


S.S.G.S. DEGREE COLLEGE(AIDED) :: GUNTAKAL

Code of Conduct for Principal

1. The Principal should conduct himself/herself in such a way that both the staff and the students look up to him/her for guidance.
2. He/She should be impartial, secular, dignified and punctual in discharging his/her duties.
3. The Principal should be present in the college at least 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, 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.





PRINCIPAL
S.S.G.S. Degree College
GUNTAKAL

S.S.G.S. DEGREE COLLEGE(AIDED) :: GUNTAKAL

DUTIES AND RESPONSIBILITIES OF SENIOR & JUNIOR ASSISTANTS

1. The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants
2. After receiving tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
3. While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
4. All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
5. The assistant should initiate the note pointing out the facts and 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.
6. The assistant should maintain a 'Remainder Diary' in prescribed proforma. Month wise 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.
7. The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.
8. The assistant should bring forward all undisposed files to the current years personal file on the first of April every year.
9. 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.
10. The assistant should dispose off the file with in three working days of its receipt by him /her.
11. The Senior and Junior Assistants are accountable to the Superintendent of the office.




PRINCIPAL
S.S.G.S. Degree College
GUNTAKAL.