

# Hand Book

Governing Body, Principal, Teaching Staff,  
Non-Teaching Staff and Students

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# THE CONSTITUTION OF GOVERNING BODY IS APPROVED BY THE TRUST BOARD OF ANDHRA MAHILA SABHA

## Name of the College

The college sponsored by the Andhra Mahila Sabha Trust Board and affiliated to Osmania University shall be named as the Arts & Science College for Women, Andhra Mahila Sabha with provision for Evening college sessions.

## Objectives

- To conduct educational courses for Women affiliated to Osmania University in Arts & Science and Commerce.
- Any other courses provided for, by the Osmania University.

## Governing Body

- The Founder President Durgabai Deshmukh was the President of the College.
- A life time trustee through elections is the President of Andhra Mahila Sabha. This is done through election. This term is for two years.
- Seven members nominated by the Trust Board of whom atleast four shall be members of the Trust Board.
- A representative of Director of Higher Education.
- A Representative of Director of Osmania University.
- Principal of the College (Ex-Officio).
- A Representative of the teaching staff who has put in not less than five years of service in the college selected by the members of the teaching staff from amongst them.
- Two persons nominated by the Chairman from Educationists.  
The Chairman shall nominate one of the Governing Body members as Hon. Secretary & Correspondent.

## Term of Office

- All members of the Governing body other than the Representative of the teaching staff shall hold office for a term of Two years and shall be eligible for re-appointment.

- The members representing the training staff shall held office for a period of two years or till the time as she continue to be a member of the teaching staff of the college whichever is less.

### Filling up of casual vacancies

If a vacancy arises from amount the nominees of the Trust Board, the vacancy will be filled up by a fresh nomination of the Trust Board. Likewise in the case of a vacancy from among the nominees of the Chairman it will be filled by a fresh nomination by the Chairman and such members shall hold office as members of the Governing Body for the residual term.

### President of the Governing Body

The President shall preside over all meetings of the Governing Body. In her absence, the Vice-President shall preside and in her absence the members may elect one from among those present to preside over the day's proceedings.

### Secretary of the Governing Body

The Hon. Secretary shall be the Secretary of the Governing Body and shall record minutes.

### Frequency of meetings

The Governing Body shall ordinarily meet once in three months.

### Quorum

Five members of the Governing Body shall constitute a quorum at any meeting of the Board.

### Notice of meeting

Ordinarily not less than ten days' notice shall be given to each meeting. However, an emergency meeting of the Governing Body may be convened at the short notice.

### Decisions by circulations

Any urgent matter which requires the decision of the Governing Body may be circulated by the Hon. Secretary and correspondent, with the permission of the Chairman of the Governing Body among all members of the Governing Body and any resolutions so circulated and approved by a majority of the members shall be as effective and

binding as if such resolution has been passed at a meeting of the Governing Body.

## Functions of the Governing Body

- To decide on general policies of the college in respect of affiliation and other matters.
- To recruit suitable staff for the college through a selection committee as constituted by the Government of Andhra Pradesh/ University from time to time.

The present constitution is as follows :

- Two representatives of the Management
- Two Professors/Readers representing the University.
- A representative of the Director of Higher Education.
- To approve the annual budget of the College.
- To take suitable disciplinary action against the employees whenever necessary.
- To formulate suitable service conditions promotion rules etc. to the staff.
- To submit to the Trust Board the annual report of the Income and Expenditure and of the working and progress of the college
- To frame bye-laws not inconsistent with the constitution subject to the approval of the Trust Board.
- To arrange for the construction and maintenance of building and other property of the college.
- To take such steps as may be necessary in the interest of the college and to further the objects thereof.

## Duties of the Chairman

It shall be among the duties of the Chairman

- To preside over the meetings of the Governing Body.
- To convene extra-ordinary meetings of the Governing Body whenever necessary.
- To exercise general supervision over the affairs of the college to

safeguard the interests of the college and act on behalf of the Governing Body.

- To co-opt an expert in the subject to assist the Selection Committee in selecting candidate in that particular subject but he/she shall not have a right to vote.
- To avoid dislocation in teaching work to make temporary appointments of teaching staff.

Provided the vacancy is of a duration not exceeding three months.

- To appoint teaching staff and non-teaching staff above the cadre of L.D.c. i.e., Third Grade clerks in permanent vacancies.
- To dismiss, remove, suspend, revert, fine or censure, any member of the teaching staff and non-teaching staff above the cadre of L.D.C. i.e., Third Grade clerk in permanent service.
- If in the opinion of the chairman, an emergency has arisen, which requires that immediate action should be taken, the Chairman shall take such action as he/she deems necessary and shall report the same at the next meeting of the Governing Body which in the ordinary way would have dealt with the matter.

### Duties of the Vice-President

- To function in the absence of the Chairman.
- To preside over the meetings in the absence of the Chairman.
- To discharge any functions delegated to her by the Chairman.

### Duties of the Hon. Secretary & Correspondent

- To prepare the agenda and to convene the meeting of the Governing Body as and when necessary.
- To record and maintain minutes of all meetings of the Governing Body.
- To carry out the resolutions of the Governing Body.
- To pass all the bills in respect of expenditure incurred under the authority of the Governing Body.
- To inspect the service books of the staff and see that they are regularly maintained up to date.

- To dispose of applications from the staff of all kinds of leave exceeding one month.
- To dispose applications for Special Casual Leave on merits of each case.
- To correspond with the State Government, Govt. of India, U.G.C. Osmania University and other bodies.
- To appoint non-teaching staff of the of L.D.C. i.e., third grade clerk in temporary or leave vacancies.
- To sanction on the recommendation of the Principal, privilege and other leave exceeding one month to members of the ministerial staff above the rank of L.D.C. or III grade clerk and the members of the teaching staff of the college and consequent arrangements.
- To advertise all vacancies, which are for a duration exceeding three months, in the teaching cadre Invite applications & convene meetings of the Selection Committee.
- He/She shall be the Ex-Officio Secretary of the Selection Committee but shall not be deemed to be a member of the Committee.

### Duties and powers of the Principal

Subject to the general super supervision and control of the Honorary Secretary, the Principal of the College:

- Shall be the Executive Head of the College.
- Shall exercise general supervision and control over the teaching and administrative staff of the College.
- Shall be responsible for the safety and maintenance of buildings, laboratory stores and Property of all kinds in the college.
- Shall, in consultation with the teaching staff of the college, prepare the general time-table of the college and co-ordinate the organization of teaching of the various departments.
- Shall be responsible for the proper maintenance of :
  - a. Library books and Registers
  - b. Attendance Registers and Progress Records
  - c. Registers for equipment, stores etc.

- Shall obtain periodical reports from the members of the teaching staff of the college regarding :
  - a. The work of the member of the staff.
  - b. Attendance and progress of the staff.
  - c. The expenditure incurred on Laboratory charges, Library and impress and other grants.
- Shall be responsible for the maintenance of discipline among the staff, students and servants of the college.
- May fine or suspend a student of the college but shall not rusticate any one without approval of the Hon. Secretary.
- She shall constitute the following committees in the college:
  - a. Aid fund Committee
  - b. Library Committee
  - c. Discipline Committee
  - d. Students Welfare Committee
  - e. Sports Committee
  - f. Committee of students Counselors

The Principal shall have the powers:

- a. To appoint, dismiss, remove, suspend, revert, fine or censure any employee of and below the cadre of L.D.C. i.e., Third Grade Clerk.
  - b. To grant leave not exceeding one month and to make suitable arrangements to fill the vacancies in respect of employees of and below the cadre of L.D.C. i.e., Third Grade clerk.
- Subject to rules in force and Principal shall have the power to grant Casual Leave to all the Ministerial staff and members of the Teaching staff of the college.
  - The Principal shall forward, with suitable recommendations to the Hon. Secretary all applications for privilege or other leave exceeding one month from members of the ministerial staff, above the rank of L.D.C. or III Grade Clerk and members of the teaching staff of the college and shall recommend action arrangements.
  - Shall make recommendations to the Hon. Secretary to delegate such of her powers as she deems necessary to senior members of the staff of the college.



- Shall utilize such funds, as collected, in accordance with the rules in force; if any violation from the rules is found necessary she or he shall obtain the prior permission of the Hon. Secretary.
- Shall be responsible for the proper maintenance of accounts of Income and Expenditure in the college and for proper administration of the budget so far as it relates to the college concerned.
- Shall present quarterly reports on the affairs of the college to the Governing body through the Hon. Secretary.
- Shall maintain accounts (such as special fee amount, Students Aid Fund, Scholarship Accounts, Personal Deposit Account) and operate them as per the rules of the Government, Director of Higher Education, University Grants Commission.

### Interpretations clause

In the event of a conflict of opinion with regard to the interpretation of any of the above clauses the opinion of the Governing Body shall prevail.

### Proceedings not invalidated by vacancies

No proceedings of anybody or any Committee shall be invalid merely is reason of:

- a. Any vacancy therein or any defect in the Constitution thereof.
- b. Any defect in the nomination or appointment of a person acting as a member thereof, or
- c. Any irregularity in its procedure not affecting the merits of the case.

### Institutional Code of Conduct for the Teachers

- Teaching Staff are required to be regular and punctual.
- Wear ID cards in the college at all times on the campus without fail.
- Do not leave the college during college hours.
- Write in the “outgoing Register” for one hour permissions, register will be available in the principal room.
- Whenever a staff member is on leave send the students either to the library or games room.

- Whenever teachers don't take the class by giving reasons inform to the academic coordinator.
- Follow the timetable schedule sincerely and strictly.
- The staff is totally responsible for the shortage of attendance.
- Carry attendance register into the class room and take attendance in the classroom without fail.
- Students may be informing that a fine of Rs.1 from the latecomers will be collected by the concerned lecturer in the classroom. This amount will be handed over to the academic coordinator on the same day. The amounts collected will be used for education of poor students.
- All the Councilors must take an undertaking from the students and their parents regarding attendance.
- Every year collect the bio data forms from the students, which include Address / Phone no / Email ID.
- Maintain activity register from the beginning along with the records and documentation.
- Conduct test in the classroom regularly.
- Use OHP and Power point Presentation regularly.
- Create awareness among the students making them present papers regularly in the classroom seminars
- The Teaching Staff must strictly follow the Almanac of the College.
- Attendance format must be signed by the Parents only.
- It may be brought to the notice of the Academic coordinator of a student is absent for more than a week.
- Using the cellphones is strictly prohibited except during intervals and whenever teachers are free.
- The activity register and documentation of reports must be submitted along with attendance registers to the academic coordinator by 5<sup>th</sup> of every month.
- The syllabus must be completed as per schedule.
- Classroom test, Seminars, Quiz, Debates, Discussions must be conducted regularly and Submit the report.

- The principal can call any teacher to show academic register at any time without any notice.
- Class Counselors 'teachers will be totally responsible for attendance of students.
- Teacher Identify the Advance learners and slow learners in their class rooms.
- Teacher takes remedial classes for slow learners and must be completed as per schedule.
- Lecturers may also inform the academic co-coordinator in case she finds any student misbehaving or has a bad conduct.
- In case a staff member is going on leave she may inform to the first member in department and submit the leave letter in the office either before proceed on leave or on the day you report for duty. Failure to submit the leave letter will be viewed seriously.
- Don't leave the station without obtaining station-leaving permission. Failure to submit the same will be treated as EOL.
- Availing the library facility is must for staff and students. A record must be maintained about the books, reference to the staff and students. Staff is requested to visit the library frequently and give suggestions if any to the academic coordinator.
- Every week end lecturers may conduct classroom seminars with the help of OHP, LCD enabling the students to understand the subject better. Maintain record and documentation.
- In order to avoid inconvenience at the time of issue of Hall ticket a declaration must be taken from the ward and the Parent without fail.
- Staff members who attend a seminar/Conference/Workshops/ Refresher course should submit a report immediately on that day. They report back for the duty in a hard copy to the principal.
- The Teacher agrees to execute all the work assigned to her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
- The Teacher shall actively associate, involve, participate herself in

all the College activities and programmes irrespective of the Department she belongs to. She shall motivate the students likewise to actively involve, associate and participate in the various programmes and activities of the college.

- The Teacher shall not only confine her activities to the classroom teaching but involve herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activities in the College.
- The Teacher shall not directly apply for or seek another job except through the Secretary of the college.
- The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against her in any police Station, Court or Forum.
- The Teacher shall not collect any money under any pretext from any one including students, except when she is specifically authorized by the Management in writing, for any particular fund raising programme.
- The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
- The College may at any time, terminate the services of any probationary or confirmed teacher, if she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to her, insubordination, any form of political/ anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- Every Teacher shall discharge her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.

- Every Teacher shall update her knowledge and skill to equip herself professionally for the proper discharge of duties assigned to her.
- Every Teacher shall conduct herself with absolute dignity and decorum in her dealing with the superiors, colleagues and students at all times.
- No Teacher shall absent herself from duties at any time without prior permission.
- No Teacher shall accept any honorary or other assignment given to her by any external agency without the prior permission of the College Management.
- No Teacher shall associate with any political party or take part in any other organizational actively, which is not in keeping with the duties and ethics of the teaching profession.
- No Teacher shall attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
- No Teacher shall participate in any strike action or demonstration and or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No Teacher shall act in any manner that violates the norms of decency or morality in her conduct or behavior inside and outside the College Campus.
- No Teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- No Teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every Teacher in the service of the College shall at all-time strive for academic excellence in the discharge of her duties and conduct themselves in a manner becoming of a perfect role model for others to emulate.
- The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting her

case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and not subject to any appeal to any individual or forum.

- If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Principal. It is re-emphasized that this Code is intended to be a help and to enable fairness and equity between all staff.
- Being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- Ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality.

## Institutional Code of Conduct for the Non-Teaching Staff

Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

- Non- Teaching Staff are required to be regular and punctual.
- Wear ID cards in the college at all times on the campus without fail.
- Dress in a manner that is appropriate for an academic environment.
- Don't leave the college during the working hours except with the permission of the principal. Permission book will be available in the principal's room.
- Don't take more than half an hour for lunch break.
- In case a staff member is going on leave he/she may inform to the principal and submit the leave letter in the office either before proceed on leave or on the day you report for duty. Failure to submit the leave letter will be viewed seriously.
- Don't leave the station without obtaining station-leaving permission. Failure to submit the same will be treated as EOL.

- Non-Teaching staff should sit in the allotted seats and don't entertain, disturb others.
- The college stamp/Principals stamp should be used either with the permission of the superintendent or the principal.
- Non-Teaching Staff should be available during college hours i.e., 10 a.m to 4.30 p.m.
- If any of the non-teaching staff are found to be disobedient they will be suspended for one week.
- No Non-Teaching staff should leave the college without signing in the register.
- The Superintendent of the office will be in-charge of all the work which is to be allotted.
- The College may at any time, terminate the services of any probationary or confirmed Non-Teaching, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- Non-Teaching Staff shall discharge he/she duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- In connection with an examination conducted by the College or any other college, no Staff employed in a college shall absent from he/she duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Non-Teaching Staff shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the profession.
- Every Non-Teaching Staff in the service of the College shall at all-time strive for academic excellence in the discharge of he/she duties and conduct themselves in a manner becoming of a perfect role model for others to emulate.

- The College Management may, however, at its sole discretion provide an opportunity to the Non-Teaching staff for presenting he/she case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and not subject to any appeal to any individual or forum.
- No Non-Teaching staff shall associate with any political party or take part in any other organizational actively, which is not in keeping with the duties and ethics of the profession.
- No Non-Teaching Staff shall attempt to bring any political or outside pressure on he/her superior authorities in respect of service matters.
- No Non-Teaching shall participate in any strike action or demonstration and or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No Non-Teaching Staff shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- Any kind of disrespectful talk, disobedience and ill-mannered behavior will be viewed seriously.
- The Non-Teaching staff shall actively associate, involve, and participate himself/herself in all the College activities and programmes irrespective of the Department he/she belongs to.
- The Non-Teaching staff shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activities in the College.
- The Non-Teaching Staff shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- The Non-Teaching Staff should be polite with the students, Parents and outsiders.
- Don't indulge in financial dealings with Parents.
- Do not use cellphones during college hours in the office.
- Do not wander/Loiter the corridors of college.
- The Parents/Visitors are not allowed to sit in the office with clerical staff employed in a college shall engage directly or indirectly in any trade or business



- No staff employed in the college shall send any application for employment under any other agency, except through the secretary.
- The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him/her.
- When a staff employed in a college seeks to accept honorary work without detriment to he/she duties prior permission of the secretary in writing shall be obtained.
- No staff employed in a college shall bring or attempt to bring any political or other influence on him/her superior authority in respect of him/her individual service interests.
- Treat all members of the College community with respect and courtesy.
- Follow the College's health and safety policy and be mindful of the safety of yourself and others.
- Switch off phones and store them out of sight in the office.
- If you are aware of any unauthorized visitors, must report this to inform to the principal.
- Smoke or using e-cigarettes on any part of the College campus is strictly prohibited.
- Bring alcohol onto the College premises or be under the influence of alcohol at any time during the College ours is strictly prohibited.
- If you fail to observe any aspect of the Code of Conduct or associated policies, the College's disciplinary procedures may be implemented.

## Institutional Code of Conduct for Students Discipline

- Students are expected to keep the college campus neat and clean. Writing Scrubbing on the walls and damaging the college property is walls are strictly prohibited and punishable.
- Maintain strict discipline and silence in the class rooms and in the college premises.
- Students are requested not to make noise in the college, who disturb the classes is liable for punishment.

- Ragging is strictly prohibited in the college campus.
- The students should be polite and courteous of the teaching staff, the non-teaching staff, fellow students. They should not use indecent language.
- Chewing pan is strictly prohibited inside the college building. Spitting on the walls will be considered as indecent conduct and hence punishable.
- Bringing outsiders into the college premises without obtaining prior permission from the Principal is deemed as misconduct.
- A student involving in violent clashes in and around the college is a serious case of misconduct. Students are warned that such disorderly behavior may ruin their career.
- Organizing any activity without being permitted by the Principal in writing constitutes misconduct.
- Disturbing the lecturer inside the classroom constitutes serious misconduct.
- Parents should keep in touch with the Principal from time to time and know the progress, punctuality and regularity in attendance.
- The Hall Ticket to appear for the semester end examination will be issued to the student only after she submits a No Due Certificate signed by all the respective authorities.

## Punctuality

- All students shall strictly follow the college timings. If any student comes late to college she shall not be sent to the classes and the attendance will not be marked for that hour.
- If anyone is found to be regularly late, administrative action shall be initiated, including suspension from classes.
- All the students should stick to the deadlines specified for the submission of assignments; Project reports etc., failing which students will be awarded academic punishment(s).
- The student shall be courteous to the member of the faculty and are expected to greet them whenever they meet them.

- No student shall be allow to leave the class room without the permission of concerned class teacher or until class is cancelled period on administrative reasons.
- Students who have no class in a particular period shall not disturb other classes at work.
- Obstruction or disruption of teaching will be viewed as misconduct and those who involved in will be penalized.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification: or knowingly furnishing false information will be punished.
- Usage of cellular telephones and other similar electronic devices in class rooms, laboratories and libraries is strictly prohibited
- If any student violate the conduct such student will be expelled from the class by the lecturer. The student so expelled shall be deemed to be absent for the period. All such case shall be reported to the principal.
- Every student shall come to the college in time, in clean and decent dress.
- Without the identity card she will not be allowed into the college.
- Students are prohibited form loitering in verandas, campus or classes surroundings during working hours.
- Engaging in harassing or discriminatory behavior based on race, religion creed, disability, sex (i.e., Gender) will be punished.
- Students shall be required to put in a minimum attendance of 75% in each paper in Theory and Practical to be eligible for appearing semester end examinations. The students are advised to check their attendance every month with their respective teachers. A Consolidated List of Students, with very poor attendance will be put up on the notice board every month. Parents are also informed of such cases.
- A student who has put in more than 75% of attendance during academic year would be given scholarship for that year.
- Students have to contact the office and avail the scholarships provided.

- Placement facilities are available only to those students who have more than 75% attendance.
- Bus passes will henceforth be issued on monthly basis to only those students who have more than 75% attendance.
- Attendance in practical's should be compulsorily more than 75%.
- Students can make use of career guidance and counseling provided on the campus.
- All the students have to enroll themselves in NSS/NCC/SPORTS/ Certified Voluntary

## Contents Work

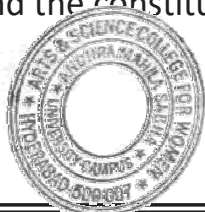
- Attendance at seminars /college functions is a must for all the students.
- Students are required to read the notice boards for any information.
- Attending two internal examinations is compulsory.
- Students should get acquainted with seminar system.
- Students have to compulsorily bring their parents for parent-teacher meeting.
- 75% of attendance for Skill Enhancement Course (SEC) and Generic Electives Course (GEC) is compulsory.

## Medical/Condonation

- In case a student suffers from ill- health she has to submit a medical certificate from a certified doctor immediately after recovery.
- The college authorities would verify the genuinely of medical certificate submitted with the medical counsel of India.
- In case the certificate submitted is not genuine action would be initiated not only against the student but also against the doctor concerned.

## Amendment of the constitution

The Andhra Mahila Sabha Trust Board shall have the power to amend the constitution of the college.



*K. J. R.*

PRINCIPAL  
ANDHRA MAHILA SABHA  
Arts & Science College for Women  
(Autonomous)  
G.U. Campus, Hyderabad-500 007