

**DR. MGR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



**COLLEGIATE
DEPARTMENT**



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programmed in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out department wise Manuals two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organizational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades in line with the vision 2020 of the state.

The manuals developed by the Collegiate Education Department are in two parts. As is evident, these publications are the outcome of thorough study and analysis of the Department's role, functions and procedures. They are intended to serve as a useful aid to each and every employee of the Department in the effective discharge of his functions. It may be noted, however, that these two manuals do not replace the codes and orders of Government on the subject but are at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No.25, Jubilee Hills, Hyderabad - 500 033, for consideration and incorporation in subsequent updations and revisions of the Manuals.

P.V.R.K. PRASAD I.A.S

Director General

**Dr. MCR Human Resource Development
Institute of Andhra Pradesh**

&

Ex officio Spl. Chief Secretary to Government (HRD)

PREFACE

In recent years, the functioning of various Government Departments have undergone enormous change bringing service factor to the forefront.

It is happy augury that the Government of Andhra Pradesh under the dynamic stewardship of our visionary Chief Minister Sri N. Chandrababu Naidu garu realized the importance and took up the preparation of Departmental Manuals and Functionary Manuals, on war-footing and entrusted the job to Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh. Dr. Marri Chenna Reddy Human Resource Development Institute took up the work in right earnest. Based on certain guidelines for preparing Departmental Manuals, the Institute requested the various departments to prepare Manuals of their own, embodying in them the origin and evolution, organizational structure, various posts, their duties and responsibilities, their role in the present day society and the role to be played in future.

In pursuance of the guidance provided by Dr. Marri Chenna Reddy Human Resource Development Institute and Government of Andhra Pradesh, the Department took up the work of preparation of Functionary Manual.

The Functionary Manual contains chapters relating to the various Functionaries and their functions in the office of the HOD, Regional and Subordinate Offices.

We hope that this Manual will serve as a source of ready reckoner for all those concerned.

We are grateful to Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh and the Government of Andhra Pradesh for providing necessary support in the preparation of Functionary Manual of the Department of Collegiate Education.

Date: 06.06.2003
Hyderabad.

K. AMBARISH
DIRECTOR OF COLLEGIATE EDUCATION
ANDHRA PRADESH, HYDERABAD.

**DIRECTORATE OF
COLLEGIATE EDUCATION**

FUNCTIONARY MANUAL

**GOVERNMENT OF
ANDHRA PRADESH**

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“EVERY DEPARTMENT HAS ITS OWN CHARACTERS, SO THE METHODOLOGY FOR FIXING STAFF PATTERN HAS TO VARY FROM DEPARTMENT TO DEPARTMENT. SIMILARLY, WORK NORMS ALSO DO NOT LEAD THEMSELVES TO ANY STANDARD APPROACH.”

**“Gangopadhyaya Committee”
Staff Review Committee - 1995**

INTRODUCTION

The Department of Collegiate Education was carved out of the erstwhile Department of Public Instruction in the year 1975 to ensure an undivided attention to the development of Collegiate Education in all the three regions of the State vide G.O.Ms.No.788 dated 30.6.1975. The Department of Collegiate Education was again bifurcated into the Department of Collegiate Education and Intermediate Education with effect from 1-11-1989 vide G.O.Ms.No.343 Edn. Dated 31-10-1989. The Department of Collegiate Education has since become limited to Degree Colleges in the State. It is headed by an office of the rank of Commissioner/Director and the Department itself is called Commissionerate/Directorate of Collegiate Education.

The Directorate functions at three levels viz., Head office, Regional Joint Directors' offices and Institutions of Collegiate Education. There are 1120 Colleges comprising 179 Government Degree Colleges, 215 Private Aided Colleges and 726 Private Colleges including Oriental colleges. The total number of students enrolled in these colleges is around 4.71 lakhs and teaching and non-teaching staff working account for 18742 and 12880 respectively.

The Commissioner/Director is assisted by two Joint Directors and two Deputy Directors, Academic Guidance Officer, Chief Accounts Officers and Staff totalling 191. The Regional Joint Directors are assisted by Administrative Officer and staff. There are 23 sections in the Head Office attending to various needs of staff and students working in colleges. Regional Joint Directors' offices have 2 sections depending on the area.

The Regional Joint Directors' offices were established with a view to ensure systematic control and supervision over degree colleges, to conduct inspections and enquiries and to arrange for payment of salaries to staff of aided colleges through banks. The RJDs also look after service matters and disciplinary matters pertaining to non teaching staff working in colleges in their areas.

The third level offices viz., colleges are headed by Principals who are supported by the required number of teaching and non-teaching staff in their functioning. The posts of teaching staff are sanctioned as per prescribed norms. The posts of Lecturers are of Zonal cadre and that of Principals are of State cadre.

OBJECTIVES:

The main objective of the department is to promote Collegiate Education in the State in rural, backward and tribal areas by introducing need based vocational streams as a replacement of conventional courses in a phased manner to create self employment. The tasks of the department are:

TASKS:

- a. Administration and control over Government Degree/Oriental Colleges.
- b. Regulating and controlling certain aspects of Private Aided Colleges vis-a-vis release of grants and their utilization and auditing of accounts by exercising the powers envisaged in the A.P. Education Act. of 1982.
- c. Release of NSS Grants and block grants to Universities, Residential Education Institutions Society.
- d. Sanction and release of various types of scholarships to students.
- e. Commissioner as Member of Executive Councils of the Universities in the State attends the Meetings of Universities.

FUNCTIONS OF OFFICERS IN HEAD OFFICE

FUNCTIONS OF DIRECTOR / COMMISSIONER OF COLLEGIATE EDUCATION

The Director/Commissioner of Collegiate Education is Chief Controlling Authority and Head of the Directorate of Collegiate Education. He/She controls all administrative units under his/her control and educational institutions imparting education at Under Graduate and Post Graduate levels, both in Government and Private sectors. The Director/Commissioner has several functions to be discharged prescribed by several Government rules, regulations and procedures and also prescribed under A.P. Education Act of 1982 as amended from time to time. He is the Ex-officio member of Executive Councils of all State Universities and several other committees connected with Collegiate Education.

1. Subject to the provisions of Act and the general/special orders of the Government made in the behalf the Director/Commissioner of Collegiate Education shall be the Chief Controlling Authority in all matters connected with the administration of Department of Collegiate Education. He/She is the Head of the Department presiding over the entire Department of Collegiate Education. (Section 3(3) of the Act).
2. The Director/Commissioner shall implement all the policies of the Government relating to the Department of Collegiate Education.
3. Annual Developmental Plans: The Director/Commissioner of Collegiate Education prepares the annual plans of developmental schemes and submits them to Government at the appropriate time in the financial year. After the approval of these schemes by the Government, he/she shall take necessary steps for their effective implementation.
4. Budget: The Director/Commissioner gets budget estimates prepared and submits them to Government. On approval by the Government the Director/Commissioner makes the allocation of the funds to the Regional Offices and the Colleges. He/She will take necessary steps for proper utilisation of funds under various heads, allotted to the Regional Offices and Colleges before the end of the financial year. The "budget calendar" (i.e., the dates prescribed by the Government

for submission of several statements relating to budget estimates) should be meticulously adhered to.

5. The Director/Commissioner of Collegiate Education takes all steps for the improvement of academic standards in the colleges and also gives directions to Regional Joint Directors, Principals and such other officers for the effective implementation of Government policies in the matter.
6. The Director/Commissioner is the appointing authority of the Lecturers, Librarians and Physical Directors working in Government Degree Colleges in the State.
7. The Director/Commissioner is vested with the following powers.
 - a. Director/Commissioner is the pay fixation authority for Principals and RJDs.
 - b. He/She is also the leave sanctioning authority for Principals and RJDs.
 - c. Director/Commissioner is the authority to permit the staff working in Government Colleges/RJD offices, to go abroad.
 - d. Director/Commissioner is the competent authority to approve the deputation of lectures working in Government Colleges, to other departments/institutions.
 - e. He/She has the authority to effect the transfers of Lecturers, Tutors/Demonstrators and Administrative Officers.
 - f. He/She can send proposals to Government:
 - i. For the transfer of Regional Joint Directors/Joint Directors.
 - ii. For the promotion of -
 - a. Principals as Regional Joint Directors/Joint Directors and
 - g. The Director/Commissioner is the competent to promote the Superintendents as Assistant Directors/Administrative Officers and Assistant Directors/Administrative Officers as Deputy Directors.

8. The Director/Commissioner makes arrangements to furnish the records required by the Audit Party of Accountant General and answers all objections raised during the audit. He/She is responsible for furnishing compliance on all audit objections.
9. The Director/Commissioner attends Public Accounts Committee, Assurance Committee and other Committees of the State Legislature and clarifies the issues raised by them.
10. The Director/Commissioner will arrange for the preparation of replies to the Legislative Assembly Questions and Short Notice Questions concerning to the Department and submits them to the Government.
11. The Director/Commissioner is the competent authority to permit the Government and Private Colleges to utilise the accumulated special fees funds, for college development activities (G.O.Ms.No. 593 Edn (C) Dept. dt.21-3-1972).
12. The Director/Commissioner is the sanctioning authority of scholarships like
 - (1) National Merit Scholarships,
 - (2) General Merit Scholarships,
 - (3) State Merit Scholarships,
 - (4) Telugu Vignana Parithoshikam,
 - (5) Scholarships for students from the Non-Hindi speaking States for Post-Metric studies in Hindi.

The functions, responsibilities, and the powers of the Director/Commissioner of Collegiate Education as per A.P. Education Act of 1982 as amended from time to time and the rules prescribed under the Act are given below.

13. The Director/Commissioner is the competent authority to be informed about the nomination of Secretary or Correspondent or any other person to manage the affairs of private educational institution (Sec.24(2) of the Act).
14. The Director/Commissioner is competent authority to approve the appointment of Correspondents of Private Educational Institutions. (Rule 7 of A.P. Grant-in-aid Code).

15. Annual Audit of Accounts: Under Section 48 & 49, the Director/Commissioner is the competent authority to get audited the accounts of every Private Educational Institution receiving grant out of State funds and other sources every year. The officer or the person authorized by the Director/Commissioner for auditing the accounts shall have full access to the account books and other documents required to be maintained by the Educational Institutions. After the audit a copy of the audit report submitted by the officer or person authorised for the purpose, shall be forwarded to Educational Institution (Rule 3 of the Rules issued in G.O.Ms.No.172 Edn. (R) dt. 27-3-86 read with Rule 6 therein).
16. Disbursal of Grant: Under section 43(2) of the Act, the Director/Commissioner or his/her subordinate officer authorized by the Government shall disburse the grant sanctioned under section 42 & 43 (1) to Private Educational Institution in the State, in such manner and subject to such conditions as may be prescribed by the Government.
17. Inspection & Enquiry: The Director/Commissioner as the competent authority shall have the right to cause inspection or inquiry in respect of any educational institution, its accounts, its building, laboratories, libraries, workshops and equipment and also examination, teaching and other work conducted or done by the institution or any other matter connected with the institution. He/she may direct any person or persons to cause such an enquiry. The educational agency shall be entitled to be represented the rest.
 - 17.1 The Director/Commissioner shall communicate, to the educational agency, the enquiry report and advise the action to be taken within the prescribed time. Where the educational agency fails to comply with the instructions issued by Director/Commissioner, he/she may issue directions as deemed fit. The Educational agency and the Head of the Institution shall comply with such direction.

(Section 50 Sub Sections 1 to 4 of A.P. Edn. Act 1982 and Rule 3 of the Rules issued in G.O.Ms.No.32 Edn.(R) dt.2-2-88).
18. Action on Managements of Private Educational Institutions: Under Section 24(3)(a) read with G.O.Ms.No.147 Edn. dt.21-6-90, the Director/Commissioner is the competent authority to suspend the management of a private educational institution and appoint a Special Officer till reconstitution of the management where he/she is satisfied

that the management is responsible for the lapses or irregularities of institution. This shall be done after giving to such management an opportunity to make representation and after recording the reasons for such action. (Provided that as per Act 27 of 1987, no management of minority educational institution shall be suspended under this sub section save mismanagement).

19. Action against Management: As per section 24 3(b) and G.O.Ms.No.147 Edn. Dt.21-6-90, the Director/Commissioner as the competent authority can recommend to the management of private institution to take action against the manager of the institution after satisfying himself that the manager alone is responsible for the lapses or the irregularities of the institution.
20. As per section 24(4) and G.O.Ms.No.147 Edn. Dt.21-6-90, the Director/Commissioner as competent authority may for reason to be recorded in writing declare a person to be unfit to be the manager of a private institution after giving such person an opportunity of making his representation against such declaration, provided that as per Act 27 of 1987, no manager of minority educational institution shall be declared to be unfit under this sub section save mismanagement.
21. Power of Entry or Inspection: The Director/Commissioner may for the purpose of requisitioning or requiring any property may by order:
 - a. empower any authority to enter and inspect any property of private educational institution specified in the order liable to be requisitioned or acquired under the Act.
 - b. require any person to furnish to such authority such information in possession relating to the property as may be specified in the order.
22. Appellate authority: The Director/Commissioner shall be the appellate authority in respect of the orders passed by his subordinate officers (Section 89 of the Act).
23. Revision of orders: The Director/Commissioner may suo moto at any time or on application received from any person interested, within ninety days after passing of any order under the provisions of the Act review any order passed by him/her if it was passed under any mistake whether of fact or of law or in ignorance of any material fact (Section 91 of the Act).

24. Action under Government order: The Director/Commissioner, under the order of the Government, shall make an enquiry or take appropriate proceedings under the Act in respect of any matter specified in the said order and report to the Government, in due course the result of the enquiry made or the proceedings taken by him (Sec. 92 of the Act).
25. Emergency powers of Director: Where at any time, it appears to the Director/Commissioner that the manager of a private institution or a local authority institution has made default in performing any functions entrusted to him by or under the Act relating to the maintenance and administration of the institution, he may, by order in writing, fix a period for performance of such function (Sec. 94 (1)).
26. If the manager of a private institution other than minority educational institution fails to perform the function within the period so fixed, the Director/Commissioner may appoint any officer subordinate to him to perform such function on behalf of the manager for the purpose of securing the proper maintenance and administration of the institution for the purpose of avoiding hardship to the employees of the institution and may direct that the expenses of performing such function shall be paid within such time as he may fix, to the Government by the management out of the funds of the institution and without prejudice to any other method of recovery, the whole or any part of such expenses maybe deducted from any sum payable to institution by way of grant-in-aid (Section 94(2)).
27. Appointment of Non-teaching staff: The Director/Commissioner shall be the competent authority to approve appointments of non-teaching staff in private colleges (Rule 7 (3) of the Rules issued in G.O.Ms.29 Edn. (R) dt.5-2-1987).
28. Selection Committees: The Director shall nominate any officer subordinate to him, to be on the Selection Committee of a Private College for appointment of staff to the teaching and non-teaching posts (Rule 7(c) of Rules issued in G.O.Ms.29 Edn. (R) dt.5-2-1987).
29. Director/Commissioner or his/her nominee is the member of Selection Committee for appointing teaching staff in private educational institution (G.O.Ms.12 Edn. (CE 1-2) dt.10-1-92).
30. Inspections: The Director/Commissioner is the competent authority to make or order inspection of the office or institution under his control.

Inspection of office of Regional Joint Director of Collegiate Education and inspection of a few Degree Colleges every year shall be the responsibility of the Director/Commissioner. He/she shall be the reviewing authority and appellate authority for the appeals made against the inspecting/inspection reports (Rule 3 for A.P. Educational Institution (inspection and visits) Rules issued in G.O.Ms.No.32 Edn. (R) dt.2-2-1988).

31. A.P. Residential Educational Institutions: Colleges under the management of A.P. Residential Educational Society or under the management of A.P. Social Welfare Residential Educational Society shall be inspected by the Director/Commissioner or any officer not below the rank of Dy. Director authorized by him/her.

The Reviewing authority and appellate authority are the Secretary and Chairman of the Society concerned.

He is empowered to make surprise visits of the institutions, whenever required. (Note 1 & 2 under Rule 3) of A.P. Educational institutions (inspections and visits) Rules issued in G.O.Ms.No.32 Edn. (R) dt.2-2-1988.

32. The Degree Colleges managed by A.P. Residential Educational Institutions Society and the A.P. Social Welfare Residential Educational Institutions Society shall be visited atleast once in an academic year, either before or after the annual inspection, by the Director/Commissioner or on his authorization any officer not below the rank of a Deputy Director. G.O.Ms.No.32 Edn. (R) dt.2-2-1988 (Rule 9 3(c) G.O.Ms.No.32 Edn.(R) dt.2-2-1988).
33. The Director/Commissioner shall approve the annual inspection programmes of Regional Joint Directors under his control (Rule G.O.Ms.No.32 Edn.(R) dt.2-2-1988).
34. The Director/Commissioner or any officer authorized by him/her not below the rank of Deputy Director shall make regular visits to the institutions under his/her administrative control (Rule 9(1) G.O.Ms.No.32 Edn.(R) dt.2-2-1988).
35. The Director/Commissioner is the competent authority to initiate the action and prosecute the management and/or Secretary/Correspondent of the offender institution for violation of various provisions of the Act and the Rules made thereunder (Rule 19 of the above Rules).
36. The Commissioner/Director is accountable to the Government.

JOINT DIRECTOR OF COLLEGIATE EDUCATION IN THE HEAD OFFICE

There are two Joint Directors in the Office of Commissioner/Director of Collegiate Education. They assist the Commissioner/Director of Collegiate Education in the effective functioning of the Department. One of them is designated by the Commissioner/Director of Collegiate Education as Ex-officio Regional Joint Director of Collegiate Education of Zone VII. The Joint Director of Collegiate Education so designated performs all functions of the Regional Joint Director of Collegiate Education in respect of Zone VII.

The Joint Directors in the Office of Commissioner/Director of Collegiate Education are important functionaries in the Head Office. Their important functions are given below:

1. Assisting the Commissioner/Director of Collegiate Education in discharging all functions as enumerated in the Andhra Pradesh Education Act, 1982 and the Rules framed thereunder.
2. Processing to the Commissioner/Director of Collegiate Education, files relating to grant-in-aid to Private Aided Colleges.
3. Processing to the Commissioner/Director of Collegiate Education, all files relating to Government Colleges.
4. The Corpus Fund of colleges is held by the Joint Director of Collegiate Education in respect of colleges in the concerned region, along with the institutional authority.
5. Initiates proposals for promotion of Superintendents as Assistant Directors/Chief Auditor Gazetted and Administrative Officers in the Head Office as well as subordinate offices, Lecturers as Principals and Assistant Directors as Deputy Directors.
6. He is the Appointing as well as the Disciplinary authority in respect of Superintendents and below.
7. The transfers and promotions of the Non-Gazetted staff working in the office of Commissioner/Director of Collegiate Education are effected by the Joint Director of Collegiate Education.

8. Assists the Commissioner/Director of Collegiate Education in preparing notes for Legislative Committee meetings like Public Accounts Committee, Assurance Committee etc.
9. Initiates preparation of answers for Legislative Assembly questions and notes for discussion in the Legislative Assembly on all matters relating to the Department of Collegiate Education.
10. Preparation of Plan and Developmental Schemes and monitoring implementation of the approved schemes.
11. The Academic Guidance Officer and the staff of the Academic Cell in the office of Commissioner/Director of Collegiate Education work under the Guidance of the Joint Director of Collegiate Education.
12. Attends the meetings of Staff Selection of Private Colleges if nominated by the Commissioner/Director of Collegiate Education.
13. Attends the C.S.C. or A.P.P.S.C. selection interviews if nominated by the Commissioner/Director of Collegiate Education.
14. Conducts enquiries into allegations made against the colleges or staff working in the colleges if so nominated by the Commissioner/Director of Collegiate Education.
15. Holding monthly meetings of the Superintendents of sections under his control.
16. The Joint Director is accountable to Director/Commissioner of Collegiate Education.

FUNCTIONS OF THE DEPUTY DIRECTOR OF COLLEGIATE EDUCATION

1. There are at present two Deputy Directors of Collegiate Education in the office of Commissioner/Director of Collegiate Education. They are the Second Level functionary in the office.
2. They control the staff working in the sections under their control.
3. They process all files going to Joint Director/Commissioner.

4. **Maintaining discipline among the staff of the sections is the responsibility of the Deputy Directors.**
5. They shall, if nominated by the Commissioner/Director of Collegiate Education, act as a nominee of the Commissioner on the Selection Committee Meetings of Private Colleges.
6. If nominated by the higher authorities, they conduct enquiries or assist the Joint Director in such enquiries.
7. Periodical checking of Personal Registers and other basic registers of staff working under them.
8. Monthly review of disciplinary and court cases and appraising the position regarding these matters to the higher authorities.
9. Assisting the superior officers in all matters as and when required.
10. The Deputy Director is accountable to Director/Commissioner of Collegiate Education.

FUNCTIONS OF ACADEMIC GUIDANCE OFFICER

1. There is one Academic Guidance Officer in the office of the Director of Collegiate Education. He is second level functionary in the office.
2. He supervises the work of the lecturers in the Academic Cell.
3. He processes all the files related to academic matters, work load in Government Degree Colleges and Private Aided Colleges, starting of Restructured/Vocational Courses, State Awards for best teachers, Special Coaching Scheme for SC students, Commendation of books, Academic Inspection etc.
4. He supervises collection of data base from colleges.
5. He conducts enquiries.
6. He attends to all works entrusted by the Director.
7. The Academic Guidance Officer is accountable to the Director/Commissioner of Collegiate Education.

FUNCTIONS OF THE ASSISTANT DIRECTORS OF COLLEGIATE EDUCATION

1. There are at present 6 Assistant Directors of Collegiate Education in the Office of the Commissioner/Director of Collegiate Education. They are the 3rd level functionary in the office.
2. They supervise the work of the staff working in the sections under their control.
3. They process all files going to Deputy Director/Joint Director/Commissioner/Director of Collegiate Education.
4. Maintaining discipline among the staff of the Sections is the responsibility of the Assistant Director.
5. They shall, periodically check personal registers and other basic registers of the staff working under them.
6. They shall if nominated by the Commissioner/Director of Collegiate Education, they conduct enquiries or assist the Joint Director in such enquiries.
7. Monthly review of disciplinary and court cases and appraising the situation regarding these matters to higher authorities.
8. Assisting the superior officers in all matters as and when required.
9. The Assistant Director is accountable to the Director and Joint Director.

FUNCTIONS OF CHIEF AUDITOR (GAZETTED)

1. There is only one Chief Auditor (Gazetted) in the O/o the Commissioner of College Education and he is 3rd level functionary in the office.
2. He supervises and controls the work of Auditors.
3. Scrutinizes the audit reports of all private aided college and grant in aid proposals.
4. He processes the files going to DD/JD/CCE.
5. Maintaining discipline among the staff of the section is the responsibility of the Chief Auditor (Gazetted).
6. He shall check periodically personal register and other registers of Auditors.
7. He shall, if nominated by the CCE, conduct enquiries or assist the Joint Director in such enquiries.
8. Monthly review of disciplinary and court cases and appraising the situation regarding these matters to higher authorities.
9. Assisting the superior officers in all matters as and when required.
10. The Chief Auditor (Gazetted) is accountable to the Joint Director and Director/Commissioner of Collegiate Education.

**AUDIT IS WATCH-DOG OF THE NATION
AGAINST EXECUTIVE EXTRAGRAVANCE AND
INEFFICIENCY.**

Effectiveness of accounting and auditing was largely a function of responsiveness of the administration in terms of timely and correct rendering of initial accounts and later prompt reconciliation of accounts.

4.1.91

R.VENKATA RAMAN
President of India

FUNCTIONS OF AUDITOR

1. The Auditor is the most important functionary of the department in respect of the financial responsibility of the department relating to Private Aided Colleges. He acts as a watch-dog of the department in respect of Private Aided Colleges.
2. Auditing the funds of Private Aided Colleges is the chief function of the auditor.
3. As per Rule 3(d) and Rule 6 Statutory Rules issued in G.O.Ms.No.172 Education (Rules) dated 27-3-86, the Auditor acts as the competent authority for conduct of annual audit of accounts and inspection or inquiry of Private Degree Colleges.
4. The Auditor verifies all records of Private Degree Colleges as mentioned in G.O.Ms.No.172 Education (Rules) dated 27-3-86.
5. Irregularities committed by the Private Colleges are pointed out by the Auditor in the Audit Report.
6. As per the Tour programme approved by the Commissioner/Director of Collegiate Education, the Auditor stays in the concerned college for a specified period, verifies all relevant records, and then prepares the Audit Report and the grant assignment sheet due for release or recovery.
7. The Auditor may discuss with the Management, Principal and others if necessary, the salient points relating to the audit of accounts of the college.
8. Recoveries to be made from Private Colleges and any lapses are to be promptly pointed out in the Audit Reports of the auditor.
9. Audit reports should be completed within one month of the audit.
10. After the preparation of the audit report it should be submitted to the Commissioner of Collegiate Education for approval.
11. Communicating the approved audit reports to the concerned colleges in time is also the responsibility of the Auditor.

12. On receipt of the compliance reports from the colleges, the Auditor has to examine and put up the same for necessary action promptly.
13. Assisting the superior officers in conducting enquiries and inspections of colleges is also a function of the Auditor.
14. Attestation of entries in the Service Registers of the staff of the aided colleges is another function of the Auditor.
15. Timely disbursement of scholarship amounts and prompt refund of undisbursed scholarship amounts have to be verified by the auditors thoroughly.
16. The auditor may countersign the Utilisation Certificates given by the Principals of Government Colleges in respect of grants sanctioned by the U.G.C., if he is so directed by the Commissioner/Director of Collegiate Education.
17. All arrear claims of Private Colleges shall properly be verified, correctly assessed and duly established by the Auditor before payment.
18. In cases of pre-audit of accounts of Private colleges which are proposed to be taken over by Government, the Auditor verifies all the assets and liabilities of the college, assesses the financial soundness of the college and establishes the financial commitment to Government.
19. The Auditor is accountable to Chief Auditor (Gazetted), Joint Director and Director/Commissioner.

FUNCTIONS OF SUPERINTENDENT

1. The Superintendent is head of the section/college office and controls the functioning of assistants working under him.
2. He should monitor the movement of files going to the Officers/Principal and coming back from them.
3. He should guide the Officers/Principal with correct and latest rule position on the subject and assist them in taking correct decision.
4. The Superintendent should assign current numbers to each and every paper received by him. A separate register should be maintained for

the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.

5. The Superintendent should see that the assistants, working under him are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
6. He 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 5th of every month.
7. The Superintendent should offer his remarks on the note initiated by assistant, and submit the same to Officer/Principal.
8. He should supervise the remainder files maintained by assistants.
9. **The Superintendents working in a college :** Along with all the above functions the Superintendent working in a college shall also perform the following functions:
10. 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.
11. He 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.
12. He will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
13. He will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.
14. The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objection. He will also maintain the Register of Audit objection and help the Principal in reviewing them every month and sending the replies to the Commissioner/Director.

15. The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
16. The Superintendent is fully and personally responsible to guide the Principal on proper lines with latest rule position on all matters of administration, and accounts.
17. The Superintendent has to perform any other duties entrusted to him/her by the Principal/Supervising officer.
18. The Superintendent has to perform any other duties entrusted to him/her by the Principal/Supervising Officer.
19. The Superintendent is accountable to the Administrative Officer and the Principal.

STATISTICAL OFFICERS

There are two Assistant Statistical Officers working in the Directorate of Collegiate Education. They work under the supervision and guidance of the Academic Guidance Officer. Those personnel are transferred from the Directorate of Economics and Statistics, A.P., Hyderabad.

The cardinal function of these officers is to collect confide and maintain all the educational statistics in the State; relating to Collegiate education.

Their functions are as follows:

1. To collect correct numerical data relating to
 - a. Student enrollment class wise, gender wise and caste wise.
 - b. Number of teaching and non teaching staff - men and women separately.
 - c. Examination result etc. from all colleges - Government, Aided and Unaided including Oriental Colleges and also from Universities.
2. To compile the above statistics in the prescribed proforma, properly.

3. To submit the consolidated statistics annually to the Department of Education under the Ministry of Human Resource Development, Government of India, New Delhi.
4. To get data and compile statistics as directed by the CCE/DCE on any subject relating to Collegiate education.
5. The Statistical Officer is accountable to A.G.O./Jt. Director and Director/Commissioner of Collegiate Education.

ASSISTANT SPECIAL OFFICER FOR PENSIONS

With the introduction of pension to the staff working in Aided Educational Institutions, the post of Asst. Special Officer for Pensions is sanctioned to the Directorate/Commissionerate of Collegiate Education. He is drawn from the Government in the Finance Department.

His main function is to ensure quick disposal of pension cases of the staff.

He should tender timely technical assistance to the Director/Commissioner in the quick disposal of pension files. The functions are as follows:

1. Receiving the pension proposals from the category of lecturers and above categories in the entire State and staff (both Gazetted and non-Gazetted) within the City Zone under the control of Pension Sanctioning Authority i.e., Director/Commissioner of Collegiate Education. This includes lecturers from both Govt. Colleges and Private Aided Colleges in the State.
2. Processing pension proposals by obtaining no pendency of allegation/charges certificates from administrative section and Grant-in-Aid certificates from the Chief Auditor (Gazetted) in the Commissionerate. It is also the duty of the A.S.O. (P) to verify whether the service included in the pension proposals is fully qualified for counting for purpose of pensionary benefits as mentioned under Rule 13 and 14 of A.P. Revised Pension Rules, 1980.
3. Similar in respect of revised pension proposals from the above staff to be forwarded to Accountant General, A & E.

4. After verification, the pension proposals are to be forwarded to Accountant General A & E, A.P. Hyderabad duly taking the counter signatures of Commissioner of Collegiate Education for release of pension, family pension, gratuity etc., as per their eligibility within the rules.
5. In respect of court cases filed in A.P.A.T. or A.P.H.C. by the retired lecturers or above category have to be dealt in pension section.
6. The A.S.O. (P) may offer remarks on any pension files received from other sections in the Directorate as an advisory.
7. To attend the transfer of services of Aided Colleges staff only as far as pensionary benefits are concerned.
8. The Assistant Special Officer for Pensions is accountable to the Joint Director and Director/Commissioner of Collegiate Education.

MANA TV

The Government of Andhra Pradesh have been promoting the use of Information Technology for overall development of the State. They have entered into a MOU with ISRO for establishing Multi channel Satellite based Network. This Multi channel network using the KU Band has been designated as "MANA TV" by Government of Andhra Pradesh.

It is through "MANA TV", an education channel, Educational Video Cassettes are to be telecast for the benefit of students of colleges and Universities and to those who are pursuing Collegiate studies through Distance mode.

This channel specially benefits those in rural, backward and remote areas where there is shortage of teachers and infra-structural facilities. In order to fill up the gap in providing high standard uniform teaching and learning facilities, the Department of Collegiate Education has initiated steps for forming a Society called "SOCIETY FOR NETWORKING OF COLLEGIATE EDUCATION"(SOCENET) for promoting quality and excellence in teaching and learning process.

Proposals for bringing out 1200 video cassettes for "MANA TV" telecasting covering 30 subjects of both undergraduate and postgraduate courses were submitted to the Government of Andhra Pradesh with an outlay of Rs.1408 lakhs. The programme was initiated with an initial grant of Rs.234.6 lakhs for producing 400 video cassettes in the first phase.

About 225 episodes on various topics of undergraduate courses are in different stages of cassettes production. Of these, 164 cassettes have already been produced. Telecasting of these undergraduate video lessons has commenced from 3rd July, 2001.

SOCIETY FOR NETWORKING OF COLLEGIATE EDUCATION (SOCENET)

Society for Networking of Collegiate Education (SOCENET) is an innovative and prestigious programme developed for extensive use of Satellite service and Information Technology through KU-Band channel.

AIMS & OBJECTIVES :

- i) To take all necessary steps including networking of institutions for promoting quality and excellence in Collegiate Education.
- ii) To facilitate the use of modern electronic media including video conferencing, direct telecast, electronic class rooms, web based learning etc, in Collegiate Education.
- iii) To improve the instructional material, methods, teaching practices and educational content.
- iv) To organize training programmes for teachers in Collegiate Education.
- v) To co-ordinate with the educational institutions and the Universities for giving appropriate suggestions particularly in respect of curricula and educational process in tune with the changing conditions.
- vi) To help in developing effective Teachers and Administrators in Collegiate Education.
- vii) To foster research as a function complementary to teaching.
- viii) To promote better interaction with professional, educational, public bodies and industry.
- ix) To permit other associations or bodies/universities/colleges abroad with similar objectives to cooperate and associate with itself in training and teaching and learning processes etc.

- x) To undertake projects from or in cooperation with Central or State Government Industry and other bodies in appropriate fields.

The Society will be formed with Minister (Collegiate Education) as Chairman and Secretary to Government (Collegiate Education) and Commissioner of Collegiate Education as Vice Chairman I & II respectively for running the society.

The project report of SOCENET outlays an amount of Rs.7788 lakhs as its budgetary requirement to bring into networking of all colleges (both Govt. & Private). Every college will be required to pay an annual membership fee towards running the Society without any burden on the Government.

***"All men make mistakes,
but only wise men learn
from their mistakes"***

CODE OF CONDUCT

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. dt: 17-4-1964.

The salient features of Conduct Rules are:

1. Every "Government employee shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and sense of propriety. He/she should not behave in a manner which is unbecoming of such employee or derogatory to the prestige of the department or college. He/she shall not join any organization or association, the objectives of which are prejudicial to the interest of the State.
2. The Government 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 Government employees or his family members shall not accept gifts of any sort from any body.
4. The Government employee shall not raise any subscription or other pecuniary assistance in pursuance of any objective whatsoever.
5. The Government employee or his family members shall not lend or borrow or, deposit money or lend money to any person on interest.
6. The Government employees or members of his family shall not acquire or dispose movable or immovable property exceeding the monetary limits prescribed by the Government, except after previous intimation to the Government.
7. The Government employees shall not engage directly or indirectly in any trade or business.
8. The Government employees shall not promote or manage companies in private capacity.
9. The Government employees shall not, except with the previous sanction of Government negotiate or undertake any employment or work other than that of his official duties.

10. No Government employee who has a wife living shall contract another marriage without obtaining permission of the Government. No female Government employee shall marry any person who has a wife living without obtaining the permission of the Government.
11. No Government 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 Government employee shall criticise the policy and action of the Government or any other State Government or Central Government.
13. No Government servant shall participate in politics or elections.

ACCOUNTS BRANCH

CHIEF ACCOUNTS OFFICER

He is the Financial Advisor to the Director/Commissioner of Collegiate Education A.P., Hyderabad in financial matters. He is drawn from the Finance Department or the Directorate of Treasuries and Accounts. His main function is to render assistance to the Director/Commissioner of Collegiate Education in financial matters like preparation of budget estimates, and reconciliation of accounts - receipts and expenditure. He has supporting staff of one Accounts Officer, Assistant Special Officer for Pensions and 3 sections consisting of one Superintendent, three Senior Assistants, One Junior Assistant and one Typist for each section. The supporting staff work under the direct supervision and control of the Chief Accounts Officer. All the personnel belong to the Treasuries Department only.

The other functions of the Chief Accounts Officer are as follows (as per G.O.Rt.No.1416 Fin & Plg (FW-Admn.I) dated 1-7-1977).

1. To prepare Number Statements and Budget Estimates of revenue and capital and loan accounts under Plan and Non-Plan schemes.
2. To release budget to the Colleges and R.J.D. Offices under Plan and Non Plan schemes as per the directions of the Director/Commissioner of Collegiate Education.
3. To review monthly expenditure with reference to release of funds.

4. To prepare proposals for supplementary grants/re-appropriation and to ensure timely preparation of savings and excesses.
5. Reconciliation of expenditure/revenue with the Accountant General.
6. To prepare performance budget and prepare notes for departmental budget to be included in the speech of F.M. and E.M. in the Legislative Assembly.
7. To ensure maintenance of accounts of the Department.
8. To submit detailed contingent bills in time to the Accountant General, A.P., Hyderabad and to bring cases of delay to the notice of the Director/Commissioner of Collegiate Education.
9. To watch the receipt of Utilization Certificates by maintaining the Register of Utilization Certificates.
10. To conduct inspections of Institutions/Offices under the administrative control of Director/Commissioner of Collegiate Education.
11. To prepare the accounts of the office to the A.G.'s Audit and to dispose of the objections arising therefrom.
12. To take up responsibility as Drawing and Disbursing Officer even though he nominates the Accounts Officer to do it.
13. The Chief Accounts Officer is accountable to Director/Commissioner of Collegiate Education.

ACCOUNTS OFFICER

1. He is primarily charged with the responsibility of drawing and disbursing salaries timely to the members of the Directorate.
2. He shall verify entries in the cash book daily and attest them in token of verification.
3. He shall ensure that all the initial registers are maintained properly and checked at frequent intervals.
4. Accounts Officer is accountable to the Chief Accounts Officer.

SUPERINTENDENTS

One of the three superintendents is in-charge of preparation of staff salary bills, and contingent and other bills and to maintain connected registers properly. He should write the cash book, U.D. Pay Register daily and submit it to the Accounts Officer for his daily verification and attestation.

The second Superintendent is to prepare the Number Statements, Budget Estimates etc. He should attend to the monthly reconciliation of accounts of receipts and expenditure with the Accountant General in time and put up answer to the A.G.'s audit objections.

The third Superintendent is to verify the records and registers of the institutions and offices at the time of annual inspection.

He should attend to the service matters of the staff of the Accounts branch like sanctions of increments, leave, loans, etc. including maintenance, of Service Registers.

The other staff like Senior Assistants, Junior Assistants and Typists will work under the direct superintendence of the respective Superintendent and discharge their functions as per the approved job.

The Superintendents in Accounts Branch are accountable to the Accounts Officer.

FUNCTIONS OF OFFICERS IN REGIONAL / SUB-ORDINATE OFFICES

FUNCTIONS OF REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION

The Regional Joint Director is next in important to the Commissioner/Director of Collegiate Education, in the Department of Collegiate Education. At present, there are four Regional Joint Directors for the entire State. The territorial jurisdiction of the Regional Joint Directors is as follows.

Name of the Regional Joint Director	Territorial Jurisdiction (Districts)
1. Regional Joint Director of Collegiate Education, Rajahmundry	ZONE-I
	1. Srikakulam
	2. Vijayanagaram
	3. Visakhapatnam
	ZONE-II
	4. East Godavari
5. West Godavari	
6. Krishna	
2. Regional Joint Director of Collegiate Education, Guntur	ZONE-III
	1. Guntur
	2. Prakasam
	3. Nellore

3. Regional Joint Director of Collegiate Education, Cuddapah

ZONE-IV

1. Kurnool
2. Ananthapur
3. Chittoor
4. Cuddapah

4. Regional Joint Director of Collegiate Education, Warangal

ZONE-V

1. Khammam
2. Warangal
3. Karimnagar
4. Adilabad

ZONE-VI

5. Nalgonda
6. Medak
7. Nizamabad
8. Mahaboobnagar

1. The R.J.D. acts as a nominee of the Director/Commissioner of Collegiate Education, on the Selection Committee of Private Colleges.
2. He inspects degree colleges in his jurisdiction, when authorized by the Commissioner of Collegiate Education.
3. He makes regular or surprise visits to any degree colleges in his jurisdiction, when authorized by the Commissioner of Collegiate Education.
4. 1. He acts as a member of the Executive Council of the Parent-Teacher Association of a Degree College in his jurisdiction (G.O.Ms.No.246 Edn(R) dt.17-10-87).

5. 2. He shall act as the Returning Officer of the elections to the Parent-Teacher Associations of Degree Colleges in his jurisdiction. As per Disciplinary Control Rules, 1983 - issued in G.O.Ms.No.467 Education (Rules) dated 3-11-83, he performs the functions of the Competent Authority.
6. He is the appointing authority of persons to the posts of Senior Assistants and below in Govt. Colleges in his office. He makes transfers of these persons within the district in the zone.
7. In the matter of creation of Corpus Fund in the joint names of the Department and the Management of a Private Degree College, he performs the duties of the Department and signs the bonds.
8. The Regional Joint Director is accountable to Director/Commissioner of Collegiate Education.

ADMINISTRATIVE OFFICERS IN GOVT. DEGREE COLLEGES:

The following are the powers/duties delegated to the Administrative Officers working in the Govt. degree colleges vide Proc.Rc.No.116-k1-4/80 dt.12-3-1981 under the over all supervision and control of the Principal.

1. All fee collections and other collections due from students and others.
2. Signing the Cash books (General and Special) and all subsidiary records relating to them.
3. Cancellation of vouchers.
4. Drawing the salary bills of the Teachers and Non-Teaching staff (All sanctions to be given by the Principal) Administrative Officers will be Drawing and Disbursing Officers.
5. Preparation of Admission Registers, Term Fee Registers, D.C.B. Statements and all periodical returns.
6. Attestation of entries in Service Registers after sanction by the Principal or other Higher authorities.

7. Preparation of Budget Estimates, Revised Estimates, Number Statements and all matters connected with them.
8. Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (The Principal will operate the P.D. Account).
9. Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of Senior Assistants.
10. Attestation of non-teaching staff attendance registers daily.
11. Incharge of Stationery and Forms, Indents, Issue of Stationery and maintenance of connected records.
12. Routine correspondence not involving policy matters and signing of fair copies.

The Principals are however, sanctions and admit the expenditure and proposals for all sanctions are to be initiated by the Administrative Officers.

ADMINISTRATIVE OFFICERS IN REGIONAL OFFICES OF JOINT DIRECTORS

The following are the powers/duties delegated to the Administrative Officers working in the Regional offices of Joint Directors of Collegiate Education at Rajahmundry, Guntur, Cuddapah and Warangal vide Proc.Rc.No.2072/03-3/80 dt.29-10-1981 under the over all supervision and control of Regional Joint Directors of Collegiate Education.

1. All files shall be routed through the Administrative Officer to the Regional Joint Director of Collegiate Education (except the files which the Regional Joint Director of Collegiate Education desires to deal directly and certain confidential papers which are not be dealt by the Administrative Officer).
2. The Administrative Officer shall dispose of routine correspondence not involving policy matters, besides signing fair copies.
3. Signing the cash books and all subsidiary records relating to them.

4. Cancellation of vouchers.
5. Drawal of bills pertaining to salary, advances, contingent etc. of the office, the sanction of which is to be made by the Regional Joint Director of Collegiate Education. The Administrative Officers will be the Drawing and Disbursing Officer.
6. Attestation of entries in the service books of the staff of the office after sanction by the Regional Joint Director of Collegiate Education or Higher authorities.
7. Preparation of Budget Estimates, Revised Estimates and all matters connected with them.
8. Reconciliation of expenditure with the Treasury figures.
9. Sanction of casual leave, optional holidays and compensatory leaves to the ministerial staff below the category of Superintendent.
10. Attestation of staff attendance register daily.
11. Incharge of stationery, forms, indents, issue of stationery and maintenance of connected records.
12. Collection of statistics and consolidation.
13. Assisting the Regional Joint Director of Collegiate Education wherever necessary in Inspection, Enquiries etc.
14. The Administrative Officer is accountable to the Regional Joint Director.

The sanction and admission of expenditure shall be done by the Regional Joint Directors of Collegiate Education and proposals for all sanctions have to be initiated by the Administrative Officers.

***"THERE IS NO SATURATION POINT
IN EDUCATION"***

FUNCTIONS OF 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. The functions of lecturers are detailed below.

1. The lecturer has the primary duty to disseminate the 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 syllabus 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 department. Provision should be made for revision of the syllabus before the end of the academic 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 disturbances 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 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 concerned lecturer 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 lecture method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer session.
9. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.

10. The lecturer should compulsorily take the help of audio-visual methods of teaching by using over-head projector, slide projector, charts, etc.
11. He should also organise screening of educational films where-ever possible.
12. The lecturer should maintain the teaching diary in the given proforma. This should be submitted to the Principal, through In-charge of department every month.
13. The lecturer should maintain 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 at monthly, quarterly and half-yearly test 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 in-charge lecturer, so that a consolidated progress report can be sent to the parents.
15. Remedial coaching: Remedial coaching should be arranged for academically backward 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 or the bright students of senior classes may be involved in this programme on 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. (More details are provided at the end of this chapter).
16. The lecturer should participate in Students Counselling Programmes organized by the Principal. He/she should give necessary counselling to 20 to 30 students allotted to him/her. Guidance should be given on opportunities in the field of Collegiate education and the employment opportunities. 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.

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 co-ordination 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 co-operate and participate in all co-curricular and extra-curricular activities in the college.
19. He/she should accept the membership of the Committee 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 the discipline in the college.
22. He/she should remain in 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 have to adhere to the work load prescribed.
26. The lecturer is accountable to the Principal of the College.

Suggested Proforma

ANNUAL ACADEMIC PLAN

Sl. No.	Month	Probable No. of periods in a month	Topics to be covered in the month	Whether Syllabus for the month is completed If not what are the topics not completed	Reasons for non-completing. Measures proposed for covering the backlog
(1)	(2)	(3)	(4)	(5)	(6)

Suggested Proforma

TEACHING DIARY PROFORMA

Date	Time and period	Class Section	Topic covered	Any other academic work done (like Tutorial, Seminar etc.)
(1)	(2)	(3)	(4)	(5)

NOTE: If any proforma is prescribed by the concerned University, it should be followed.

PROFORMA FOR TEACHING NOTES

Topic: _____

Paper: _____

No. of Hours required: _____

(a)	(b)	(c)	(d)	(e)
<p>Books referred:</p>				
<p>Teaching Aids used</p>				
<p>Whether Test conduct, Date of the test</p>				
<p>Student feedback, if any</p>				
<p>Remarks</p>				

Signature of the Lecturer

Institutional Coaching / Remedial Coaching:

Institutional coaching is meant to help the academically backward students or those who were sick and were absent for a long time in a academic year. The students who represent the college in National, State or other tournaments and are absent for a long period can also be considered for this purpose.

The performance of the students in the previous examination could be one of the criteria for identifying the students for this course. Respective teachers can also give their recommendations for identifying the students.

The classes under this programme should be conducted outside the college hours and should not be used for the completion or revision of they syllabi. Similarly, attendance of this programme should not be used for making good of loss of attendance by any student. It is not necessary to take up the entire syllabus in this programme. Difficult chapters can be dealt with. Formal lecture method can be adopted in institutional coaching. However, for bestowing personal attention, assignments can be given and corrected. If time permits, group discussions can be taken up.

The Committee with the Principal of the college in chair and incharges of the concerned subject depts. and concerned lecturers as members, should plan to implement the programme, keeping in view the local conditions and needs of the students. As per G.O.Ms.No.129 Edn. Dt.23-2-77, the teachers involved in this programme are eligible for part-time payment according to the prescribed rates. The rules also permit the collection of nominal fees from the students who seek extra coaching. Proper accounting of all monetary transactions should be maintained.

THE FUNCTIONS OF PHYSICAL DIRECTOR

The Department of Physical Education in the college is headed by the Physical Director. In colleges having bigger strength, the post of Assistant Physical Director is also sanctioned.

The functions of the Physical Director are:

1. He ensures the regular functioning of the department by organizing games and sports in college.

2. He shall be available in the college up to sunset on all working days and organise the practice of all games available in the college in consultation with the games committee of the college and the Principal.
3. He is the convenor of the games committee of the college and organises the meetings of the games committee at the beginning of every year to plan the Physical Education programmes for the year, which is to be reviewed every term.
4. He should give coaching to the students, with the correct techniques of various games and sports.
5. He will plan and invite experts in various games and sports to enable the students to learn correct techniques of various games.
6. He is responsible for inculcating general discipline among the players in particular and students of the college in general.
7. He should encourage the students to develop sportsman spirit.
8. He will prepare the lists of games material, to be purchased every year, keeping 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.
9. 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.
10. 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.
11. 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.

12. He should help the annual stock verification of his department conducted by the committee appointed for the purpose by the Principal.
13. He will be Head of the Department of Physical Education in the college and is responsible for maintaining the stocks and accounts of the department.
14. Physical Director should conduct annual games and sports of the college during the 2nd half of the academic year.
15. He should organise the annual games and sports day much before the commencement of annual examination.
16. The Physical Director is accountable to the Principal of the College.

FUNCTIONS OF LIBRARIAN / LECTURER IN LIBRARY SCIENCE

1. The Librarian of the college is responsible for the proper maintenance of the college library.
2. The Librarian is the convenor of the college Library Committee nominated by the Principal of the college.
3. He is responsible for properly administering the library grants in consultation with the Library Committee. The Committee shall allot funds to the various subject departments of the college.
4. The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.
5. The Librarian will take necessary steps for the purchase of books as per the orders of the Principal. Books can be purchased directly from the publishers and their sole distributors by taking usual discount or the books can be purchased from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.
6. The Librarian shall maintain an Accession Register.

7. The Librarian shall adopt the scientific system of classification and cataloguing of books in the Library.
8. The Librarian shall maintain a catalogue of the books available in the library. The library fee collected under special fee funds can be utilized for the purpose with the prior approval of the Commissioner/Director of Collegiate Education.
9. The Librarian shall frame the rules and get the approval of the Principal regarding the issue of books, time limit for return of books and number of books to be issued to the students and the staff.
10. The Librarian should ensure that as far as possible, the concerned subject books only be issued to staff and students.
11. The Librarian should fully co-operate with the annual stock verification committee appointed by the Principal.
12. As per the report of the annual stock verification committee, the Librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the Principal, who will take appropriate action as per existing rules.
13. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers issue registers, stock registers, etc.
14. The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the library all the copies borrowed by them, before the stock verification commences.
15. Fine (to be decided by the Librarian) is to be collected from the students for late return of copies.
16. List of journals and newspapers enclosed for library shall be prepared by Librarian.
17. Cost of books lost by students or staff is to be recovered from them. Disposal of old magazines is to be done by the Librarian in accordance with the existing rules.
18. The Librarian is accountable to the Principal of the college.

ORIGIN OF THE POST, REASON FOR CREATION AND THE ROLE PLAYED BY THE FUNCTIONARY:

The post of Principal of Degree College is existing ever since the Degree Colleges were established. The Principal is the Chief Executive Officer of the college. He is a key functionary in the entire system of Collegiate Education and has multiple roles to play as Academic Leader, Administrative Leader, Public Relations Officer, etc. The Principal of the college is a very important functionary in the hierarchy of the administration of the Department of Collegiate Education. He is the academic and administrative head of the college. Though basically he is an academician, the Principal is expected to know the administrative procedures.

The Principal is accountable to the Commissioner/Director of Collegiate Education.

THE FUNCTIONS OF THE PRINCIPAL:

The functions of the Principal are four fold. They are:

- A) Academic
- B) Administrative
- C) Financial
- D) Relating to student's welfare

*"THERE IS NO WISDOM
LIKE FRANKNESS"*

ACADEMIC FUNCTIONS OF PRINCIPAL

Institutional Planning:

1. The Principal should consult the colleagues in discharging his functions. The democratic and participative type of functioning is best suited for academic leaders.
2. The Principal should see that the long term and short term plans are prepared for the growth of the institution. Long term perspective plans should be prepared for 5 to 10 years. It includes building up of infrastructural facilities in the college keeping in view the future growth. The development plans of the institution should also take into consideration the manpower requirement based on appropriate surveys, introduction of Vocational/Job oriented courses in the college may also be on the basis of local manpower needs as revealed by the survey.

Short term plan is the annual plan prepared by setting up of goals to be achieved during the year. This goals of the long and short term plans should be achieved by effective implementation of the programmes with the help of the academic and administrative machinery existing in the college.

3. The Principal, at the beginning of the academic year, should convene the General Staff Meeting, discuss and finalize academic plan for the year.
4. The Principal should also convene the meeting of the staff council consists of all in-charge of subject departments, Physical Director and Librarian.
5. The staff council will plan all important activities to be performed during the year; like academic calendar, house examinations, extracurricular and co-curricular activities etc. The staff council will also identify 5 optional holidays to be declared as general holidays during the year. All important decisions regarding the functioning of the college are to be taken after the discussion in the staff council.
6. The Principal should advise the Lecturer in-charge of the department to convene their departmental meeting and prepare annual academic plans. He/she will scrutinize the plans and approve them.

7. The Principal should insist on the submission of month wise syllabus completion reports of every lecturer. The defaulters should be motivated to adhere to the academic schedule. The incomplete portion of the syllabus scheduled for a month should be completed in the succeeding month by proper planning.
8. The Principal should involve himself in classroom teaching at least for 6 periods per week in his subject.
9. The Principal should go round the college at least twice a day to supervise the academic work in the college.
10. The staff and students should be properly motivated by the principal for their effective involvement in the teaching learning programmes.
11. Periodical staff meetings should be conducted to discuss various aspects of college management. The staff should be involved in different activities and programmes of the college. They should be made to feel their participation in the programmes.
12. The Principal should plan for the periodic tests of short term duration during the year. At the end of the academic year, pre-final examinations on the model of the University examination should be conducted.
13. The Principal will advise the lecturers to identify slow learners in each class for organizing special coaching classes for them. (A detailed plan of institutional coaching and remedial coaching discussed under the Section "Functions of Lecturers").
14. The Principal should conduct Public Examination strictly as per the rules laid down by the University. Scope should not be given for any type of malpractice in the examination and should be the Chief Superintendent of the examinations.
15. The results of the annual examination should be analyzed subject-wise and lecturer-wise and the reasons for low percentage of results should be analyzed and measures should be taken to improve the results in the succeeding year.
16. The Principal should plan for the use of alternative, innovative teaching methods and the teachers should be motivated to adopt them in the classrooms for better results.

17. The Principal should encourage the talented students in the field of co-curricular and extra curricular activities by providing necessary facilities in the college.
18. The N.C.C. and N.S.S. wings of the college should be properly strengthened by giving them required accommodation and infrastructure.
19. Regular activities of N.S.S. should be planned as per the guidelines given by the University and State Liaison Officer.
20. The Principal should get feed back from the students and staff on all important items of academic functioning especially the classroom instruction.
21. The State Government sanctions Vocational and job oriented courses from time to time, as recommended by the University Grants Commission. The Principal should identify the need of the region and submit proposals for starting such courses.
22. University Grants Commissions gives assistance to college during successive plan periods. The Principal should be in constant touch with the College Development Council of the concerned University and should plan to get maximum financial assistance from the U.G.C. for the development of the college.
23. As the academic leader, the Principal should be a source of inspiration to students and staff in regard to knowledge, character and culture. He **must so** conduct himself that both staff and students look up to him for **guidance**. He should be an example in punctuality, dress, demeanor, attendance and in all other aspects.

ADMINISTRATIVE FUNCTIONS OF PRINCIPAL

As the administrative head, the Principal shall discharge the following functions.

- 1) General Supervision.
- 2) Supervision of office work.
- 3) Checking of all records and registers dealing with administration.
- 4) Routine administrative duties.
- 5) To discharge all duties assigned to him by the Commissioner/Director and R.J.D. or other Collegiate officials from time to time.

1. General Supervision:

The Principal should have over all control of the office. The office hours of 10.30 a.m. to 5.00 p.m. should be strictly adhered to and if required the office should work beyond 5.00 p.m. until the required work is completed. The attendance register should be properly maintained. All employees should attend the office by 10.30 a.m. every day. Late arrival beyond 10 minutes is not permitted. The Superintendent/A.O. should verify the attendance register and submit the same to the Principal by 10.45 a.m. everyday. The Principal will affix his initial in the specified column. A member can however take late permission for 1 hour. For 3 such late permissions, one day C.L. will be deducted. A movement register be maintained to record the movement of office staff during the office hours for attending to the duties assigned by the Principal, A.O. or the Superintendent. Other than this, the member of office is not supposed to leave the office during office hours without specific permission from the Principal.

2. Supervision of office work:

To begin with the correct and systematic maintenance of tappals received from various sources should be ensured. On receipt of tappals the concerned clerk should enter them in a register called Inward Register and submit to the Superintendent. He in turn should give a number called "Current Number" to each tappal and enter in a separate register called Distribution Register (See para 16 of District Office Manual). Then the papers (or the currents) should be distributed clerk-wise duly obtaining his/her signature in the register. The Assistant will enter them in their personal register (PR). For the new currents received the Assistant will write all details about it in the P.R. The proforma for P.R. is given in Annexure-I. For the old currents all details need not be mentioned since they are already mentioned earlier (G.O.Ms.No.892 GA (IC.I) Dept. dt.18-12-79 and para 20 of District Office Manual give further details about the maintenance of P.R.). For all letters received from Government or Director/Commissioner a separate distribution register should be maintained by the Superintendent (Annexure-II). For all Bank drafts, cheques and other valuables a separate register should be maintained (Annexure-III).

CURRENT FILE:

For every new current received a current file should be opened.

NOTE FILE:

For every current file there must be a running note file to deal with the currents received. A note on the subject will be initiated by the clerk pointing out facts of the case and the rule position thereon and submit it to Superintendent. The Superintendent in turn makes specific remarks and submits it to the Principal through Administrative Officers (if any). The note file is a continuous file with para numbers and page numbers. The note file and the current file of a particular subject are always kept together in a file pad. When the final decisions are taken and matter comes to a close the file should be closed. The note file and current file should then be stitched together and kept in the record room for future reference.

When an urgent letter is received from the Director/Commissioner or any other authority, the Principal should initiate action immediately and reply should be sent without any delay, by surpassing the routine procedure mentioned above. The filing procedure should, however be followed subsequently by Principal.

3. Checking of records dealing with administration:**a) Stock Files:**

The office should maintain upto date, stock files which contain all G.Os., Govt. Memos, Proceedings of the Director/Commissioner, giving policy decisions amendments and clarifications issued from time to time. It is advisable to maintain subject-wise stock files instead of year-wise stock files. The papers in stock file should be arranged in chronological order with page numbers and an index be given at the beginning of the file giving full details of papers filed (proforma of Index is given in Annexure-IV). The original copies of G.Os, Proceedings, Memos, etc. should be kept in stock files while true copies be kept in current file. Whenever amendments are issued to G.Os etc., the amendment slips are to be typed and pasted at the appropriate place in the original G.O. with suitable indications.

ANNEXURE-I

PERSONAL REGISTER

Personal Register of _____ Clerk _____ Section _____

Sl. No.	Current Number	Date of receipt	Title	From whom	Outside number & date	Submitted to officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Returned to Sec	Rerence Issued			Reply of further communications			Nature number & date of final disposal
	Form & Sub No.	Date	To whom	Current No. & date	From whom	Outside No. & date	
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

ANNEXURE-IV

(INDEX IN STOCK FILE)

Sl.No.	Subject	Letter No.	Date	Page No.
(1)	(2)	(3)	(4)	(5)

ENCLOSURE-I

**RULES BOOKS TO BE MAINTAINED
IN COLLEGE LIBRARY**

A) ADMINISTRATIVE MATTERS:

1. Fundamental Rules
2. A.P. Education Service Rules (Special Rules)
3. A.P. Subordinate Service Rules (Special Rules)
4. A.P. State and Subordinate Service Rules (General Rules)
5. A.P. Ministerial Service Rules
6. A.P. Last Grade Service Rules
7. A.P. General Subordinate Service Rules
8. A.P. Classification and Control rules
9. A.P. Government Servant Conduct Rules
10. A.P. Leave Rules

B) FINANCIAL MATTERS

1. A.P. Financial Code
2. A.P. Treasury Code
3. Manual of Special Pay & Allowances including T.A. Rules
4. Budget Manual
5. A.P. Pension Code, Pension rules and Retirement benefits.
6. General Provident Fund Rules

ENCLOSURE-II

STOCK FILE MAINTENANCE (A Suggestion)

The stock files, as already mentioned, be maintained subject-wise. They may be classified into 4 categories. All G.Os, Govt. Memos, Proceedings of Director/Commissioner and any other competent authority be filed under these categories.

- Category I : All orders pertaining to financial matters, pay fixation procedures, dearness allowance, etc.
- Category II : All orders pertaining to administrative matters.
- Category III : Papers received from UGC, University and other affiliating bodies.
- Category IV : Miscellaneous subjects other than mentioned above.
- Category V : Orders relating to admissions.
- Category VI : Orders relating to examinations.

b) RECORD ROOM :

The purpose of the Record Room is to store the disposals (closed files) and other records and make them available when needed. Therefore, the Principal should organize a well maintained record room or a separate record section.

The records stored in the record room are of 4 types:

1. Those which are to be retained permanently.
2. Those which are to be retained for a period of 1 year (L.Dis).
3. Those to be preserved for 3 to 5 years (K.Dis.)
4. Those to be preserved for ten year (D.Dis.)

The records should be arranged year-wise and category-wise and care should be taken to clean and dust the room periodically to protect them from damage especially from white ants.

c) MAINTENANCE OF SERVICE BOOKS:

In terms of G.O.Ms.No.437 Finance Dt.13-12-1976 and G.O.Ms.No.214 Finance Dt.16-8-79, the service books of Gazetted Officers, including Heads of the office are required to be maintained by the Heads of the office. The Service Books of Head of the Office, i.e. Principal, can be maintained by himself vide G.O.ms.No.21 Finance Dt.25-1-1977. The service books of all Non-Gazetted officers should also be maintained by the college. The service book should contain all events in a Government Servant's official career like the date of appointment, probation declaration, promotions, punishments, pay fixations, increments, leave accounts, examinations passed etc. They should be regularly and concurrently recorded. Each and every entry should be supported by Department's orders, pay bills, leave statements etc. In colleges and offices where Gazetted Administrative Officer is posted he may be delegated with the duty of attesting the entries. The service books should be verified in March of every year and after satisfying that the entries are correctly made, a certificate should be recorded and attested by the Principal or Administrative Officer. Along with the service book a separate personal file should be maintained for every employee in the college which starts with his/her appointment/transfer order and contains papers related to his/her service in the college. When an employee is transferred from the college the file is closed and kept in the Record Room/Record section.

d) MAINTENANCE OF CONFIDENTIAL REPORTS:

Annual Confidential Reports of employees working in the institution should be written at tea end of every financial year (1st April to 31st March) in the prescribed pro-forma and kept under personal custody of the Principal. A copy of the same should be promptly sent to the Head of the Department or countersigning authority by the end of May of the concerned year. The confidential reports of all Gazetted Government servants should be compulsorily maintained. In case of N.G.Os, the confidential reports are abolished vide G.O.Ms.No.82 GAD dt.212-1987. However, confidential reports of such N.G.Os have to be written and maintained who are working in the posts which are feeder category to State services. The format of C.R for Gazetted Officers (G.O.Ms.346 GA (Serv.C) Dept. dt.2-8-96) and that of Non-Gazetted Officers (G.O.Ms.109 G.A. (Ser.C) dt.14-3-97) are revised. They are given in Annexures enclosed to this chapter. In case of teaching staff working in Educational Institutions an assessment roll should be filled in Form-C, given in the Annexure V, (G.O.Ms.No.255 Edn. Dt.19-3-74) and attached to Annual Confidential Reports. The Principal has to personally write or type the confidential reports. If the reporting officer is transferred before the month of July need not write the confidential reports of the officers

working under him. However, if he is transferred after July, he should write the confidential report of every officer working under him and leave it in the college in sealed cover to be opened by his successor. If a lecturer is transferred from a college during the year, his report is prepared by the Principal under whom the lecturer served in the 1st part of the year and be sent to his new station, where his confidential reports for the year are written keeping in view the report sent by the earlier Principal.

4. Routine Administrative Duties:

A) SANCTION OF LEAVE:

The Principal is the sanctioning authority of all types of leaves to the employees working in the college. He should follow the Govt. leave rules while sanctioning leave.

Different types of leave are provided in rules for the Government employees. They are:

1. Casual Leave
2. Special Casual Leave
3. Maternity Leave
4. Earned Leave
5. Half-Pay Leave
6. Extra Ordinary Leave etc.

CASUAL LEAVE :

Every Government servant can avail 15 days casual leave in a calendar year. Casual leave can be combined with special casual leave, optional holidays, public holidays, etc., subject to the condition that total period of absence should not exceed 10 days at a time. Half-day casual leave can be granted but when the college runs in shift system and the staff are engaged for only one session, the question of granting half-day casual leave does not arise. For employees appointed on emergency/temporary basis casual leave can be sanctioned depending upon the length of service. As per rules casual leave and special casual leave cannot be claimed as a right.

SPECIAL CASUAL LEAVE: (G.O.Ms.No.47 Fin dt.19-2-65)

- i) In case of pressing family circumstances or in case of dire necessity a special casual leave of 7 days in a calendar year can be sanctioned to employees (both teaching and ministerial) working in vacation department. For temporary employees special casual leave should be granted proportionate to the service in a year (F.R.10-C).

Regular year-wise account of casual leave and special casual leave (and also optional holidays) availed by an employee should be maintained separately and the Principal should attest the entries in the register as soon as the employees avails them.

- ii) Further, in terms of G.O.Ms.No.2492 Edn. Dt.31-10-69 communicated in Director's Procs.Rc.No.4932/K-II-3/69 dt.28-11-69, the teachers working in colleges can avail a special casual leave of 15 days in a calendar year, for attending to examination work like scrutiny, tabulation etc. This is in addition to special casual leave of seven days mentioned in earlier paras.

MATERNITY LEAVE : (Rule 101 (a) G.O.Ms.No.254/Fin Dt.10-11-95)

Married women Government servants with less than two surviving children are eligible for the maternity leave for a maximum period of 120 days. They are also eligible for maternity leave in case of confinement and miscarriage and medical termination of pregnancy for a period not exceeding 6 weeks which is not debitable to her leave account, subject to the condition that they are with less than two children.

Leave of any other kind can be combined with maternity leave. Such request be supported by a medical certificate. In case of illness of newborn baby any other leave can be granted to mother in continuation of maternity leave. This request shall be supported by medical certificate that the mother's presence is absolutely necessary by the side of the baby.

Vacation and non-vacation department employees are eligible for these rules.

EARNED LEAVE : (G.O.Ms.No.317 Edn. Dt.15-9-1994)

Employees working in colleges (i.e., vacation dept.) are entitled for earned leave at the rate of 6 days in an year. The leave earned will be credited to the leave account of employees at the rate of 3 days in January and 3 days in July of every year in advance.

SURRENDER OF EARNED LEAVE :

The Government servants will earn 15 days of earned leave for every six months once in January and once in July.

The earned leave at the credit of employees at the close of the previous half year shall be carried forward to the next half year. Leave so carried plus the credit for that half year should not exceed the maximum limit of 240 days.

Government servants shall be allowed to encash earned leave at their credit on the date of superannuation of service subject to a maximum of 240 days.

The Principal of the college may sanction leave, draw and disburse the leave salary after ascertaining the leave title and after obtaining formal application from the retiring Government employee. The pay and allowances will be drawn in full for the encashment of leave on retirement. In case of a Government employee who dies while in service, cash equivalent of the leave salary that the deceased employee would have got had he survived till his retirement, shall be paid to his legal heirs, subject to the maximum of 240 days. The benefit of encashment of earned leave after retirement is not extended to employees of Pvt. Aided Colleges.

HALF PAY LEAVE :

(Rule 13, 18 & 23)

A regular government servant is eligible for half pay leave of 20 days for every completed year of service. The half pay leave is admissible in respect of period spent on duty and on leave including extra-ordinary leave. The half pay is granted on private affairs or on medical grounds.

COMMUTED LEAVE :

(Rule 15 B and 18 B)

Commutated Leave not exceeding half the amount of half pay leave available at the credit of a Government service can be granted on medical certificate on the following conditions.

1. The authority competent to sanction the leave is satisfied that the Government servant will return to duty after expiry of the leave (Rule 15-B).

2. When commuted leave is granted twice the amount of such leave will be debited to half pay leave due.
3. Commuted leave during the entire service shall be limited to a maximum of two hundred and forty (240) days.
4. The medical certificate submitted for the grant of half pay leave should be issued by a Civil Surgeon.

EXTRA ORDINARY LEAVE :

(Leave on loss of pay) (Rules 5a, 16, 19 & 23)

Permanent Govt. employees and approved probationers are eligible for extra ordinary leave to the extent of 5 years including all kinds of leave.

Extraordinary leave can be granted to probationers and temporary employees as mentioned below.

- a. 3 months ordinarily.
- b. 6 months after completion of 3 years of service on production of medical certificate.
- c. 18 months after a service of one year for treatment of leprosy or T.B.
- d. 12 months for treatment of cancer or mental illness on submission of medical certificate.
- e. 24 months
 - i. for studies certified to be in public interest.
 - ii. to join pre-examination training course for S.C. & S.T. candidates provided the employee has completed 3 years of service.

PREVENTION OF STAFF FROM AVAILING SUMMER VACATION

The colleges are closed in summer for vacation declared by the concerned University. However, the routine work like preparation of pay bills, preparations for the next academic year, initiating the action on the correspondence received from various agencies etc., have to be attended to.

Keeping this in view, the Principal is permitted to prevent some non-teaching staff members from availing vacation. Through the proceedings L.Dis.No.1687/C5.2/81 dt.22-4-1981, the Director has prescribed a scale for preventing the non-teaching staff from availing the vacation based on the student strength of the college. However, the Principal is not competent to prevent himself from availing summer vacation or neither he can prevent the teaching staff members from availing summer vacation. If there is an absolute need to discharge any work during summer vacation prior permission of the Commissioner/Director of Collegiate Education should be obtained to prevent teaching staff or Principal himself from availing summer vacation.

PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION A.P. : HYDERABAD

L.Dis.No.1687/C5.2/81

Dated:22-4-1981

Sub: Public Services - Prevention of non-teaching staff from availing summer vacation - Scale of staff to be prevented and authority competent to prevent such staff prescribed - Availment of summer vacation by the non-teaching staff - Revised - Orders - Issued.

- Read:**
1. Procs.Rc.No.192/E1/66, dt.17-10-66 of the Director of Collegiate Education, A.P. Hyderabad.
 2. Procs.Rc.No.2189/C5-1/78, dated 17-3-78 of the Director of Collegiate Education, A.P. Hyd.
 3. Representation dt.27-3-81 from the A.P. Collegiate Education Department Non-teaching Govt. Employees Association.

1. In the proceedings first and second read above it was ordered that three members of the ministerial staff of Government Degree College and one member of the ministerial staff of Government Junior College may be prevented from availing summer vacation in turn and proportionate earned leave may be reserved therefor.
2. In view of the bifurcation of the Department of Public Instruction during 1975 and also in view of the constitution of separate units of appointment for non-teaching staff in Government Degree/ Government Junior Colleges and also keeping in view of the increased workload in both the Degree and Junior Colleges, it has become necessary to review the existing position and issue revised instructions in the matter.
3. Accordingly, the following orders are issued in supersession of the orders issued previously on the subject.

In order to look after the work during summer vacation in the colleges, the Principals of Government Degree and Government Junior Colleges are hereby authorized to prevent the non-teaching staff of their colleges as per the following scale and proportionate earned leave maybe reserved therefor on behalf of the incumbents so prevented.

In Degree Colleges:

- i. One Superintendent.
- ii. One Senior Assistant.
- iii. One Junior Assistant.
- iv. One Typist.
- v. One Record Assistant.
- vi. Two Attenders - where the college strength is less than 1,000.
- vii. Three Attenders where the college strength is more than 1,000.

It should be ensured that no other staff member is prevented in excess of the scale prescribed.

4. The Menials paid from contingencies (full time and part time) who are expected to attend the college during summer vacation also should be required to attend to their duties as usual during summer vacation. There will be no reservation of leave for contingent employees as they are not entitled for any leave benefits as in the case of others.

5. In regard to the terminal holidays declared by the Director of School Education, Andhra Pradesh, Hyderabad in respect of High Schools attached Government Junior Colleges and those declared by the Board of Intermediate Education in respect of Intermediate sections, the Principals of Government Junior Colleges are informed that so far as the non-teaching staff are concerned, the High School and Intermediate sections have to be taken as one integrated unit and they may be permitted to avail summer vacation with school schedule.

Receipt of these proceedings should be acknowledged.

S.AHMED BEEBI
for Director of Collegiate Education

DECLARATION OF PROBATION OF GOVERNMENT EMPLOYEES

The Principal has to maintain a Register of Probationers separately for each category of posts in order to watch the declaration of probation of employees who are appointed to a post on regular basis. A specific proforma is prescribed for maintaining the register of probationers.

The period of probation in respect of direct recruits is two years while in respect of promoted, it is one year.

The Principal should send the proposals for the declaration of probation of employees immediately on completion of period of probation to the competent authority. For the categories of employees for whom the Principal is appointing authority he can issue orders declaring the probation of the employees after the completion of prescribed period as per rules in vogue.

STATISTICAL DATA TO BE FURNISHED TO COMMISSIONER/DIRECTOR

The Principal should arrange for the preparation of statistical statements and send to the Commissioner/Director promptly within the stipulated date every year. The information should be sent in two parts (1) Numerical Data (2) Financial Data.

1. Numerical data consists of two tables.

TABLE - I General information about the courses offered in the college, enrollment of students course-wise and number of teachers working in the college and among them the SC, ST and BC teachers to be shown.

TABLE - II pertains enrollment in general education at different levels in the college.

The figures be furnished as on 30th of September every year and the statements be despatched in the 1st week of October every year.

2. Financial data shows income and expenditure statements, (a) Income may be recurring or non-recurring, collected from different sources like Government, Government Agencies (like UGC), fees collected, endowments and other sources. (2) Expenditure: recurring on salaries, maintenance, equipment, library etc. or non-recurring like building construction, equipment, furniture etc.

The financial data be prepared with figure on 31st March every year and be promptly despatched to Commissionerate. Care should be taken to furnish accurate information within stipulated time to the Commissionerate in correct proforma. Care should also be taken to compare the figures with the figures of previous years and explain the reasons for variation, if any. Apart from the Commissioner/Director other agencies like University and UGC may also require the statistics. It is the responsibility of the Principal to maintain records properly at the college level and send them to the concerned agencies within the stipulated dates.

PERIODICAL INSPECTIONS OF COLLEGES:

The Commissioner/Director of Collegiate Education, or R.J.D. of the region will conduct periodical inspection to ensure proper functioning of colleges and the over all progress. The inspection is conducted both on academic and on administrative and financial matters. The inspection aims at ensuring proper implementation of Government orders and instructions of the Commissioner issued from time to time and rectify the defects in the administration and financial management. A detailed note and the proforma of depth inspection are given in the Department Manual of Collegiate Education. A depth inspection questionnaire approved by government for inspecting the academic aspects is also given in the said manual.

FUNCTIONS OF PRINCIPAL

Functions of Principal in managing the financial matters

Every Government servant should see that proper accounts are maintained for all Government and other financial transactions with which he is concerned and render accurately and promptly all such accounts and returns relating to them as prescribed. He should check the accounts everyday to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The Head of the Office (Principal) will be held personally responsible for any loss that may be found due to any neglect of the duties laid upon him by the provisions of the Financial Code. The fact that a Head of the Office (Principal) has been misled or deceived by a subordinate, will in no way mitigate his personal responsibility, since every Government Servant should be familiar with the financial rules and exercise a specially strict and close control over his subordinates in regard to the use of public funds and the maintenance of proper accounts (As per Art.5 of APFC.I).

Government Colleges receive finances from different sources, like

- I. Budget released by State Government.
- II. Fee collected from students.
- III. Assistance received from UGC.
- IV. Grants received from other agencies.

It is the responsibility of the Principal to maintain proper accounts of receipts and expenditure of moneys received from the above sources.

I. BUDGET RELEASED BY THE STATE GOVERNMENT:

The college receives budget from State Government under different heads.

Budget : Classification of Accounts (As per G.O.Ms.No.664 Finance (BG.I) Dept., dated.27-10-2001)

(a) 010. SALARIES :

Will include pay, allowances in all forms of personnel including honoraria and leave encashment except travel expenses (other than leave travel concession). This object classification will also be utilized for recording expenditure on emoluments and allowances of Heads of States and other high dignitaries including sumptuary allowance.

(b) **200. WAGES :**

Payments required for full time and part time employees, are provided under this.

(c) **110. DOMESTIC TRAVEL EXPENSES :**

Will cover all expenses on account of travel on duty in India including conveyance and fixed travelling allowance, but excluding leave travel concessions which would be part of salaries. This will also include TA/DA to non-official members on account of travel in India.

(d) **130. OTHER OFFICE EXPENSES:**

(1) **131. UTILITY PAYMENTS :**

Will include postage, telephone, telegram, water and electricity charges.

(2) **132. OFFICE EXPENSES :**

Will include all contingent expenses for running an office such as furniture, purchase and maintenance of office machinery and equipment, liveries, hot and cold water charges (excluding wages of staff paid from contingencies) stationery, printing of forms. This also includes "Hiring of private vehicles". However, expenditure on purchase and maintenance of staff cars and other vehicles for office use will come under 510 Motor vehicles.

(e) **140. RENT, RATES AND TAXES :**

Will include payment of rent for hired buildings, municipal rates and taxes etc. It will also include lease charges for land.

(d) **520. MACHINERY AND EQUIPMENT :**

Will include machinery, equipment, apparatus etc., other than those required for the running of an office and special tools and plants required for specific works. Purchase of books, periodicals, and laboratory equipment are included under this. An amount equivalent to 1/3 of the games fee collection made during the year, can be spent from this head for the purchase of non consumable games equipment.

(f) **270. MINOR WORKS :**

Will record expenditure on repairs and maintenance of works, and equipment. This also includes expenditure on workcharged establishment.

(g) 300. OTHER CONTRACTUAL SERVICES :

Will include expenditure on service or commitment charges and not include value of gifts received etc., and payments for contract appointment.

(h) 500. OTHER CHARGES :

Will include payment of discretionary grants, other discounts, customs duty compensation, awards and prizes, reimbursement to RTC for providing transport facility to various categories of public etc. Any other expenditure which cannot be classified under any of these specified object heads will be debited to this head.

(I) Records & Registers to be maintained for the operation of Government budget:

Name of the Register	FORM NO. OF APTC Vol.II
1. Cash Book	5
2. Pay bill Register	47
3. T.A. Bill Register	52
4. Misc. Bills Register	40
5. Register of Contingent Charges (BCR)	7 of APFC Vol.I
6. Acquittance Register for Payment of Pay and allowances	88
7. Misc. acquittance Register for payment of T.A., F.A. and other payments	58
8. Acquittance Roll of Contingent Staff (Menials)	
9. Undisbursed Pay (U.D.pay) Register	20
10. Permanent Advance Register	89
11. Cash Book for non Govt. transactions	5
12. Treasury Bills Register (TBR)	70
13. Register of Advances of Pay & T.A.	
14. Office copy of L.P.C. issued Register	
15. Register of true copies of L.P.Cs, received	

16. Tour Advance Register
17. Register of recoveries of Festival Advance.
18. Register of recoveries of Medical Advance.
19. Register of recoveries of loans granted to Govt., servants for purchase of Bicycles, House Building, Marriage, Motor Cycle etc.
20. Register of recoveries of G.P.F.
21. Register of recoveries of A.P.G.L.I.
(See appx 26 of APFC Vol.II)
22. Register of recoveries of advance on transfer
23. Increment watch Register
(Gazetted & Non-Gazetted Separately)
24. Register showing the service books received from other offices and sent to other offices
25. Register showing the temporary establishment of the offices and their continuance
26. File containing the original challans for the amounts remitted into the Treasury.
27. Register of actual expenditure incurred with progressive totals prescribed in Budget Manual.
28. Office Copy of G.P.F. bills Register
29. Sub-Cash Books for Scholarships, Restructured Courses
30. Register of Valuables (Cheques and drafts received)
31. Printed receipt books for the issue of receipts for the amounts received from the parties
32. Register showing account of receipts used and unused.
33. Register of Security Deposits.
34. Stock Register of Furniture.
35. Accession Register of Library Books.
36. Stock Register of Library books and Maps.

37. Issue Register of Library Books.
38. Stock Register of Science Equipment (non consumable and consumable separately)
39. Breakage Register.
40. Register of Loss and Damaged articles.
41. Register showing disposal of articles.
42. Condemned articles Register.
43. Scale Register of Staff.
44. Register of objections raised by departmental inspecting officer.
45. Register of Accountant General's objection.
46. Register of Security Deposits.

All the registers should be neatly bound up and kept as they are of very important in nature. The following instructions should be followed for their maintenance.

- i) All the pages of the register should be numbered and certificates appended on the front page under attestation of the Head of the Office showing the number of pages the register contained.
- ii) If the register is opened in manuscript for want of printed copy, the headings of the register should be typed and neatly pasted.
- iii) There should be no register without proper headings.
- iv) A register once exhausted should be withdrawn from the clerk concerned and sent to the record room for safe custody under proper acknowledgment.
- v) In case of Cash Book, Permanent Advance Register and U.D. Pay Register, the closing balance as appearing on the last page of the old register and a certificate to the effect should be appended in the new register under the attestation of the Head of the Office.

II. FEES COLLECTED FROM STUDENTS:

The main source of revenue in college, is the fees collected from students. They are:

- (1) Tuition Fees
- (2) Special Fees
- (3) Admission Fees, and
- (4) Other Miscellaneous Fees

RECEIPT BOOKS :

Fee Receipt Books used in college should be given serial numbers and issue of these books should be recorded in a separate register. Counter foils should be carefully preserved for all receipts issued. In case of cancelled fee receipt, it should be cancelled including the counter foil. When the fee is refunded, it should be recorded on the counter foil along with the original receipt of collection.

The tuition fees and admission fee collected from students have to be promptly remitted to the Government account. They cannot be withdrawn without prior approval from the Head of the Department.

TUITION FEE REMITTANCE :

The Principals of Government Colleges should promptly remit the tuition fee reimbursed, to the concerned head of account in the Government treasury. The Private Aided Colleges should remit the standard rate of the tuition fee in the "Joint Account" and the management rate will be retained by the management for the developmental activity of the college. It is the responsibility of the Principal to personally verify these remittances, as a number of instances are detected in audit regarding the misappropriation of the tuition fee which is not remitted to appropriate head of account.

As per the existing orders, the fees are being remitted through challans in the banks. The challans are then produced in the college. The college should issue the receipt for the challans with serial number, amount and the date.

DAILY FEE COLLECTION REGISTER :

The fees collected on a day should be entered in this register in which accounts of daily collections due to Government, i.e., tuition fee and admission fee, are maintained.

REGISTER FOR MISCELLANEOUS COLLECTIONS :

All the fees collected, other than tuition fee and registration fee, have to be recorded in Register for Miscellaneous Collections.

DEMAND, COLLECTION AND BALANCE (D.C.B.) STATEMENTS REGISTER :

The purpose of this register is to keep a watch on the collection of fees due from students. Non collection of fees is loss to the Government and should be avoided at any cost. D.C.B. statements are prepared every month and sent to the Commissioner/Director. The statement shows the number of students in each class at the beginning of the month, the fees due from them, amount collected during the month and amount still to be collected at the end of the month.

REGISTER OF CHALLANS :

Challans register should be maintained for each financial year. Whenever money is deposited in the bank or treasury, the details of the challan should be entered in this register. The date of remittance, serial number, purpose of collection, the head under which the amount is remitted and the amount remitted should be entered. Each entry should be attested by the Principal.

TERM FEE REGISTER :

This register is meant to keep a watch on the fees collected from individual student. It contains the names of the students on rolls in each class, tuition fees and special fees paid by them in each term, the fee concessions granted to students, etc.

FEE CONCESSION REGISTER :

All fee concessions granted to different categories of students are recorded in this register. The students belonging to Scheduled Castes, Scheduled Tribes and Listed Backward Classes whose parental income is below the prescribed limit, are exempted from paying tuition fee. Their special fee is reimbursed by Social Welfare Department. Certain other categories whose parental income is below the prescribed limits, are granted half fee concessions. All these fee concessions granted to the students are noted in this register.

ADMISSION REGISTER :

As soon as the admissions are finalized for the year, the particulars of all the students admitted should be entered in this register in prescribed proforma. When a student leaves the college, his/her name should be rounded off in the Admission Register and the T.C. number and the date of issue of T.C. should be noted against the name of the student. Each and every entry in this register should be attested by the Principal. This being a very important register, it should be permanently kept in the college.

CAUTION MONEY DEPOSIT REGISTER :

Caution Money Deposits collected from students towards library and laboratories should be recorded in this register. When ever deposits are returned to students, it should be noted in this register. The entries in this register should be made in the prescribed proforma. The caution money should be returned only after obtaining no dues certificate from all concerned departments.

CUSTODY OF CASH & MAINTENANCE OF CASH CHEST :

- 1) The office cash balance should be kept in the iron cash chest having double lock arrangements. The cash chest shall, if practicable, be embedded in masonry so as to prevent removal by thieves. One key of the cash chest should be held by the Head of the Office (Principal) and the other by the A.O./Superintendent or any other senior most government servant of the office. They should personally hold the keys of the chest and the keys should never leave the possession of the government servants concerned. The cash chest should not be entrusted to the attenders. Whenever any one of them goes on camp or goes on C.L., he should personally hand over the key to any other government servant who is authorized to hold the same during his absence. It should not be sent through any other messenger who may unscrupulously prepare a duplicate key for its use at a later date without the notice of the Head of the Office and other government servant holding the keys (S.Rs.1 & 2 of T.R.II of APTC Vol.I).
- 2) Whenever there is change in the incumbent or the government servant holding the key of the cash chest due to any kind of leave or transfer, the incoming government servant should personally verify the cash and record a certificate of verification in the cash book under his own hand and affix his dated signature.

- 3) The duplicate keys of cash chest should be kept in a small packet and the packet sealed and sent to the nearest treasury for safe custody. The receipt granted by the Treasury Officer should be carefully filed. Thereafter every year, the sealed packet should be obtained from the treasury duly surrendering the receipt obtained at the time of deposit, the contents of the sealed packet checked up and the duplicate keys should again be deposited in the treasury for safe custody (Instrn. 19 of T.R. 11 of APTC Vol.I).
- 4) When leaving the office every day after locking the cash chest, a proper seal duly signed by the Head of the Office (Principal) should be pasted on the cash chest and the sealed cash chest handed over to the night watchman if there is one under his acknowledgment. On the next day when the office is opened, the cash chest should be taken over, by the Head of the Office by furnishing the acknowledgment. A register should be maintained for this purpose in the form noted in Appendix-I. The night watchman is expected to be awake during the nights and guard the office and cash chest. He should be provided with a torch light and stick. Once in a fortnight, the Head of the Office (Principal) should make surprise visit to the office to find out whether the night watchman is performing the duties or not and record the result in the register. If the night watchman is found sleeping or/and in drunken state, deterrent action should be taken against him.

GENERAL CASH BOOK

(S.,R.3. T.R.10; SR2 - T.R.11)

The following instructions should be followed in the maintenance of Cash Book.

- a) Every Government Degree College should maintain a Cash Book in A.P.T.C. Form No.5 with the following columns:
 - (i) Date of receipt, (ii) Particulars, (iii) Amount, (iv) Date of disposal or remittance to treasury, (v) Particulars, (vi) Amount, (vii) Remarks.
- b) There should be two cash books - one for Government transactions and the other for Non-Government transactions, if the Government servant is permitted to handle in his official capacity moneys received not on behalf of the Government Institution. The cash balance relating to Govt., transactions and Non-Government transactions should be kept separately in the cash chest (S.R. 7(c) T.R.10 OF APTC.Vol.I).

- c) It is not correct to multiply cash books and as far as possible only one cash book should be maintained. Subsidiary registers may however be opened, if need be, taking their totals to the cash book.
- d) Money received on behalf of the government (with the exception of moneys drawn from Treasuries on Bills for Pay, Contingencies etc., which are accounted for and watched in other ways) should immediately be accounted for in the Cash Book (S.R.3 - T.R.10).
- e) For each entry on the receipts side of the Cash Book, there should be a counterfoil of printed receipt. A printed receipt book should be maintained for the issue of receipt for the accounts received in the office (S.R.2 - T.R.10). Against each relevant entry of receipt for the amounts received in the cash book, the receipt number should be noted against each item in the Cash Book.
- f) Before an officer signs a receipt, he should see that the receipt of the money has been duly recorded in the cash book and in token of his check he should initial with date the relevant entry in the Cash Book.
- g) When money is sent to the Treasury/Bank for remittance, entry should be made in the Cash Book while signing the challan. It should be attested only on receipt of the challan after remittance.
- h) In respect of amounts received on account of encashment of bills and cheques at Treasury or Bank, they should be supported by relevant entries in the Treasury Bills Register, or U.D.P. or P.A. Register etc.
- i) After totalling the receipts recorded in the cash book, the opening balance of the cash book should be added and grand total struck.
- j) For every item of disposal on the charges side of the cash book, there should be acquittance in proof of having disbursed the amount.
- k) At the close of business on each working day, the Cash Book should be closed duly verifying the cash on hand and the closing balance arrived at in the Cash Book.
- l) A memorandum of verification should be recorded in the Cash Book duly counting the cash and verified with the book balance as shown in the Cash Book and other all sub-cash registers after they have been closed for the day and then signed by the Drawing Officer as below.

A.	Balance as per Cash Book	xxxxxx
	Balance as per UDP Register	xxxxxx
	Balance as per P.A. Register	xxxxxx
	Balance as per other sub-cash books (i.e., Scholarships, Restructured courses etc.)	xxxxxx
	Total Book Balance	-----
B.	Amount held in cash	xxxxxx
	Amount held in the shape of Cheques and drafts	xxxxxx
	Total	-----
C.	Cash balance ascertained by counting	xxxxxx

m) If there is difference between the book balance and the physical balance, the same should be reconciled. If it cannot be reconciled, action should be taken under Art.294 of APFC Vol.I and S.R.2 of T.R. 11 of APTC Vol.I.

n) If the concerned officer happens to be in camp or leave, the officer who looks after his work or the ministerial head should also check the cash book as above and the Drawing Officer should as soon as he returns to office, verify the entries in the Cash Book and attest the same duly satisfying the correctness of the same.

UNDISBURSED PAY REGISTER

(Instrn.26 T.R. 10 and SR.4 TR.32 APTC Vol.I)

1. All the amounts relating to the claims of Govt., servants in the college should be brought to account in this register on the same day of encashment. The same register shall also be used wherever necessary for watching the disposal of the undisbursed balances, if any, of amounts drawn on contingent bills in excess of the permanent advance.
2. As far as possible, the official entrusted with the preparation of bills should not be entrusted with disbursement. In a large office, separate U.D.P. Register may be maintained for pay and allowances and contingencies.

3. The register is to be maintained in A.P.T.C. form No.20 with the following columns:
(1) Date (2) Annual S.No. (3) Description of bill (4) Amount (5) Amount undisbursed (6) Date of subsequent disbursement (7) Amount disbursed (8) Balance (9) date (10) No.of receipt items from which disbursed (11) Particulars of Payment (12) Amount.
4. The serial numbers in this register should be assigned consecutively for each financial year. The serial number against each items should be rounded off when the complete amount drawn under the particular items is disbursed leaving no balance.
5. The receipts should be indicated in cols. 1 to 4 while the disbursements thereto indicated in cols.9 to 12. On each date of transaction, the totals under receipts and disbursements should be worked out and the balances struck. The undisbursed balance as verified from the acquittance roll should be entered in col.5 and subsequent disbursements noted in cols. 6 to 8 till the entire amount is disbursed and the items is finally rounded off.
6. The closing balance of Undisbursed Pay Register should be taken to the cash book.
7. The Undisbursed Pay Register should be signed every day by the Principal of the College.
8. The undisbursed amount should not be kept for more than 3 months from the date of drawal and they should be remitted back to Government.

UNDISBURSED CONTINGENCIES REGISTER (Undisbursed Pay Contingency Register) :

This is meant for recording the drawals under contingencies. The maintenance of this register and the proforma used is the same as that of Undisbursed Pay Register.

PERMANENT ADVANCE REGISTER :

It is maintained in A.P.T.C. Form No.89. Every office is provided with Permanent Advances (PA) to meet with urgent, unforeseen, petty items of expenditure. The permanent advance is recouped by drawing contingent bills for the expenditure initially met from Permanent Advance.

CONTINGENT CHARGES REGISTER :

It is maintained in A.P.F.C. form No.7. All items which are necessary for running an office are included under 'Contingencies' or 'Contingent Charges', such as Library Books, Stationary, Advertisements, Postage, Sanitary charges, Telephone/Telegraph charges etc. The extent to which the Head of the Office can sanction expenditure on ordinary and recognized contingencies is laid down in article 93 of A.P.F.C. Vol.I.

TREASURY BILL REGISTER (Instruction 33 - TR.16)

- i) Every college presenting bills at Treasuries should enter particulars of all its bills including bills of Gazetted Government servants in a book called the "Treasury Bill Book" in APTC form 70 with the following columns:
 - a) Number, date and description of bills
 - b) Total amount of bills
 - c) In cash
 - d) By Govt., drafts or book adjustment
 - e) Name and designation of the person in whose favour the Govt., drafts are to be issued.
 - f) Name and designation of the messenger authorized to collect token from the Treasury and cash from the bank/treasury.
 - g) Signature of the Drawing Officer.
 - h) Date of receipt of the bill in treasury and the initials of treasury officials.
 - i) Token No. allotted by the Treasury.
 - j) Amount passed by the Treasury.
 - k) Dated initials of the treasury official in token of the treasury having passed the bill.
 - l) Remarks (date of receipt of money should be entered and initialed by the Principal (DDO).

- ii) The register should be presented at the Treasury along with cash bill. The treasury will not accept any bill unless the treasury bills book duly entered upto Col.7 is presented with it.
- iii) Where the bill is passed for payment, the treasury is expected to note the amount for which the bill has been passed and the concerned official in the Treasury should sign in full in token of authenticity of the particulars record by the Treasury in Cols.8 to 10. If there are any unattested corrections or erasures or overwritings in respect of the amounts noted by the Treasury they should be got attested by the Treasury officials, after receipt of the cash from the bank. The Treasury Bill Register should not be allowed to remain in the treasury for unduly long periods. If there are bills pending for more than 3 days in the treasury, the matter should be taken up with the Treasury Officer or S.T.O. by the Head of the Office for their expeditious disposal.
- iv) If the treasury returns a bill with any objection and if it is sought to be represented after rectification of defects pointed out by the treasury, a fresh entry should be made in the treasury bill register and the bills sent.
- v) If the Treasury passes any bill for less amount disallowing certain amount according to the entry recorded by it in the treasury bill register, a memorandum of deductions from bills should be obtained from the Treasury in APTC form 71 - instruction, 34 TR 16 of APTC Vol.I.
- vi) While endorsing bills for encashment, care should be taken to follow the monetary limitations for each type of messenger as laid down in Art.274 of A.P.F.C. Vol.I.

REGISTER OF BILLS :

In Twin cities, where the bills are presented at P.A.O., a register of bills in APTC 70-A should be maintained with the following columns: (1) S.No. (2) Description of claims (3) Amount (4) endorsed in favour of (5) Signature of D.O. (6) Token No. (7) Date (8) Cheque No. (9) Date (10) Amount passed (11) Reference to U.D.P. Register (12) Attestation

- g. Precautions should be taken to ensure that parallel Treasury Bills Registers are not maintained.

- h. The following certificates should be recorded when existing register is closed and a new register is opened as per G.O.Ms.No.172 Fin & Plg (FW Accts.II) dt.6.6.79.
- i. Certificates to be recorded when a new bills register is brought into use.
- (i) Certified that this Treasury Bills Book / Register of Bills contain pages serially numbered from to and brought into use with effect from..... (in words).
 - (ii) Certified that I am presenting the bills in the Pay & Accounts Office/ Dist., Sub-Treasury through this register of bills/treasury bills book only, and I have personally satisfied myself that no other register of bills/treasury bills book is currently in use for presenting the bills at the PAO/Dist.,/Sub-treasury.
- II. Certificate to be recorded when the register is completed and lodged before a new register is brought into use.

Certified that I have personally satisfied myself that all the bills presented through this Register of Bills/Treasury Bills Book have been either encashed or returned by the PAO / Treasury Officer and have been properly and completely accounted for. This register is closed and kept under my personal custody.

- (j) To prevent presentation of fraudulent drawal of bills, this register should be reviewed by-weekly by the Drawing Officer and the result of the review recorded in the form of abstract as below:

(1) Opening balance (2) Bills sent during 1st half/2nd half of the week (from to) (3) Total 1+2 (4) Bills passed during 1st half/2nd half of the week (from.....to.....) (5) Brief reasons for pendency.

ACQUITTANCE ROLL REGISTER :

A.P.T.C. form 88 is used for this register. The acquittance rolls towards the disbursement of pay and allowances and other claims drawn on behalf of staff should be maintained in this register.

STOCK REGISTERS :

The stocks of furniture, equipment and other office stores should be maintained in separate Stock Registers. A.P.F.C. form No.10 is the general

proforma used for Stock Registers. The annual stock verification of all stocks should be done at the end of the every financial year in the manner indicated in Article 143 of A.P.F.C. Vol.I (Govt. Memo No.10970/228/TFR/90-1 Fin. Dept. dt.10-11-1992).

INCREMENT WATCH REGISTER :

To ensure prompt drawal of increment of the Govt. employees, the Government have issued instructions in G.O.Ms.No.104 (F&P) dt.8-3-1976 for maintenance of the increment watch register. A.P.T.C. form No. 106 (given below) is used in this register. Every Drawing Officer should verify the service register of all employees working under him and record their increment particulars in the increment watch register. This should be done in the month of December every year.

INCREMENT REGISTER PROFORMA

S. No.	Name & Designation	Scale of Pay	Date of increment	Pay after the sanction of increment	Date & ref. no. of releasing increment	Remarks	Initial of Drawing Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

PURCHASES

PURCHASE OF FURNITURE :

As per G.O.Ms.No.148 Finance & Planning (F.W.ADMN.I.TFR) Dept., dt.2110.2000, the Principal (as unit officer) may purchase furniture to the extent of Rs.10,000/- p.a., subject to availability of budget provisions. This expenditure is met from the item "130.Office Expenses/ 132.Other Office Expenses" provided in the annual budget. While making purchases of furniture, the instructions issued from time to time by the Government and the Commissioner/Director should be followed.

1. In this connection the following guidelines are issued for incurring expenditure on certain items of expenditure.

1. All the indents for purchases should be moved in the CPDC and after making a resolution in the C.P.D.C., the same may be put up to the Purchase Committee for approval. A member of the teaching staff should be made in-charge of the furniture.

The following people should be the Members of the Purchase Committee

- (a) All Incharges of Departments of the College
 - (b) A nominee of D.I.C. (District Industries Centre) of the respective district.
2. While making purchases, they should strictly adhere to the instructions contained in the Art. 125 of APFC Vol.I and instructions issued thereon from time to time by the Government/ Director of Collegiate Education.
 3. Stock Registers should be maintained for all the purchases made, for verification.

The following guidelines may be followed for making purchases of the following items:

(1) FURNITURE & OTHER ALLIED ITEMS:

As per G.O.Ms.No.d566/D/67-1, Industries Department, dated.17-02-1967, the Government Departments should purchase the wooden furniture required, in the following order of preference:

- (i) Jail Department: As per G.O.Ms.No.387 Home Department dated 27-02-1978, Government has directed that all Government Departments should place their orders for the supply of articles manufactured in Jails and the institutions under the Jail Department, sufficiently early to enable the Jail Department to manufacture the articles and supply in time.

If they express their inability to supply the articles within the stipulated time, "No Stock Certificate should be obtained from the concerned institutions and there upon the indenting dept., can purchase the required articles from outside the Jail Department.

- (ii) Govt., Centres like P.W.D. Workshops, Hyderabad and Sitanagaram, Saw-Mill-Cum-Production Centres run by the Govt., at Hyderabad and Rajahmundry.
- (iii) Private institutions recognized by Govt., like Boys Town Industrial Training Centre, Hyderabad.

(iv) **RATE CONTRACT FIRMS :**

Since there are no Government firms who directly manufacture steel furniture, it has to be purchased from the Rate Contract Firms approved by the Industries and Commerce Department. Purchases from private firms can be resorted to, if the articles are not available under Rate Contract Basis as per G.O.Ms.No.48 Industries & Commerce (SSI) Dept., dt.20.02.1999. The list of approved Industrial Rate Contract holders as communicated by the Commissionerate of Industries through Lr.No.29/1/9/0243/UP, dt.06.11.2000.

- (v) All the furniture articles should be serially numbered, items wise, and these numbers should be entered in the stock register also. With the help of the numbers entered in the stock registers, it is easy to know when a particular article has been purchased and at what cost. Different code numbers may be allotted for different items of furniture for easy identification and verification. The Stock Register is to be maintained in form 10 of A.P.F.C. Vo.I, with proper indexing.

REPAIR OF FURNITURE :

As per G.O.Ms.No.148, Finance & Planning (FW.ADMN.I.TFR) Dept., dt.21.10.200, the financial power of the Principal to repair the furniture is Rs.5,000/- p.a. The repair work should be periodically undertaken. The repair work can be entrusted to approved Government Agencies or to private persons in the absence of Government Agencies. Prior approval of the

Director/Commissioner should be taken for the repairs, if the estimate of repair work exceeds financial powers of the Principal.

While making furniture repairs, they should strictly adhere to the instructions contained in the Art.125 of APFC Vol.I and instructions issued thereon from time to time by the Government/Directorate.

PURCHASE OF LIBRARY BOOKS :

1. Purchase Committee consists of

Principal: Ex-Officio Chairman

Librarian: Lecturer in Library Science - Convenor
All Lecturers-in-Charge of the Departments

Library Books can be purchased from the amount set apart for the purchase of Library Books under the head "520. Machinery and equipment / 521. Purchases". There is no financial limitation for the purchase of books (Appendix of VIII (23) A.P.F.C. Vol.II) by the Principal.

The books can also be purchased from Special Fee Fund collection. Newspapers and periodicals can also be purchased from Special Fee collection made under the item "Library and Reading Room".

U.G.C. also gives assistance for purchase of books. Care should be taken to buy standard books of permanent value, useful for staff and students of the college.

All the indents for purchase of books should be moved in the CPDC and after making a resolution in the C.P.D.C., the same may be put up to the Purchase Committee for approval.

They should be purchased from the firms which offer highest percentage of rebate within the State. If the books are not available in the State, they can go for purchases outside the State duly taking prior permission of the Commissioner/Director of Collegiate Education in this regard. If the branch office of firms of outside the State are situated in this State, they can directly place the orders with that firm within the State.

Separate Stock Registers should be maintained for the books purchased under the sources of income mentioned above. The registers to be maintained:

- (i) Accession Register
- (ii) Stock Register (Subject wise)
- (iii) Issue Registers (Class-wise)
- (iv) Issue Registers (For Staff)

PURCHASE OF SCIENTIFIC EQUIPMENT:

1. Formation of Committees:

For each department :

Principal	:	Ex-Officio Chairman
Lecturer-in-charge of the Department	:	Convenor*
Lecturers (of the Departments concerned)	:	Member*

*(if no regular lecturer is available, lecturers of other related department(s) may be taken into the committee).

All the indents for purchases of Science Equipments should be moved in the CPDC and after making a resolution in the C.P.D.C., the same may be put up to the Purchase Committee for approval.

While making purchases, they should strictly adhere to the instructions contained in the Art. 125 of APFC Vol.I and instructions issued thereon from time to time by the Government/Directorate of Collegiate Education.

Principal is competent to purchase Scientific Equipment (Apparatus, Instruments and Machinery) and has full powers as per G.O.Ms.No.148 Finance & Planning (FW.ADMN.I.TFR) Dept., dt.21.10.2000, subject to availability of budget provision. While making purchases, prescribed procedure should be followed. Open tenders or limited tenders maybe invited. The names of the companies maybe selected for calling limited tenders. As far as possible, least quoting company should be preferred for supply of articles If the quotation of the least quoting company is not approved,the reasons for not approving the quotation should be recorded clearly.

On receipt of the equipment, the stock should be entered in the concerned stock register after due verification of the quality of the equipment. The damaged and substandard equipment should not be accepted and should be returned to the supplying company. The lecturer in-charge of the

department will certify the good condition of the equipment and its entry in the stock register. On receipt of the bills with stock entry certificate, the Principal should make the payment to the supplying company. The stocks purchased from Government budget, U.G.C. Grant or Special Fee Fund should be entered into separate stock registers.

The Science Departments, Games Department and Library should maintain Accession Registers, Stock Registers, Breakage Register, Issue Register and Bills Register. Non-consumable and Consumable stocks should be maintained in two separate registers. Science Departments should maintain breakage register. The cost of the broken article should be recovered from the students. The broken articles can be deleted from the stock register by the Principal at the end of the financial year, if he is fully satisfied of the reasons for breakages.

PURCHASES OF GAMES MATERIAL :

Formation of Committees:

Principal : Ex-Officio Chairman

The Games fee collected under Special Fee collections, can be used for purchasing games material. However, an amount equal to 1/3 of the games fee collected under Special Fee can be utilized from the budget provisions under "Machinery and equipment" for the purchase of Games material. The proposal for such purchases should be sent to Director/Commissioner for approval, since Director/Commissioner is competent for sanction of utilization of budget provided under "Machinery & Equipment" for the purchase of Games material (Appendix-7 A.P.F.C.Vol.II).

COMPUTERS :

Should be purchased through A.P.T.S. only.

CONSTRUCTION OF BUILDINGS/MINOR WORKS/ORDINARY REPAIRS:

The Principals of Govt., Degree Colleges should follow the instructions issued by the Government in G.O.Ms.No.135 Fin & Plg (FW.BG) Dept., dated 20.09.2000, instructions contained in Chapter VIII of A.P.F.C. Vol.I, and instructions issued thereon from time to time by the Government/Director of Collegiate Education and to execute the works through R&B Department 'OR' any Govt., Engineering Agency, **duly passing resolution through C.P.D.C. and in consultation with the Dist., Collector concerned.**

ANNUAL STOCK VERIFICATIONS :

At the end of the every financial year, the verification of stocks in Science Departments, Games Department, Library, Audio Visual Equipment, Stationery, Furniture, Printed Forms, Registers should be undertaken. The Principal should appoint Stock Verification committees for the Departments separately. The Committee will make the physical verification of the stocks of the Department with the help of duplicate copies of the bills of the concerned year available in the Department. The Committee will record stock verification certificate on the last page of the concerned stock register. A detailed report should also be submitted to Principal regarding the position of stocks, the loss of articles if any, the breakages etc. The Principal will take action on the recommendation of the stock verification committee. The damaged articles are to be repaired, and the worn out and broken articles are to be written off with the permission of the competent authority.

WRITE OFF POWERS :

In G.O.Ms.No.471 Finance (TFR) Department, dated: 03.09.2001, the Director of Collegiate Education, A.P., Hyderabad was empowered to issue write off orders for various kinds upto Rs.5.00 lakhs (Rupees Five lakhs only) and the Principals of Govt., Degree Colleges (Unit officers) are not authorized to issue write off orders. All the proposals for issue of write off orders should be forwarded to the Director of Collegiate Education, duly following the norms as mentioned hereunder.

A Committee should be formed with all the Heads of Departments, headed by the Principal.

1. The Committee should check:
 - i) The stock register with invoices with references to approved indents.
 - ii) Stock registers with reference to invoice issues, breakages, recovery of costs, approved write-off etc.
 - iii) At the net book balance as per the stock register and then take physical verification of the ground stocks.
 - iv) Results of stock verification in triplicate should be submitted to the Principal.
 - v) The committee members have to sign with date in all the stock registers and countersigned by the Principal.

2. Verification report should contain among other things, lists of
 - i) Missing articles/books.
 - ii) Broken/damaged articles which can be repaired.
 - iii) Broken/damaged articles which cannot be repaired
 - iv) Articles, which became useless/obsolete by wear and tear to be written off
3. Lecturer-in-charge/Librarian/Physical Director have to offer their remarks.
4. Basing on the remarks, the cost of the article spoiled either to be recovered or got written off by the competent authority before the next stock verification begins.
5. While sending lists of the articles to be condemned to the competent authority, specific and clear reasons are to be mentioned for write off.
6. Condemned article should be disposed off by public auction giving wide publicity and the sale proceeds should be remitted to the Treasury after taking permission from Director of Collegiate Education.
7. For write off unserviceable articles beyond the powers of Principal, proposals should be sent to the Director as per article 140 of A.P.F.C. Vol.I.

S. No.	Name of the article	Cost of the article	No. of articles	Total cost of the article	Date of Purchase	Remarks
1	2	3	4	5	6	7

PURCHASES

Financial powers of Principal (As Unit Officer)

Sl. No.	Item No.	Limit	G.O.
1.	Purchase of furniture	Rs.10,000/- p.a.	G.O.Ms. No.148 Fin & Plg. (FW.ADMN.I.TFR) Dept., dt:21.10.2000
2.	Repair of furniture	Rs.5,000/- p.a.	—do—
3.	Purchase of equipment (Apparatus, instruments and machinery)	Full powers	—do—
4.	Printing of forms	Full powers	—do—
5.	Purchase of Stationery	Full Powers	—do—
6.	Repairs of Type Writer	Full Powers	—do—
7.	Repairs of Duplicator	Full Powers	—do—
8.	Purchase of Bulbs & Lamps	Nil	—do—
9.	Write off powers	Nil	—do—

AUDIT

The college accounts are audited by Accountant General and the periodical inspections of Commissioner/Director also includes verification of accounts and accounting procedures. Therefore, it is the responsibility of the Principal to keep all the records upto date and ready for audit.

The A.G.'s audit report is communicated to the Principal immediately after the audit is completed. The audit objections communicated by the A.G. should be promptly attended to and replies to the audit objections are submitted and see that the objections are waived. Still if some objections continue to persist, the audit objections are entered in a register called "Register of audit objections" (Proforma mentioned below is used for maintaining the registers). The register is reviewed every month in the Proforma mentioned below. The compliance report of the defects pointed by A.G. should be submitted within six weeks from the date of receipt of the audit report from A.G. The Principal should put in all efforts to see that audit objections/paras are settled as early as possible.

REGISTER OF AUDIT OBJECTIONS

Sl. No.	Bill No.	Token No.	Nature of Objection	Monetary Value	A.G's Ref.	Office Case	Nature of disposal	Date of submission of reply to
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

PROGRESS REPORT ON THE CLEARANCE OF AUDIT OBJECTIONS FOR THE MONTH ENDING WITH.....

Sl. No.	Name of the Institution & place	Year	Pending at the beginning of the month		No. received during the month		Total	
			no.	money value	no.	money value	no.	money value (4+5)
(1)	(2)	(3)	(4)		(5)		(6)	

No. of objections dropped by A.G. from out of col.4	No. of objections dropped by A.G. during the month (7+8)	Balance		Reasons for pendency (here give particulars of objections for which final replies sent but communications is awaited from A.G.)
		no.	money value	
7	8	9		out of col. 10
		no.	money value	no. money value

DETAILS SHOWING PENDENCY OF AUDIT OBJECTIONS

Di st.	Name of the institution & place	Year	Balance	Nature of Objections				Other
			at the close of month	want of stamped receipts	want of sanction	want of adjustment advances	want of D.C. of T.A.bill	Reasons
(1)	(2)	(3)	no. money value	no. money value	no. money value	no. money value	no. money value	(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REGISTER OF AUDIT REPORTS OF ACCOUNTANT GENERAL

Sl. No.	Para No.	Sub-para	Item & Sub item	Abstract of Objection	Page in which found (SF page No.)	Date of receipt of reply from subordinate Officers if any	Date of issue of reply to AG/CCE	Ref. of intimation from AG
1	2	3	4	5	6	7	8	9

PROVIDENT FUND ACCOUNT

Office of the.... Statement of particulars of allotments of provident fund Account Numbers to compulsory subscribers for the month of..... Please read carefully the instructions printed on the reverse before filling in the form

Head of Account to which pay and allowances are debited..... Name of Fund.....

Sl. No.	Name of Govt. servant	Name of subscribers father/husband	Date of birth sub-service	Date of joining	Designation
(1)	(2)	(3)	(4)	(5)	(6)

Emoluments	Rate of subscription (in whole rupee)	month which from subscription to commence	Remarks	To be filled in by Accountant General's officer Account* No. allotted
(7)	(8)	(9)	(10)	(11)

No..... Date.....

No..... Date.....

Forwarded in duplicate to the Accountant-General for necessary action. The Govt. servants whose names are in this statement are required to join the.... fund under the rules of Govt. of their names have not been included in the previous statements and they are not already members of any provident fund (Nominations are enclosed as mentioned in the remarks column).

Returned to..... Account Nos. allotted may be intimated to the subscribers and also noted in service books, nominations and other Official records. In all correspondence connected with provident fund of any subscriber, the Account No. should be quoted. Receipt of nominations at Sl.Nos..... is hereby acknowledged.

(Head of office) Accounts Officer
Office of the Accountant-General

PROVIDENT FUND ACCOUNT

Instructions for filling the statement

(Reverse of the form)

- (a) This form should be used only in cases of subscription to this fund is compulsory.
- (b) Separate forms should be used for different provident funds e.g. General Provident Fund. Contributory Provident Fund etc.
- (c) Separate forms should be used for persons whose pay and allowances are debited to different major and sub major heads of accounts.
- (d) Name of the fund may be filled in by suitable words (e.g.) General Provident Fund (A.P.) Rules/Contributory Provident Fund Rules (A.P.)
- (e) The statement should be sent in duplicate. It should include permanent Government Servants who joined service in the previous month and are required to join the fund compulsorily on entry into Government service and temporary Government servants who will complete the year's continuous service or other wise become eligible to subscribe to the provident fund, three months' hence.
- (f) Column 3: Husband's name (instead of father's name) may be given in respect of married female subscribers indicating the position.

BREAKAGE REGISTER

Name of the article broken	Quantity	Person responsible	Class and roll no.	How broken	Stock register folio
(1)	(2)	(3)	(4)	(5)	(6)

Cost of the article	Sign of the person responsible	Fine recommended by the lecturer	Orders of the principle
(7)	(8)	(9)	(10)

PROFORMA FOR STOCK REGISTER (NON CONSUMABLE STORES)

Sl. No.	Date of receipt and invoice no.	Description of the articles	No. received	Rate	Total costs
(1)	(2)	(3)	(4)	(5)	(6)

No. disposed method of disposal	Balance	Makers name or suppliers name	Labo Identification number	Location in the laboratory	Remarks
(7)	(8)	(9)	(10)	(11)	(12)

PROFORMA FOR STOCK REGISTER (CONSUMABLE STORES)

Date and Invoice No.	Opening Balance	Receipt	Total	Quantity issued
(1)	(2)	(3)	(4)	(5)

To whom it may Concern: issued	Balance on hand	Initials of Receiving Officers	Remarks
(6)	(7)	(8)	(9)

PROFORMA FOR ACCESSION REGISTER

Date	Bill or Invoice No.	Name of the supplier	Description of the article	Quantity	Rate	Amount	Page No. in Stock Register	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

INDENT PROFORMA

Indent for the purchase of Lab-equipment/Wooden furniture/Steel furniture for the year _____

Name of the College: _____

Detailed Head of Account: _____

Sl. No.	Name of the articles	Cost of the article	No. of articles/ quantity required for batch as stipulated by the University/ B.I.E.	No. of articles/ quantity available on hand	No. of articles/ quantity now	Total cost of articles required now	Justification for the purchase of the articles	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Certificate : The items included in the indent are in accordance with the scale prescribed by the University/Board of Intermediate Education. _____

A.P.T.C.FORMS-5

(See subsidiary Rule 3(a) under Treasury Rule 10)

CASH BOOK IN DEPARTMENTAL OFFICES**Cash book of the office of**

Date of receipt	Particulars	Amount	Date of disposal of remittance to treasury	Particulars	Amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

A.P.T.C. FORMS-20

(See Instruction 26 under Treasury Rule 10 and Subsidiary Rule 4(c) under Treasury Rule 32)

REGISTER OF UNDISBURSED PAY ETC.

(For watching the disbursement of moneys drawn from the Treasury and not disbursed on the same day).

Undisbursed balance of bills - CASHED

Annual	Description	Amount	Amount	Date	Amount	Bal	Disbursement				
Dt.	Sl	of bill or	of the bill	of	*disbur-	ance	date	No.of	Parti	Amo	
No.	No.	cheque	or cheque	sub-	sed		rec-	recei-	culars	unt	
		originally		sequent	disburse-		eipts	pts	item	from	which
		cashd		disburse-	ment		disbursed				
1	2	3	4	5	6	7	8	9	10	11	12

Office establishment bill
Office travelling allowance bill

Total

Total

Deduct amount paid
Details of balance

* As soon as a bill is drawn, columns (1) to (4) should be filled in column (4) should be attested by the drawing officer when he signs the bill. After the bill is cashed, the amount undisbursed at the end of the day should be entered in column (5).

The entries in these columns are to be made in the same line as the original receipt entries.

A.P.T.C. FORMS-89

(See subsidiary rule 5 under Treasury Rule 2)

Permanent Advance Disbursement Register**CHARGES**

Date	Monthly Sl.No.	Description and Dept	Amount	Mode of recoupment	Date of recoupment from Treasury
(1)	(2)	(3)	(4)	(5)	(6)

RECEIPT

Date	No. of bill	Sl.No. of item of charge recouped	Amount	Remarks
(7)	(8)	(9)	(10)	(11)

Opening balance

Total

Deduct charge

Closing balance

Add unrecouped

Expenditure as per sub-Vouchers

Total permanent advance

A.P.F.C. FORMS - 7

(See Chapter I, Articles 103 and 110)

**REGISTER OF CONTINGENT CHARGES OF THE
DEPARTMENT OF DISTRICT**

(Common forms of contingent register to be used in all departments except in the government press and jail department)

Sub-head, detailed account heads and sub divisions
Thereof unusual charges

Date	To whom paid (appropriation for each head)	No. of (sub vouchers contingent abstract)	Sub-head detailed account heads and sub- divisions of	Unusual charges	Descri- ption -A.C
(1)	(2)	(3)	(4)	(5)	(6)

Total each contingent abstract	Total of each month's bill	Date of detailed bill	Date of admission with initials	Advances	Remarks
(7)	(8)	(9)	(10)	(11)	(12)

(in the case of Districts)

A.P.T.C. FORM - 70

(See instruction 33 under Treasury Rule 16)

TREASURY BILL BOOK

Register of bills sent by _____ to the _____ Treasury for payment of money

No. date and description of bills etc sent for payment at the bank or at sub-treasuries	Total Amount of bill	Amount required		Name & designation of the person in whose favour govt drafts etc are to be drawn	Name & designation of the messenger authorised to collect token drafts and cash from the bank/ treasury	Sign of the drawing and disbursing officer	Date on which the bill was received at the treasury and the initials of the head-accountant	Token no. allotted by the treasury officer	Amount passed by the treasury officer	Dated initials of the head-accountant of the treasury in token of having passed the bill for payment at the bank or at the sub-treasury or disbursed cash for it	Remarks (the date of receipt of money should be entered here and initialled by the drawing and disbursing officer)
		In cash	By Govt drafts or book adjustment								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Note: On return of the bill un-passed by the Treasury, the Drawing & Disbursing Officer shall note the fact against the relevant entry under his dated initials and if presented again it shall bear a new serial number.

PROFORMA - B

Detailed Head of account

Non-plan/Plan

Details of appointment in each category	Scale of Pay	Number of Persons & each rate of the pay	Pay that will be drawn (pm) on 1st April next				Pay that will be drawn for the full year (next year)			
			PAY	DA	HRA	CA/DA	PAY	DA	HRA	CA/DA
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

PROFORMA - C

Detailed Head of account

Non-plan/Plan

LTC	Educational concessions	Other fringe Benefits	Surrender leave benefits Pay Officers	Pay of Estt	DA	HRA	CA
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

PROFORMA - D

Consolidated Abstract

1. Pay of Officer (permanent)	_____
2. Pay of Officers (temporary)	_____
3. Total pay of officers (permanent & temporary)	_____
4. Pay of Establishment (permanent)	_____
5. Pay of Establishment (temporary)	_____
6. Dearness Allowance (permanent)	_____
7. Dearness Allowance (temporary)	_____
Total Dearness Allowance	_____
8. Other Allowance (permanent)	_____
9. Other Allowance (temporary)	_____
Total O.A.	_____

The following registers and forms required for the colleges may be indented to the Stationery Department. The admission application forms are to be sold at the rate of twenty rupees each and the sale proceeds remitted in the Treasury in the following head and the original challans should be kept in the office for audit purpose.

"058 Stationery and Printing-20 - other Receipt Sale proceeds of admission application forms".

1. Admission applications for Degree and Intermediate.
2. File Backers.
3. Inward Register.
4. Outward Register.
5. Local Delivery Book.
6. Confidential Report Form A.
7. Confidential Report Form B.
8. Form 'B' Immovable property.
9. Pay Bill Forms.
10. Absentee Statement.
11. Leave Application Form.
12. Last Pay Certificate.
13. Detailed Contingent Bill.
14. Compassionate Pension Form.
15. 55 years statement.
16. Increment form.
17. Cash book.
18. Service Postage Register.
19. No Demand Certificate.
20. Physical fitness certificate No.1
21. Physical fitness certificate No.2
22. Physical fitness certificate No.3

23. Transfer of Charge Certificate 1/4
24. Transfer of Charge Certificate 1/8
25. Attendance Register.
26. Cash Book.
27. Confidential Register 1 qr.
28. D.O. Forms 1/8 size.
29. Embossed cut sheet.
30. Stock book for printed forms and stationery.
31. Distribution Register.
32. Arrear List Register.
33. Personal Register.
34. Register of Undisbursed Pay.
35. Register of Increments.
36. Register of Probationers.
37. Register of Contingent Charges.
38. Register of Acquittance Roll.
39. Temporary Bill Register.
40. Advance Register (Permanent).
41. U.D. Contingencies Register.
42. Declaration of probation order form.
43. Order forms for sanction of leave.
44. Application for Festival Advance.
45. G.P.F. Register.
46. Circulation Register.
47. T.A. Bill Forms.
48. Liberalized Pension Forms.
49. Progress Statements.

U.G.C. ASSISTANCE

To strengthen the courses at 1st Degree and P.G. level and to develop undergraduate and post graduate education in colleges the University Grants Commission provides assistance to the colleges which fulfill minimum eligibility conditions. The assistance is provided to meet the basic needs of the colleges such as books & journals, basic scientific equipment, buildings etc,. To remove regional imbalances, assistance will also be provided to the colleges catering to the needs of scheduled caste, scheduled tribe students and the colleges situated in backward and rural areas.

ELIGIBILITY CONDITIONS :

The basic requirements for becoming eligible for UGC assistance are:

- (1) The colleges should be admitted to section 2(f) and 12(B) of UGC Act of 1956.
- (2) There must be atleast 250 students on rolls of undergraduate classes. (This is relaxed to 150 in case of womens' colleges and colleges situated in rural areas and colleges catering to the needs of SC and ST students) . A college is said to be catering to scheduled caste and scheduled tribes if the enrolment of these categories of students is atleast 50% of the total enrolment.
- (3) The college must have atleast 3 teaching departments with a minimum number of permanent teachers, appointed on regular basis, including the Principal and excluding Physical Director & Librarian.

The ceiling of assistance to the college is fixed based on the student enrolment. It varies from Rs. 6 lakhs to Rs. 10 lakhs during the IX plan period. The ceiling of assistance fixed for womens' colleges, colleges in backward areas and colleges catering to needs of scheduled caste and scheduled tribes slightly varies in view of the relaxation of student enrolment in these colleges.

The Commission also provides assistance to Post Graduate colleges. The conditions to be satisfied for getting U.G.C. assistance for P.G. Colleges are different from those of undergraduate colleges.

Apart from General Development Assistance the Commission also provides assistance for developing of computer facility in the college, for the development of play fields and sports facilities, for restructuring of

undergraduate education etc. Apart from these grants, the U.G.C. also provides special assistance for College Science Improvement Programme (COSIP) and College Humanities and Social Sciences Improvement Programme (COHSSIP). These assistances are provided to the colleges with long standing and good academic reputation.

The quantum of assistance under different categories differs from plan period to plan period.

The details of the UGC assistance available to the colleges can be obtained from Dean, College Development Council of the concerned University.

OPERATION OF FUNDS RECEIVED FROM U.G.C. :

The method of spending the UGC funds and procedures to be followed in purchasing different items is the same as is followed in case of Government grants. The operation of funds received from UGC is audited by A.G. and also the Commissioner/Director. The maintenance of Stock registers, Bills and the method of annual Stock verification is also the same as Government grants. Separate Stock registers should be maintained for the equipment purchased under U.G.C. assistance.

COLLEGE DEVELOPMENT COUNCIL :

“College Development Council” (C.D.C.) is established in every University. It is responsible for the improvement of undergraduate colleges under the University. It provides information regarding latest procedures and helps in securing U.G.C assistance. It also acts as a liaison between colleges and the U.G.C. The colleges should approach this council for getting information about U.G.C and required formats for applying for the grant. It is the responsibility of the Principal to be in constant touch with C.D.C and work for the over all development of the college by getting maximum assistance from U.G.C.

OPERATION OF SPECIAL FEE FUND

The colleges are permitted to levy special fees from students under Rule 209 of A.P. Educational Rules. The special fees is meant for improving the facilities in Library, Laboratories, Games, Cultural activities etc. The quantum of special fees to be collected from students is fixed by the affiliating University in Telangana area while in other areas of the state the State Government fixes the rate. The Government have issued detailed instructions for the utilisation of special fees collected from students in G.O.Ms.No.593, Education (c) Dept dt:21-3-1972.

The salient feature of the instructions are given below:-

- (1) The Special fees collected will be utilised for the purpose for which it is collected.
- (2) It should be invariably spent for the students from whom it is collected.
- (3) The special fees shall not be treated as a source of income to the management and it should never be diverted to the general funds of the college, without prior permission of the Commissioner/Director.
- (4) Any internal diversion of funds from one item of special fee to the other can be done by a resolution by the appropriate special fee committee of the college. The same should be intimated to the Director.
- (5) There should be a separate special fee account either in the bank or in Government treasury. A separate P.D. account has to be opened for the purpose. A separate cash book and ledger should be maintained for special fee collections. In private aided colleges the Principal will operate the special fee fund and the managements shall not have to do any thing with it.
- (6) Separate Stock Register should be maintained in library, laboratories and games and other departments for all the items purchased under special fee collections.
- (7) The special fee collected in a year should be fully utilised during the same academic year. Normally there should be no accumulation of unspent special fee at the end of the year. If for any valid reasons the special fee is not fully utilised and some amount is left-over at the end of the year, it should be transferred to Corpus Fund of the college or spent for developmental activities of the college with prior approval of the Director/Commissioner. For this purpose the college may send proposals for the utilisation of accumulated special fee fund supported by specific resolutions from the concerned special fee committees. In Government Colleges the accumulated special fee fund can also be utilised for providing matching share of the college for U.G.C. grants.
- (8) A separate committee of atleast five members should be constituted for the operation of each special fee fund collected. The committee should consist of two staff members, two students and the Principal as Chairperson. The Committee is responsible for proper utilisation of the fund. The tenure of the committee is one year. The Principal will

decide the constitution of the Committee and conduct the business of each committee. The Correspondent of the college in the case of private colleges need not necessarily be an ex-officio member of such committee.

- (9) For the operation of Special fee fund all procedures laid down by the Government from time to time should be followed. For the purchase of Equipment, for maintenance of the cash book and ledgers the said procedures should be followed.
- (10) Expenditure not exceeding 10% of the collection under library, games, laboratory and other items may be set apart for the purchase of non-recurring equipment including furniture.
- (11) The collections made under the item games can be spent for the purchase of games material required for physical education activity, repair of play grounds, preparation of courts, conveyance charges and daily allowance @ Rs.5/- paid to the players taking part in games and sports competitions as per procedure prescribed in the special G.O.Ms.No.593 Edu(C) Dept. dt: 21-3-1972. The fund can also be utilised for refreshments and lunch in case of cricket matches to the concerned-players and accompanying teachers. The fund can be made available for purchase of first aid materials also. 1/5th of total collections under games item can be utilised for payment of remuneration to the games boy.
- (12) 2% of the total collections of special fee in a year can be spent for the payment of remuneration to the ministerial staff, who maintains the accounts of the special fee. The payment is made based on the student strength of the college during that year.
 - (a) Colleges with student strength of 750 and above the remuneration allowed is Rs.130/- per annum to the Superintendent/Senior U.D.C. and Rs.120/- to two assistants who maintains the special fee account. This can be paid in two equal installments in the academic year.
 - (b) Colleges with student strength below 750 the Superintendent/ Senior Assistant will get Rs.130/- p.a. and one assistant will get Rs.120/- p.a.

- (13) Audio Visual Education fund collected under special fee can be utilised for the purchase of audio visual equipment. The staff involved in the maintenance of audio visual fund may be paid remuneration. Lecturer incharge of A.V. equipment be paid Rs.100/- per annum and the attender connected with it be paid Rs.50/- per annum.
- (14) All details of operation of special fee fund are mentioned in G.O. No.593 Edn(C) Dept.dt: 21-3-1972.
- (15) It is essential that periodical checking of cash book entries with that of the bank account should be done. Any discrepancy arising in the process of accounting, should be immediately reconciled with the bank/ treasury. The discrepancies may arise due to following mistakes.
1. Receipts not accounted by Bank/Treasury.
 2. Cheques issued are not accounted for by Bank/Treasury.
 3. Challans not reflected in the cash book in the college.
 4. Expenditure not entered in the cash book in the college.

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF COLLEGIATE EDUCATION, ANDHRA PRADESH, HYDERABAD

Proc.Rc.No.656/Admn.I-2/2000-1

Dt.7.7.2000

Sub: Tuition fee - Enhancement of Tuition fee in Degree Colleges in the State from the academic year 2000-2001 - Orders - Issued.

Ref: G.O.Ms.No.101 Edn., Dated 30.4.1997 communicated in the CCE's Proc.Rc.No.1424/GC-III-1/96-2 dt.7.5.1997.

In the reference read above, Government have authorized the Commissioner & Director of Collegiate Education for effecting Tuition Fee enhancement in Government and Private Aided Colleges in the State. Accordingly, after careful consideration and keeping in view the need and resources position of the colleges and rate of inflation, the existing Tuition Fee chargeable in Government/Private Aided Colleges is enhanced as given below:

Sl. Area	Present rate of Tuition fee		Enhanced rate of Tuition fee in Govt.Colleges	Enhanced rate of Tuition fee in Private Aided Colleges
	Govt. Colleges	Private Colleges		
1. Andhra	360.00	720.00	500.00	1000.00
2. Telangana	288.00	576.00	500.00	1000.00
3. Rayalaseema	360.00	720.00	500.00	1000.00

The above enhancement orders shall come into force with immediate effect. The Secretary & Correspondent of Private Aided Colleges are requested to remit 50% of Tuition Fee collected into Joint Account i.e., Salaries account of the college.

The receipt of these proceedings should be acknowledged.

B.Kripanandam
Commissioner & Director of Collegiate Education

To

All the Principals of Government Colleges in the State.

All the Secretaries & Correspondents of Private Aided Colleges in the State.

Copy to all the Regional Joint Directors of Collegiate Education in the State.

Copy to CA(G), Audit Section, Pay Bill Section (Private Colleges)

Copy to all the Officers/Section of this office.

Spare-10

//t.c.f.b.o.//

Superintendent

PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF COLLEGIATE EDUCATION, ANDHRA PRADESH, HYDERABAD

Proc.Rc.No.656/Admn.I-2/2000-2

Dt.07.07.2000

Sub: Tuition fee - Enhancement of Tuition fee in Private Aided P.G. Colleges in the State from the academic year 2000-2001 - Orders - Issued.

Ref: G.O.Ms.No.100 Edn., Dated 30.4.1997.

In the reference read above, Government have authorized the Commissioner of Collegiate Education for effecting Tuition Fee enhancement in Private Aided P.G. Colleges in the State. Accordingly, after careful consideration and keeping in view the need and resources position of the Colleges and rate of inflation, the existing Tuition Fee chargeable to Private Aided P.G. Colleges in the State is enhanced as given below:

Sl.	Area	Present rate of Tuition Fee in Private Aided PG Colleges	Enhanced rate of Tuition Fee in Private Aided PG Colleges
01.	Andhra	} Variously charged from Rs.600/- to Rs.3000/- per annum	Rs. 5,000/- per annum
02.	Telangana		
03.	Rayalaseema		

The above enhancement orders shall come into force with immediate effect. The Secretary & Correspondent of Private Aided P.G. Colleges are requested to remit 50% of Tuition Fee collected into Joint Account i.e., Salaries account of the college.

The receipt of these proceedings should be acknowledged.

B.Kripanandam
Commissioner & Director of Collegiate Education

To

The Secretary & Correspondents of all Private Aided PG Colleges in the State.

Copy to all the Regional Joint Directors of Collegiate Education in the State.

Copy to CA(G), Audit Section, Pay Bill Section (Private Colleges)

Copy to all the Officers/Section of this office.

Spare-10

//t.c.f.b.o//

Superintendent

**PROCEEDINGS OF THE COMMISSIONER &
DIRECTOR OF COLLEGIATE EDUCATION, ANDHRA
PRADESH, HYDERABAD**

Proc.Rc.No.832/Admn.I-2/2000

Dt.04.07.2000

Sub: GOVERNMENT COLLEGES - INTRODUCTION/
CONTINUATION OF SELF FINANCING RESTRUCTURED
COURSES IN GOVERNMENT COLLEGES IN THE STATE
- FIXATION OF FEE STRUCTURE - ORDERS - ISSUED.

Ref: GOVT. MEMO NO.27599/CE.I-2/99-5, DT.07.01.2000.

Please refer to the reference cited.

The Andhra Pradesh State Council of Higher Education approved the following additional fee as special fee for Self Financing Restructured Courses in Government Degree Colleges in the State.

S.No.	Category	Additional Special Fee
1.	Category 'A'	Rs.3000/- per annum
2.	Category 'B'	Rs.2000/- per annum
3.	Category 'C'	Rs.1020/- per annum

The above additional Special Fee rates will be adopted by the Principals of all the Government Degree Colleges and for running Restructured Courses on Self Financing basis w.e.f. the academic year 2000-2001.

The details of the Self Financing subjects included in Category A, B and C are given in the Annexure (A, B and C enclosed).

The Principals are permitted to collect the said fee in Two or Three installments from the students as per local conditions.

B.Kripanandam
Commissioner of Collegiate Education

To
All the Principals of Government Degree Colleges in the State.
Copy forwarded to the Secretary, A.P.S.C.H.E., Hyderabad
Copy to all the Officers/Section of this office.

//t.c.f.b.o.//

Superintendent

ANNEXURE- A**CATEGORY-A**

1. Industrial Microbiology
2. Bio-Technology
3. Food Science and Quality Control
4. Industrial Chemistry
5. Computer Science
6. Computer Applications
7. Industrial Fish and Fisheries
8. Microbiology
9. Biochemistry
10. Genetics
11. Medical Lab Technology
12. Petro Chemicals
13. Polymer Science
14. Engineering Geology & Geo Exploration
15. Bachelor of Business Management (BBM)

CATEGORY-B

1. Horticulture
2. Sericulture
3. Fisheries
4. Aqua Culture
5. Public Health
6. Nursing
7. Home Science Professional
8. Dairy Science / Dairy Technology

ANNEXURE-C

CATEGORY-C

1. Office Management
2. Corporate Secretaryship
3. Foreign Trade & Practice
4. Tax Procedures & Practice
5. Advertising Sales Promotion & Sales Management
6. Corporate Accounts
7. Tourism & Travel Management
8. Rural Industrialisation
9. Rural Development
10. Urban Development
11. Agricultural Marketing
12. Management Studies
13. Marketing Management
14. Office Management & Secretarial Practice
15. Industrial Relations
16. IRPM (Industrial Relations & Personnel Management)
17. Farm Management
18. Acturial Science
19. Communicative English
20. Journalism & Mass Communication
21. Pre-School Education
22. Human Resource Management

B. KRIPANANDAM
COMMISSIONER OF COLLEGIATE EDUCATION

//t.c.f.b.o.//

SUPERINTENDENT

FUNCTIONS OF IDENTIFIED COLLEGE PRINCIPAL

From 1-4-1981 the salaries of teaching and non-teaching staff working in Private Aided Colleges are paid directly through Banks. This is called "Direct Payment System of Salaries". At the time of introduction of this scheme, District Educational Officers were countersigning their salary bills. From 1-3-1984 onwards Government have delegated the powers of countersigning of these bills to Regional Joint Directors and Principals of Identified Government Degree Colleges. The bills of the Private Aided Colleges situated in the Districts where office of the R.J.D. is situated, the R.J.D will countersign the bills, in all other districts the Principals of the Degree Colleges situated in the District Head Quarters will countersign the bills. These colleges are called 'Identified Colleges' (District Co-ordinating Colleges).

1. A Joint Account in the name of the college will be opened by the management and Regional Joint Director/Identified College Principal in the same bank and branch where the employees of the college have opened the savings bank account. This account is called "aided staff Salaries account". The bank should be informed that it is non drawal account and is meant for only crediting money and for payment of salaries to the aided staff of the college by adjusting to their respective savings accounts existing in the bank. The R.J.D./Identified College Principal should order for crediting the grant-in-aid intended for the purpose of payment of salaries to the employees in aided posts in their account. This account will not be operated for any purpose other than payment of salaries.
2. They shall ensure that the salaries are paid on 1st of every month.
3. The RJD/Identified College Principal should insist for the submission of bills before 15th of every month.
4. They should also insist that the tuition fee collected from all the students, at the standard rate should be remitted to Joint Account regularly.
5. They should insist that D.C.B. statements should be presented regularly along with salary bill every month/year.
6. The salary statement approved by the concerned Regional Joint Director is the basis for allowing the salaries of the staff in private aided colleges. The bills should be countersigned only after verifying the salary statement.

7. The "non drawal certificate" should be insisted along with every bill.
8. The RJD/Identified College Principal should first utilize the entire balance of amount available in the joint account before releasing further grant for payment of salaries.
9. Except salaries no other bills, such as enhanced D.A. etc., submitted by the management shall be allowed without prior permission from the Commissioner/Director of Collegiate Education.
10. They should send monthly statements to the Commissioner/Director regarding the grant utilised for each college and the balance available in the grant.

FUNCTIONS OF SPECIAL OFFICER FOR A PRIVATE COLLEGE

As per A.P. Education Act of 1982, the Commissioner/ Director is competent to appoint a Special Officer for a private college in the circumstances mentioned in the Act. When a Spl. Officer is appointed for a Pvt. Aided College, the management of that college is to be suspended and it ceases to function. The Spl. Officer is competent to exercise all the functions of the management of the college.

Some of the important functions which a Special Officer has to exercise, are :

1. Signing of the salary bills of the staff of the college.
2. Sending periodical reports to the CCE/RJD on the functioning of the college.
3. Implementing the orders of Govt./CCE regarding the management of the college.
4. Exercising all the functions of the Secretary/Correspondent of the college.

FUNCTIONS RELATING TO STUDENT WELFARE ACTIVITIES

SCHOLARSHIPS

To encourage the meritorious students and to see that no student discontinues his studies due to his poor financial status the Government have introduced a number of scholarships and other educational concessions.

A. Scholarships sanctioned by Social Welfare/Tribal Welfare Departments

The students belonging to Scheduled Caste, Scheduled Tribes and Listed Backward Classes are granted scholarships by Social Welfare and Tribal Welfare Departments. The fees due from these students are reimbursed to the colleges and the students who are staying away from their homes are also sanctioned mess charges.

SUBMISSION OF APPLICATION AND PREFERRING THE CLAIMS :

The applications of the eligible students belonging to the above categories should be submitted by the Principal to the concerned Welfare Department within the prescribed time. The applications should be promptly scrutinized in terms of their parental income and other eligibility conditions by the Principal.

On receipt of the sanction orders from the concerned department, claims should be preferred. The Treasury Officer concerned will pass the bills and credit the amount to P.D. account, which is opened for operating scholarship money. The Principal will draw the required amount from time to time from P.D. account and disburse them properly to students as per prescribed rules.

DISBURSEMENT OF MESS CHARGES :

Mess charges received should be disbursed to the concerned students periodically as per the instructions of the sanctioning authority, after verifying the eligibility conditions like 75% of attendance etc. The disbursement should invariably be made through account payee cheques and under no circumstances the cash payment should be allowed.

Special fee reimbursement:- The special fee payable by Scheduled Caste, Scheduled Tribe and Listed Backward Class students, who claim exemption of fee at the time of admission, will be reimbursed by the Government. A List of such students along with their particulars and supporting certificates should be sent to concerned Welfare departments. These departments will reimburse the special fee of all eligible students. The special fee reimbursement so received will be credited to the main special fee account and item-wise expenditure can be incurred as per the special fee rules laid down by Government. It is the general practice that the special fee reimbursement received in a particular academic year will be taken as the special income for that year and spent along with special fee collections for that year.

B. Scholarships sanctioned by Commissioner/Director of Collegiate Education.

In order to encourage meritorious students and to ensure that poor and deserving students continue their studies despite their poor financial background, the Government have sanctioned a number of scholarships. The award of these scholarships is based on the merit of the student and the economic status of the parents.

(a) MERIT SCHOLARSHIPS :

There are several scholarships based on merit of the students. They are

1. State Special Merit Scholarships
2. State Merit Scholarships
3. National Merit Scholarships
4. General Merit Scholarships
5. Telugu Vignana Parithoshikam

(b) OTHER SCHOLARSHIPS :

6. Economically Poor Persons Scholarships
7. Scholarship for the children of Primary and Secondary School Teachers
8. Riyayathi Scholarships

9. Scholarships for the children of Govt. servants who died while in service.
10. Scholarships for the children and grand children of Political Sufferers.
11. Scholarships for the children of non-Hindi-speaking States for Post metric studies in Hindi.
(Details of each scholarship are mentioned in the Departmental manual).

General rules for operation of Scholarship amounts:

1. Scholarship should be disbursed to the students after satisfying all conditions including 75% attendance.
2. Original stamped acquittances should be retained with the college for presentation at the time of audit.
3. Disbursement certificate should be submitted to the scholarship sanctioning authority as soon as the scholarships are disbursed.
4. Separate cash books be maintained for scholarships sanctioned by different agencies.
5. Undisbursed amount of scholarship should be remitted back to the relevant head of account through challan. A copy of the challan shall be furnished to the scholarship sanctioning authority.
6. To avoid double claim of scholarships in more than one college the original T .C. of the students should be retained by the college and it should never be returned to the students. If a student wants to leave the college the T.C. of the college should be given to him but not the original T .C. submitted at the time of admission of the student.

COLLEGE PLANNING AND DEVELOPMENT COUNCIL (CPDC)

In view of the changed scenario in the field of Collegiate education and consequent diversification and sophistication of courses, involvement of local community, resources and experts have become necessary in the running and development of colleges in the State. College Planning & Development Councils were established for all Government Colleges in the State in 2000-01.

The main objectives of the CPDC are:

- I. To create suitable environment for community participation in the college development.
- II. To create a mechanism for mobilizing public contribution and
- III. To help in creating the right climate for academic, cultural, social and service oriented activities for the benefit of students as well as for the community.

The composition of the C.P.D.C. is as given below:

1. Principal of the College	-	President	01
2. Lecturers	-	Members	03
3. Parents	-	Members	03
4. Industrialist	-	Member	01
5. Businessman	-	Member	01
6. Philanthropist	-	Member	01
7. Educational/Academic Expert	-	Member	01
		Total	11

Special Invitees:

1. Working Engineer from Govt/Quasi Govt. Dept.	-	01
2. Alumni	-	01
3. Social Worker/Scientist/Doctor/Advocate	-	01
4. Educationists/University Professor	-	01
	Grant Total	15

Some of the main functions of the CPDC are:

1. To generate separate CPDC funds (from donations/contributions etc.,) and to utilize the funds solely for the furtherance of the objectives of the CPDC.
2. To prepare a detailed plan, with annual budgetary allocations for college development and to execute development programmes.
3. To support construction of buildings, development of infrastructure, purchase of equipment, development of campus, building and other facilities.
4. To support the college in getting consultancy services for modern restructured/ vocational courses etc., in designing, teaching, equipping, training, funding etc. and strengthening them.
5. To arrange extension programmes for the local community for mutual benefit.
6. To discuss and approve expenditure proposals of all categories made by the college.

The Director / Commissioner of Collegiate Education or the Government is competent to modify the rules of CPDC or dissolve the CPDC.

For other details on CPDC, refer to CCE Proceeding Rc.No. 300/ADMN.I/ 2000 DATED 01.08.2000.

ALUMNI ASSOCIATION :

The Association of the old boys of the college may be formed (Alumni Association). Such an association will be a source of strength to the college. The services and influence of the old boys can be effectively utilised for the improvement of the college. They may mobilize funds for the development of college. Periodical meetings of the association will help developing contact with the old boys and utilisation of their resources for improving the college.

STUDENTS COUNSELLING UNITS :

The students of the college should be divided into groups of 15 or 20. For each group one member of the teaching staff may be nominated as Counsellor. The counsellors will procure full information about the family

back ground, financial position and academic standards of each student. They will be recorded in the Counsellor's Diary. The Counsellor may help and guide the students on various issues related to their study in the college. The Counsellor will act as the link between the students and college administration.

A periodic meeting of all the Counsellors may be convened by the Principal to discuss different issues regarding the problems of students and help them in prosecuting their studies in the college on sound lines.

COUNSELLING CENTRE :

A central Counselling Centre may be constituted and a staff member, who has the aptitude in the field may be nominated as incharge of counselling centre. He/she will collect information regarding employment prospects and pass on the same to the students. Journals and Pamphlets giving information about various professions and job opportunities should be collected and kept in the reading room. The Counsellor should develop close liaison with the employer and user agencies of different courses offered in the college and help the students in the development of their career.

ENGAGING CONTRACT FACULTY IN GOVT DEGREE COLLEGES

1. Government vide G.O Ms.No.142 Edn. Dt 9-10-2000 have issued Orders for engaging faculty on contract basis in Government Degree Colleges in the State depending on necessity.
2. As per the said G.O, the College Planning & Development Council of the respective Govt. Degree College will call for applications for engaging contract faculty duly indicating the No. of positions available in each subject by way of press release in leading local news papers. The same information will also be displayed in the concerned college Notice Board/ Gram Panchayat/ Municipal Offices / MRO office etc.
3. The contract faculty will be selected by a three man committee, i.e. the Principal of the college concerned, Principal of near by Government or Aided College and senior most lecturer in subject for which the contract faculty is engaged in the college concerned.

4. The candidates with 2nd class P.G in concerned subject with not less than 55% of marks are eligible to apply for contract faculty. NET/SLET passed candidates will be given preference while selecting the contract faculty Research Scholars registered for M.Phil/Ph.D to bring in the concept of "Earn while you learn" can also apply. Retired Lecturers and Readers are also eligible, if other candidates are not available. P.T.Ls. continuing on court orders shall not be disturbed while engaging contract faculty. However, willing P.T.Ls can be considered for contract appointment.
5. The honorarium to the contract faculty engaged in Govt. Degree Colleges would be paid @Rs.5,000/- P.M. For the contract faculty engaged in Govt. Colleges located in tribal and rural areas, an additional honorarium of Rs 1,000/- P.M. would be paid. The honorarium to the said contract faculty shall be paid from the grant released by Commissioner for the purpose to the CPDC concerned.
6. The maximum period of contract will be 10 months in an academic year or till reporting of regular lecturer to duty in the subject, whichever is earlier.
7. The selected contract faculty will have to sign an agreement of contract with CPDC. The following points are to be covered in the agreement of contract :
 - i) Period of contract i.e. commencement/termination etc.
 - ii) The contract faculty are not entitled to any renewal or extension or continuation of contract.
 - iii) The service rendered during the contract will not be construed or reckoned as part of any regular appointment for any post in Government.

FUNCTIONS OF OFFICE SUPERINTENDENT OF PRIVATE COLLEGES

Rule 28 of A.P. Private Educational Institutions Employees (Conduct) Rules 1985 issued in G.O.Ms.No.13 Edn.(Rules) dt:8-1-86, prescribes the functions of a Superintendent in Private College as noted below:

1. The Superintendent shall register the letters received from the Government or the Head of the Department or other agencies 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 Book / Ledgers, Attendance Registers, Acquittance Rolls, Leave Accounts etc.
3. He shall prepare the monthly Pay Bills of the Teaching and Non-Teaching Staff (including Menials) of the Institution.
4. He shall maintain the Leave Accounts of the Teaching and Non-Teaching Staff of the Institution and submit them to the Head of the Institution.
5. He shall collect the fees such as special fees and tuition fees and post in the Daily Fee Collection Register and Term Fee Register and obtain the signature of the Head of the Institution.
6. He shall also maintain the Cash Book and Ledger Account to be carried upto date for scrutiny and audit.
7. He shall maintain the stamp account and accounts relating to special fees and other fees and vouchers safely.
8. He shall maintain the Service Books upto date.
9. He is accountable to the Principal.

FUNCTIONS OF OFFICE ASSISTANT (SENIOR / JUNIOR ASSISTANT)

1. Each office assistant will be allotted definite work (subjects) to be dealt with by him/her.
2. The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
3. After receiving tappals they should be entered in the personal register (maintained in the prescribed format), by the concerned assistant.
4. While registering the currents they will be sorted out in two groups; the new currents and references received on old currents.
5. All details of the new currents be clearly entered in the P.R. in the columns prescribed.
6. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject need to be clearly mentioned in the references.
7. 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 current file. The note file and current file are always together in the same file pad.
8. The assistant should maintain a "Reminder dairy" in prescribed proforma. Monthwise record of reminders to be sent should be maintained. It is the duty of the assistant to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy.
9. The assistant should bring forward all undisposed files to the current years personal file on the 1st of April every year.
10. The assistant should also maintain the register of court cases and register of disciplinary cases in the given proformas.
11. When the file is disposed of finally 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.

12. The assistant should dispose off the file with in three working days of its receipt by him.
13. The assistant should follow the movement of the file and see that it is disposed off soon.
14. The Senior and Junior Assistant are accountable to the Superintendent of the office.

FUNCTIONS OF STORE-KEEPER :

One post each is sanctioned to the Chemistry and the Physics department in a college.

His functions are as follows :

1. Proper maintenance of the stores and stock registers of the department.
2. Arrange with the help of the Attender the apparatus and other material necessary for conducting experiments.
3. He shall see that the apparatus is kept at the proper place after use either by the teacher or by the students
4. He shall keep the laboratory clean and tidy with the help of the Attender.
5. Any other duties assigned by the Principal or the concerned lecturer.
6. The store-keeper is accountable to the lecturer in-charge of the department concerned.

FUNCTIONS OF THE MUSEUM KEEPER :

The post is sanctioned to the Zoology department in a college.

His functions are as follows:

1. To see that the apparatus, charts and other material in the museum are kept clean and tidy and free from dust, decay and destruction.

2. To arrange the apparatus and charts necessary for conducting experiments.
3. To assist the lecturer in-charge of the department in procuring the dissection and other material required for practicals.
4. To see that the apparatus is kept at the proper place after use, either by the teacher or by the students.
5. To assist the lecturer-in-charge of the department in the maintenance of stock registers and stores.
6. Any other duties assigned by the Principal or the concerned lecturers.
7. The Museum Keeper is accountable to the lecturer-in-charge of the department in the college.

FUNCTIONS OF HERBARIUM KEEPER :

The post is sanctioned to the Botany Department in a college.

His functions are :

1. To collect plants and preserve them to build up the Herbarium in the college.
2. To see that the plants grown for Botanical experiments are maintained properly and free from insects.
3. To arrange the apparatus, charts, models, etc., necessary for conducting experiments.
4. To procure the plants with the help of the Attenders and material required for conducting practicals.
5. To make necessary arrangements for the timely purchase of live plant material and arrange apparatus for the practicals as per the requirements of the practicals, as instructed by the lecturer-in-charge of the department.

6. To see that the apparatus, models, charts etc., are kept at the proper place after use either by the teacher or by the students.
7. To assist the lecturer-in-charge of the department in the maintenance of stock registers and stores.
8. Any other duties assigned by the Principal or the concerned lecturers.
9. The Herbarium keeper is accountable to the lecturer-in-charge of the Department of Botany.

CODE OF CONDUCT FOR PERSONNEL WORKING IN COLLEGES

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 phase in the society and needs 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.

Principal

1. The Principal should conduct himself/herself in such a way that both the staff and the students look upto 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 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.

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. The lecturers should avoid wearing gaudy looking clothes likely to arouse the curiosity, resentment or amusement of students, which will distract their attention towards the teaching.
3. He/she should be punctual to the college and enter the class rooms at the prescribed time and utilise full time allotted for teaching. He/she should not leave the class before the prescribed time is over.
4. He/she should go to the class room thoroughly prepared and maintain all academic records indication updated knowledge and acquaintance with the latest trends in the subject.
5. The lecturers should utilise their leisure time for preparation of the class work or to update their knowledge in the subject.
6. Except giving synopsis of the lecturer they should avoid dictating detailed notes in the class room.
7. 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.
8. He/she should not smoke, chew pan outside the staff rooms during the college hours and should not indulge in any act of indiscipline.

9. He/she should always try to command the respect of the student community.
10. The lecturer should be absent only with the prior permission of the Principal and prior intimation to the lecturer-in-charge of the department, without which the alternate arrangement for running the classes is not possible.
11. The lecturer should not engage private tuitions and should not take up any assignment part-time or full time in any other organization.
12. The lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the Collegiate academic purpose and fit into a harmonious organizational frame work. They should help the Principal in maintaining the discipline in the college.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

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