention to only the attainment of the student in the assessment of merit.
- g. ***Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.***

h. Aid students to develop an understanding of our national heritage and national goals; and

i. *Refrain from inciting students against other students, colleagues, or administration.*

j. Treat other members of the profession in the same manner as they themselves wish to be treated.

k. Speak respectfully of other teachers and render assistance for professional betterment.

l. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

m. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

n. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.

o. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

p. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

q. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

r. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.

s. Adhere to the terms of contract.

t. Give and expect due notice before a change of position takes place; and

u. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view of their particular responsibility for completion of academic schedule.

v. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

w. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

x. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

y. Work to improve education in the community and strengthen the community's moral and intellectual life.

z. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

aa. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

bb. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Duties and Responsibilities of a Lecturer

The Lecturer is the main pillar on which the system of Collegiate Education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity.

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

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

c. *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 department. Provision should be made for revision of the syllabus before the end of the academic year.*

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

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

f. *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/she should discuss with the concerned lecturer and plan for the completion of the backlog in the succeeding month.*

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

- h. *Along with the lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting student centric methods.*
- i. *To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.*
- j. *The lecturer should compulsorily take the help of audio-visual methods of teaching by using overhead projector, slide projector, charts, etc.*
- k. *He should also organize screening of educational films wherever possible.*
- l. *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.*
- m. *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.*
- n. *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 internal tests should be maintained in the department. Incentives in the form of prizes*

may be provided to those who get higher ranks. The progress of the students should be submitted to the Principal through incharge lecturer, so that a consolidated progress report can be sent to the parents.

o. Remedial coaching should be arranged for academically backward students, outside the college hours.

p. **The lecturer should participate in Students Counselling/mentoring Programmes organized by the Principal. He/she should give necessary counselling to 20 to 30 students allotted to him/her. As a Counsellor, the lecturer should act as a liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules, and regulations of the college.**

q. 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.

r. The lecturer should co-operate and participate in all co-curricular and extra-curricular activities in the college.

s. He/she should accept the membership of the Committee to which he / she is nominated by the Principal and discharge the duties with commitment.

t. *The lecturer should attend to all examination duties without fail.*

u. ***The lecturer should assist the Principal in the maintenance of the discipline in the college.***

v. ***He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.***

w. *The lecturer should also conduct seminars, expert talks, commemoration days, etc., involving local experts, and the users for the benefit of the students and community. The lecturer of the subject concerned can act as moderator.*

x. ***The lecturers should attend to any duty assigned to him/her by the Principal or any other higher authority.***

y. *As per the orders of the Government and the concerned University from time to time, the lecturers have to adhere to the workload prescribed.*

z. ***The lecturer is accountable to the Principal of the College.***

aa. ***The lecturers shall attend the college during the working hours on all working days. The staff is required to sign in the***

Attendance Register as soon as they come to college. For every three late attendances, one casual leave will be forfeited.

bb. One-hour permission can be given to the staff to attend office / to leave office with valid reasons, occasionally and it is purely at the discretion of the Principal / Administrative Officer. Similarly, members of staff should not leave college during working hours without prior permission, save for valid reasons as in the case of late attendance. The period of absence in this case also should not exceed one hour. The members of the staff should obtain specific written permission for leaving the college and such permissions shall be recorded in a register (Movement Register).

cc. Lecturer shall maintain personal and departmental records for NAAC, Academic Audit, ASAR and update all the records monthly and submit to the Principal for verification.

dd. Lecturer shall make use of active blended learning pedagogical approach in order to make learning more experiential and activity based.